



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/ Administration /2023

Policy Circular No.1.3.1.29/ 2023 dated 10th October, 2023

{Decision taken on E-Office File No. NHAI/11014/22/2023-Admn(Pt1) (Comp. No. 210820)}

Sub: Standard Operating Procedure (SOP) for processing the cases for extension of tenure of External Professionals (EPs) and Young Professionals (YPs), acceptance of premature resignation and enhancement of remuneration, etc.- reg.

In accordance with the Policy Circular No.1.3.1.12 dated 21.06.2017 (as amended from time to time) {copy enclosed}, the EPs and YPs have been engaged on contract basis by NHAI.

2. However, it has been observed that there is a need to specify a standard procedure for dealing with extension of term, acceptance of resignation, enhancement of remuneration at the time of extension of term, etc. in case of EPs & YPs. Accordingly, the following standard procedure has been specified to process such cases:-

3. **Extension of tenure of EPs/YPs:-**

- i. The Reporting Officer of EP/YP through Member concerned should forward the request with the recommendation of the concerned RO in case of those deployed in Field Units/ CGM in case of those deployed at HQ to CGM (HR/Admn.) at least 03 months prior to expiry of tenure. The proposal should be forwarded with the following documents/ information in the format prescribed at Annexure:-
 - (a) Willingness of EP/YP.
 - (b) Annual Performance Report (APR) of EP/YP for the preceding two years (in case of extension beyond 02 years) and preceding one year in case of extension beyond 01 year).
 - (c) Copy of the contract agreement with EP/YP in case of those engaged at Field Units.
 - (d) Current monthly remuneration.
 - (e) Detailed Justification for extension.
- ii. HR/Admn Division shall put up the proposals in case of EP (upto extension for third year) to Chairman for approval / decision. In case of YP, the proposal shall be put up to Member (Admn.) for approval / decision.
- iii. In case of YPs, there is no provision in the policy for extension of tenure beyond 03 years. Therefore, no proposal for extension of tenure of YP beyond 03 years should be forwarded to NHAI HQ.
- iv. In case of extension of EPs beyond 03 years' tenure, approval of the NHAI Board (Authority) is required, which can only be considered in exceptional cases only, not routinely.

Contd...2/-

- v. In case of those engaged at HQ, the contract agreement shall be executed by the GM/DGM of the concerned HR/Admn. division and in case of those engaged at ROs, RO shall execute the contract agreement. In case of those engaged in PIUs, PD shall execute the contract agreement on behalf of NHAI.
 - vi. The contract agreement should be on the NJSP of Rs.100/- duly notarized. The cost of NJSP and attestation shall be borne by EP/YP.
 - vii. A copy of the duly executed and attested copy of the contract agreement should be forwarded to concerned HR/Admn. division within 10 days for records.
 - viii. The contract period shall get automatically terminated at the end of contract unless specifically extended in writing by the Competent Authority. In no case, the services of EP / YP should be continued / availed beyond approved period of contract.
4. **Enhancement of remuneration at the time of extension of tenure:-**
The existing Policy Circular dated 21.06.2017 ibid envisages 5% enhancement in remuneration every year. However, in case of extension fresh term, 5% enhancement shall be given on remuneration of previous year / term.
5. **Acceptance of Premature Resignation of EPs/YPs:-**
i. All proposals for acceptance of Premature Resignation of EPs/YPs should be forwarded to concerned Admn. division for seeking approval of Member (Admn.) or Chairman, as the case may be, at least 30 days before the proposed date of relieving.
ii. In case of proposals requiring waiver of notice period of one month, the justification should also be provided for the same.
6. This issues with the approval of Competent Authority.

Encl: As stated above.



10/10/23

(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.

**PROFORMA FOR EXTENSION OF TENURE OF
EXTERNAL PROFESSIONALS (EPs) / YOUNG PROFESSIONALS (YPs)**

Sl. No.	Particulars	Information provided by concerned Division / RO
1.	Name of the EP / YP	: _____
2.	Date of Birth (in dd/mm/yyyy format)	: _____
3.	In case of EP, whether he has completed 65 years of age as on date	: Yes / No
4.	State of Health	: _____
5.	Date of initial engagement in NHAI (in dd/mm/yyyy format)	: _____
6.	Date of expiry of current tenure (in dd/mm/yyyy format)	: _____
7.	Place of posting (Division in case of HQ/RO/PIU)	: _____
8.	Present monthly remuneration	: Rs. _____
9.	Whether copy of latest contract agreement executed with EP / YP on NJSP of Rs.100/- duly attested by Notary Public / Oath Commissioner enclosed	: Yes / No (Page No. _____)
10.	Period for which extension is required	: From _____ To _____
11.	Whether the willingness of EP / YP for extension of tenure obtained	: Yes / No (Page No. _____)



Sl. No.	Particulars	Information provided by concerned Division / RO
12.	Whether Annual Performance Report(s) [for the preceding 02 years in case of extended beyond 02 years and preceding 01 year in case of extension beyond 01 year], in format as per Annexure-VI of Policy Circular No.1.3.1.12/2017 dated 21.06.2017 (as amended) enclosed with the proposal	: Yes / No (☐)
13.	Whether recommended for 5% increase in current monthly remuneration as per Policy	: Yes / No
14.	Detailed justification for the extension	:
15.	Detailed justification for extension beyond 65 years of age in case of EP	:
16.	Recommendations of the concerned CGM of the Division in case of those posted at HQ / RO in case of those posted in RO/PIU	: Recommended / Not Recommended Remarks:- _____ _____
17.	Whether recommended by the Member concerned	: Yes / No (Page No. _____)
	Signature of CGM of Division in case of those posted at HQ / RO in case of those posted at RO/PIU	: _____
	Name of the CGM / RO	: _____
	Name of the Division / RO	: _____
	Date	: _____

