सत्यमेव जयते

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)
National Highways Authority of India
(Ministry of Road Transport and Highways, Government of India)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075 ● G-5 & 6, Sector-10, Dwarka, New Delhi-110075
दूरभाष/Phone : 91-11-25074100 / 25074200

NHAI/ Policy Guidelines/ Consultancy/ 2024
Policy Circular No.10.2.40/2024 dated 17th December, 2024
{Decision taken on E-Office File No. NHAI/SRD&Q/223/2022 (Comp. No. 216372)}

Sub: Approval and Installation of Metal Beam Crash Carrier - reg.

Indian Road Congress (IRC) has issued IRC: 119-2015 regarding Guidelines for Traffic Safety Barrier. Further, MoRTH has issued Circular No. RW/NH-29023//02/2019-S&R (P&B) dated 01.01.2020 regarding Guidelines for providing type of Median on National Highways Network and Guidelines for Metal Crash Barrier (Semi Rigid) to be installed on National Highways. The approval for MBCB is granted by AE/IE and installation at site is done by Concessionaire/Contractor under supervision of AE/IE.

2. It has come to knowledge of Authority that at some Project Sites, the Specification/ Drawing which were submitted by Concessionaire/Contractor and approved/reviewed by AE/IE, is not being followed. Apart from this, Installation Methodology prescribed by the Manufacturer is not being adhered to. This has been viewed seriously by Authority.

3. The matter has been examined and after detail deliberation, following directions are hereby issued for MBCB yet to be installed in ongoing Projects or to be installed in future Projects:

i. While approving the MBCB, AE/IE to ensure that all technical specification like thickness, material grade, spacing of post, bolts, embossing, etc. meets the design standard defined in crash test report.

ii. **The Concessionaire/Contractor should ensure that material supplied and installed at site should be of same specification as given in crash test report and the documented proof should be obtained by AE/IE from Concessionaire/Contractor prior to acceptance of its installation.** The Concessionaire/Contractor should install the Crash Barrier as per the methodology provided by Manufacturer. The same is to be verified by AE/IE.

iii. The Metal Beam Crash Barrier Manufacturer shall ensure the identification of their product by embossing the Brand Name, Logo, Lot/Batch Number, Grade of Steel, and other relevant details on each element of the MBCB. The AE/IE has to verify these markings before installation at the site. The manufacturer should also provide a QR code on MBCB through which the SOP/Methodology for installation of MBCB can be easily accessed by anyone at site.

iv. The desired level of ground/bottom layer compaction should be ensured by the Concessionaire/Contractor and AE/IE shall verify the same and keep the ground compaction verification data sheet as record.

v. The Concessionaire/Contractor shall obtain a certificate from manufacturer that Crash Barrier System installed at site is as per prescribed design standards and specifications and submit it to AE/IE and Authority.

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vi. The Concessionaire/Contractor shall avoid any welding for whatsoever any reason and strictly follow the design specifications.

vii. In addition to quality checks by AE/IE, the Field Officers of NHAI shall ensure Quality Check as per Policy Circular No. 1.7.2.8/2024 dated 21.08.2024.

viii. At the time of pre-opening stage Audit and during O&M period, Road Safety Auditor shall check the technical parameters of MBCB.

4. This issues with the approval of Competent Authority.

17/12/24

(CS. Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

Copy to:

1. Hindi Division for translation in Hindi.
2. Library for hosting the circular on library site.
3. Web Admin for circulation.

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(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

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NHAI/Policy Guidelines/ Administration/2024

Policy Circular No. 1.7.2.8/ 2024 dated 21st August, 2024

{Decision taken on E-Office File No. SRDQ-11020/5/2024-SRD&Q Division (Comp. No. 256551)}

Sub: Duties & Responsibilities of Project Directors- Clarification regarding Test Check by Authority - reg.

NHAI has issued Policy Circular No.11041/21/2002- admin. dated 18.04.2006 **(Tech- 64/2006- Copy enclosed)** wherein duties & responsibilities of Project Director has been defined.

2. Para (vi) of above Policy Circular mentions regarding the Test Checks by Project Director, which is reproduced as under:

a. The Project Director by himself or through his designated Officer of PIU will carry out random test check of 3 % of the measurements, including 3% test checking of all hidden items of the work and all items for which the quantity exceeds more than 25 % of the tender quantity, before making payment of any running/final bill (Hidden item is one, which is not exposed for measurement after completion such as clearing and grubbing, earth work, bridge foundation, granular sub base, bituminous base etc). The test measurement shall be in the presence of the Team Leader/Resident Engineer or other Authorized Personnel of the Supervision Consultant for verifying the veracity of the bills and for checking the quality of the works. In case the check measurement is carried out by the designated Officer, the Project Director will countersign the check measurements.

b. Project Director shall also exercise test check of at least 3 % of Original Ground Levels/Reduced Levels recorded by the Supervision Consultant in the Level Book. The Test Check should be as Representative as possible for the entire work done.

c. For the purpose of test check, "Measurements" means the "Corresponding Monetary Value of Measurements of work done." This, however, does not apply to "Levels" in which case the Test Check has to be based on the Number of Levels Recorded.

