



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)

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NHAI/Policy Guidelines/ Establishment of Office /2023

Policy Circular No.1.6.6/ 2023 dated 11th October, 2023

{Decision taken on E-Office File No. NHAI/E&BM/PermanentOffice/SOP/2023-24 (Comp. No. 217280)}

Sub: Standardization of Norms of Construction of Office Building in respect of ROs/PIUs- reg.

Consequent upon approval of Executive Committee in its 580th meeting held on 23.09.2023, a policy for Standardization of Norms for Construction of permanent office buildings for all ROs & PIUs of NHAI covering all aspects i.e. Design and Scope, Specification, Cost of Land & Building, Fund, Methodology, Time & tentative standard layouts etc. is hereby issued for implementation thereof.

2. This issues with the approval of Competent Authority.

Encl.: As stated above

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.

(Sanjay Kumar Patel)
General Manager (Coord.)



Standardization of Norms of Construction of Office Building in respect of ROs/PIUs

October, 2023

A handwritten signature in blue ink, consisting of a stylized 'H' followed by a flourish.

Table of Contents

S. No.	Contents	Page No.
1	History.....	03
2	Detailed Analysis of Space Requirement.....	04
3	Design & Scope for Construction of Building.....	05
4	Specification.....	05
5	Cost.....	06
6	Fund.....	08
7	Methodology.....	08
8	Time.....	08
9	Layout.....	08



A) History

- NHAI vide Policy No. 11041/59/2006-Admin. dated 01.09.2009 has decided to establish the Regional Offices and/or State Level Offices at State Capitals with the maximum Carpet Area for Regional Offices headed by CGM shall be 4500 sqft.
- Admin Division vide even no. of letters 11021/01/2009-Admn.-(ROs) dated 14.08.2013 and 21.01.2016 requested Regional Offices to explore the possibility for allotment of a piece of land of an area of 1000-1200 Square Yard (9000-10800 Sqft.) from State Government for construction of permanent office building for Regional Offices and PIU Offices in State Capital.
- Further, NHAI's vide Policy Circular No. 11021/01/2009-Admn.(ROs) dated 10.10.2016, instructions have issued for construction of permanent office building to co-locate both Regional Office and PIU Office in the State Capitals in the same premises. All the ROs have been requested to expedite the proposals in accordance with the provisions of the aforesaid Circular dated 21.01.2016 and forward the proposals to HQs for further approval of the Competent Authority. While designing the building, it should mandatorily be ensured that the building should have the specifications of green buildings with highest LEED/BEF certification
- NHAI HQ's vide Policy Circular No. 11021/01/2009-Admn(ROs) dated 14.08.2019 has decided that all such piece of land that has come to NHAI on account of taking over of earlier NHs and from the State, PWDs and their appurtenances including the stretches that have been bypassed be put to optimum use and monetized.
- Now, during the Manthan Meeting held on 03.07.2023, it was decided to prepare a holistically proposal for construction of permanent office buildings for all ROs/PIUs.



B) Detailed Analysis of Space Requirement

Estate Division vide email dated 14.06.2023 requested to all ROs and PIUs to suggest area required for their Permanent offices to accommodate existing as well as anticipated future strength in the attached excel sheet.

Based on Manpower strength, size of PIU/RO office and FAR of City etc., norms for space has been framed into below mentioned categories:-

- i) Small PIU Office located at "Z" Category City having Population below 5 Lakhs.
- ii) Medium PIU Office located at "Y" Category City having Population 5 Lakhs to 50 Lakhs Above.
- iii) Large PIU Office located at "X" Category City having Population 50 Lakhs above.
- iv) RO Office (exclusive)
- v) RO + PIU Office located at State Capital.

C) Area Fixation

Based on submission of information by the ROs and PIUs, Committee has determine below mentioned office space for construction of permanent offices to accommodate existing as well as anticipated future strength for different office. The same has been approved by the Competent Authority:-

S. No.	Name of the Office	Minimum Plot Area (In Sqft.)	Total Maximum built up Area (In Sqft.)
1	Small PIU Office located at "Z" Category City	4000	5000
2	Medium PIU Office located at "Y" Category City	5000	6000
3	Large PIU Office located at "X" Category City	7500	8000
4.	RO Office (exclusive)	10000	12000
5	RO + PIU Office located at State Capital	10000	20000



D) **DESIGN & SCOPE for Construction of Building :-**

The following provisions shall be provided in the building:-

I) **Civil Work:-**

- i. RCC framed structure office building floor height office building 3.6m & Stilt portion 3.60 m
- ii. Earthquake resistant building as per earthquake zone.
- iii. Internal water supply and sanitary installation
- iv. External service connection
- v. External cladding / façade work
- vi. Wood work, Aluminium work and vitrified tile flooring
- vii. Terrance tank (RCC) and underground tank of adequate capacity, distribution line & peripheral grid for water supply.
- viii. STP of 10 KLD capacity for RO Office.
- ix. Sewerage disposal to proposed STP.
- x. Development work as per approved plan including internal road, external sewerage, water supply distribution line, storm water drain, rain water harvesting.
- xi. Boundary wall, 1.5 meter height plus 0.6 meter MS grill.
- xii. Office furniture work.