3. Para (vi) of above Circular is primarily meant for item rate Contracts. Hence, it was felt to clarify the above para for BOT (Toll), HAM and EPC contracts also. Moreover, the test checks should not be limited to checking of Measurement of Quantities only but also Quality tests of works.

4. In view of above, the following guidelines regarding 'Test Checks by Project Director applicable for BOT (Toll), HAM and EPC contracts is issued:

a. The Project Director by himself will witness random Test Check of 3 % of the measurements before making payment of any running/final bill and additional 5% test checks be undertaken by other NHAI's Technical Officers posted at PIU. In case, no other Technical Officer is available then additional 5 % Test Check is not applicable. The test measurement shall be in the presence of the Team Leader/Resident Engineer

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or other Authorized Personnel of the Authority/Independent Engineer for verifying the veracity of the bills and for checking the Quality of the works.

b. Project Director and the Technical Officer at PIU shall also exercise test check of at least 3% and 5% as defined above of Original Ground Levels/Reduced Levels recorded by the Supervision Consultant in the Level Book. The Test Check should be as representative as possible for the entire work done.

c. For the purpose of Test Check, "Measurements" means the "Corresponding Monetary Value of Measurements of work done." This, however, does not apply to "Levels" in which case the Test Check has to be based on the Number of Levels Recorded.

d. It is clarified that 3% random Test Check by Project Director and additional 5% Test Check by Technical Officer posted at PIU is the Representative Quantity (as mentioned in para 4(c) as well as Quality Test of Work covered in the bill.

5. This issues with the approval of Competent Authority.

Encl.: As stated above

21/08/24

(CS. Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

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No.: 11041/21/2002-Admn. April 18, 2006

POLICY MATTERS: TECHNICAL (64/2006)
[Decision taken on Environment Division's file No. 11013/1/2K/GM(Env.)]

Sub: Duties and responsibilities of Project Directors

For effective administration and implementation of the projects, the matter regarding role and responsibilities of the Project Directors in-charge of Project Implementation Unit has been reconsidered. The following guidelines regarding duties of Project Directors are issued for compliance by all the Project Directors :-

(i) The Project Director (PD) will be overall in-charge of the project at site within his jurisdiction. He will also associate himself in the preparation of the Detailed Project Reports.

(ii) He will ensure timely acquisition of land, shifting of utilities and removal of obstructions, obtaining environment clearances and permission for tree cutting and securing approval of the railways for construction of ROBs. He will liaise with other agencies and groups to ensure that all the local issues are satisfactorily dealt with. He will interact with the State Governments and other departments of the Central Government for resolving issues holding up the progress of the work.

(iii) He will attend meetings called by the State Nodal Officers for review of progress of works and removal of bottlenecks, if any.

(iv) He will hold regular progress review meetings with the contractors and the consultants.

(v) He will supervise and monitor the performance of the construction supervision consultant and through him of the contractor. He will administer the powers vested with him under the contract, including making of payments. He will oversee the Contractor's site laboratory.

(vi) He himself or through his designated officer of PIU will carry out random test check of 3 % of the measurements, including 3 % test checking of all hidden items of the work and all items for which the quantity exceeds more than 25 % of the tender quantity, before making payment of any running/final bill. (Hidden item is one, which is not exposed for measurement after completion such as clearing and grubbing, earth work, bridge foundation, granular sub base, bituminous base etc). The test measurement shall be in the presence of the Team Leader/Resident Engineer or other authorized personnel of the Supervision Consultant, for verifying the veracity of the bills and for checking the quality of the works. In case the check measurement is carried out by the designated officer, the Project Director will countersign the check measurements.

a) Project Director shall also exercise test check of at least 3 % of Original Ground Levels/Reduced Levels recorded by the Supervision Consultant in the Level Book. The test check should be as representative as possible for the entire work done.

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b) For the purpose of test check, "measurements" means the "corresponding monetary value of measurements of work done." This, however, does not apply to "levels" in which case the test check has to be based on the number of levels recorded.

c) Payment of any monthly interim IPC received shall not be held up for want of check measurement by the Project Director. If the check measurement could not be made by him, 75 % of the payment will be released subject to fulfillment of other conditions, the balance 25 % payment withheld for adjustment, if any, after test check measurement.

(vii) PD will issue Measurement Books, Level Books and Field Books to the Supervision Consultants in respect of works under his charge. He will ensure that these documents are maintained and utilized properly by the Supervision Consultant. Before releasing payment against IPC of the contractors, the PD will ensure;

a) The Measurement Book is maintained by the Supervision Consultants in the standard format and in accordance with the guidelines prescribed/as per the contract conditions.

b) That the mandatory percentage checking required to be conducted/certified by various key personnel of the Supervision Consultants, including the Team Leader, as per the contract conditions have been duly recorded in the Measurement Book.

c) That the mandatory check measurements have been carried out by him.

d) That the abstract Measurement Book is neatly and correctly drawn by the Supervision Consultants and has been signed by the Team Leader.

e) That the items, quantities and rates, etc., in respect of the executed items/quantities and as claimed under any IPC are as per the contract.

f) That all other contract conditions and guidelines issued by NHAI Headquarters on the subject have been complied with.

g) That all the payments including advances and recoveries are recorded in the abstract Measurement Book and are duly authenticated by the Project Director and the DDO.

h) Before release of payment against IPC, the Project Director and the Drawing & Disbursing officer (DDO) shall ensure that the above necessary requirements have been complied with.

(viii) PD will associate with the Team Leader/Resident Engineer of the Supervision Consultant in test checking of quality control tests at least to the extent of 3 %.

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(ix) He will monitor that the original pre-qualified contractor is actually working and that there is no un-official sub-letting or back-to-back arrangement by the contractor to perform the contract or any part thereof. If the contract provides for a Joint Venture or a sub-contractor, PD should independently watch that they perform within accepted conditions and framework of the contract. He will also check that the machinery and equipment as originally promised are actually working on the project site. If there is any infraction of or deviation from the agreed/approved agreements, he will take appropriate action as per conditions of the contract and will send his findings to the Headquarters.

(x) He will ensure that the personnel of the Supervision Consultant are deployed at site as per the manning schedule agreed in the contract. He will give directions to the Supervision Consultant for any laxity in respect of inadequate deployment and poor quality level of supervision during execution of the work.

(xi) Project Director will report to the Headquarters critical issues in the implementation of the project. He will provide the necessary inputs to the Headquarters as and when required. He will examine the proposals of variations, time extension, disputes and claims etc. and furnish comments/recommendations to the Headquarters, and present the case before DRE/DRB and arbitral tribunal. He will ensure proper maintenance of all relevant record that may be needed at any time in the future to defend cases before the arbitrators or in the courts. On transfer, he will leave complete handing over notes, with reference to records, about all differences, disputes, claims and other matters to enable the successor effectively watch the interest of NHAI.

(xii) Project Director heading the CMUs will build, update and maintain NH data required for Pavement Management System (PMS) and Bridge Management System (BMS) on a computerized Geographical Information System (GIS) data base.

(xiii) Project Director will take action for prevention and removal of encroachment; unauthorized access, billboards and advertisements hoardings from NH land.

(xiv) He will prepare monthly 'encumbrances' list of the project site and submit to the NHAI Headquarters.

(xv) He will examine the proposals of access permission (private properties and retail outlets) as per relevant guidelines and submit the same to the Headquarters in time.

(xvi) He will take action to update National Highway land records and develop inventory of highway land & property.

(xvii) He will ensure that the prescribed building lines, control lines and set back distances are duly enforced.

(xviii) He will exercise proper supervision of control to ensure that toll collection is smooth and as per the guidelines.

(xix) He will submit monthly progress report to Headquarters in the prescribed format.

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(xx) He will be responsible for maintenance of accounts in the prescribed manner and operation of Bank Account as joint signatory. He will attend to Audit observations promptly.

(xxi) He will ensure that all the project records are maintained properly in the PIU/CMU. He will supervise the work of other officers and staff in the PIU/CMU.

(xxii) Project Directors will maintain fixed assets register in respect of the assets purchased out of own funds including assets transferred from HO and assets acquired by contractors/consultants currently in their possession or transferred as part of their contract. In addition, PIUs/CMUs are also advised to carry out physical verification of the assets at the end of each financial year and submit a copy of the same to the Government Auditors/Internal Auditors during the course of their audit in the PIUs/CMUs. Insurance of such assets should also be taken.

(xxiii) On completion of the Defect Liability Period, PD will carry out half-yearly performance evaluation of the project during the life cycle of the project.

(xxiv) On completion of the project, he will write a confidential performance appraisal report of the Supervision Consultant and submit it to the Headquarters. He will also receive the performance appraisal report of the contractor put up to him by the supervision Consultant and forward it to the Headquarters after countersignature/his remarks.

(xxv) The Project Directors PIU/CMU will act as representative of principal employer (i.e.NHAI) under (i) Contract Labour (Regulations and Abolition) Act 1970 and Rules made there under and (ii) Employee's Provident Funds and Miscellaneous Provisions Act 1952 and schemes framed thereunder. They will be responsible to implement all labour welfare activities required to be done by principal employer as per statutory provisions.

2. This issues with the approval of Chairman.

(G.P. Chand)
General Manager (Admn.)

All Project Directors

Copy to:

PS to Chairman
All Members/CGMs/CVO
All GMs/DGMs/Managers