II. **Horticulture:-**

Development of Horticulture works in the area around office premises including Grassing, Plantation of trees/shrubs/hedge and potted plants. Vertical plantation.

III. **Electrical:-**

- i. Internal Electrical including Street light, compound light.
- ii. VRV/VRF AC system
- iii. UPS System
- iv. Audio visual/Conference System
- v. LED Signage for building
- vi. Firefighting and fire alarm system.
- vii. 1 x 11 to 33 KVA sub-station for PIU and RO Office respectively
- viii. DG set having capacity ranging from 80 KVA for RO Office.
- ix. CCTV, LAN and EPBAX system
- x. 8 Passenger 02 Nos. lifts only for RO + PIU Office located at State Capital
- xi. Water supply for drinking water with RO System.
- xii. Service connection charges payable to respective Statutory Authority.
- xiii. Solar Panel

- E) **SPECIFICATION:-** The work must be carried out as per applicable CPWD Specifications 2019 Vol. I & II. It should mandatorily be ensured that the building should have the specifications of green buildings with highest LEED/BEF certification.



F) **COST:-**

I. **Cost of Land:-** Suitable Office Land shall be purchased for State Government or identified / earmarked office space on the existing / ongoing / under DPR NH project.

II. **Cost of Building:-**

a) Delhi Plinth Area Rate 2023 for Electrical, Civil, and Horticulture Work & Market Rates shall be taken for calculating preliminary cost estimate of building.

b) Anticipated PMC Charge/ Architecture Consultancy Charge @ 3% of building cost shall also be taken for arriving Total Capital Cost of building.

c) Approx. ceiling limit of Construction of Permanent Office building are as below:-

S. No.	Particulars	Name of the Office				
		Small PIU Office located at "Z" Category City	Medium PIU Office located at "Y" Category City	Large PIU Office located at "X" Category City	RO Office located at State Capital	RO + PIU Office located at State Capital
1	Total Maximum built up Area (In Sqft.)	5000	6000	8000	12000	20000
2	Cost building per sqft. (in Rs.) as per Design and Scope	5332	5332	5332	5332	5332
3	Cost building as defined in Design and Scope (Rs. in lakhs)	267	319.92	426.56	639.84	1066.4
4	Cost of Furniture @10% of building cost (Rs. in Lakhs)	27	31.992	42.656	63.98	106.64
5	Cost of RCC Water Tank Overhead plus Underground (Rs. in Lakhs)		3	3.45	3.45	8.05
	Office	Overhead (in Litre)				
	Small & Medium PIU	5000				
	Large PIU & RO Office	10000				
6	Cost of Boundary Wall (Rs. in Lakhs)		33	33	33	54
	Office	Length in meter				
	Small & Medium PIU	300				
	Large PIU & RO Office	500				

7	Cost of Sub Station (Rs. in Lakhs)			2	2	5	5
	Office	KVA	2				
	Small & Medium PIU	11					
	Large PIU & RO Office	33					
8	Cost of DG Set (Rs. in Lakhs)			0	0	10	10
	Office	KVA	0				
	Large PIU & RO Office	80					
9	Cost of UPS System (Rs. in Lakhs)			3	3	6	6
	Office	KVA	3				
	Small & Medium PIU	10					
	Large PIU & RO Office	20					
10	Cost of VRV / VRF AC System (Rs. in Lakhs)			7	7	14	14
	Office	HP	7				
	Small & Medium PIU	12					
	Large PIU & RO Office	24					
11	Cost of Solar Panel (Rs. in Lakhs)		2	2	3	5	5
12	Cost of STP (Rs. in Lakhs)			0	0	8	8
	Office	KLD	0				
	Large PIU & RO Office	10					
13	Cost of Lift (Rs. in Lakhs) for 08 passengers		0	0	0	17.24	34.48
14	Cost of Door Frame Metal Detector (Rs. in Lakhs)		0	0	0	4	4
15	Total Cost of Building (Rs. in Lakhs)		343	402	520	835	1322
16	Architecture Consultancy Charge @ 3% of building cost (Rs. in Lakhs)		10.29	12.05	15.60	25.06	39.65
17	Contingency Charges @3% of building cost (Rs. in Lakhs)		10.29	12.05	15.60	25.06	39.65
	Total Capital Cost (Rs. in Lakhs)		364	426	551	886	1401

***Note:-** Anticipated increase in the cost @3% per annum shall be taken for succeeding year



G) **Fund:-** The work shall be charge on On-going road work as Change of Scope (CoS)

H) **METHODOLOGY:-** Either the work shall be executed through CPWD as deposit work or through existing Contractor / Concessionaire as Change of Scope.

I) **TIME:-**

I) Pre-construction Stage:- 03 Months

II) For execution of work: 18 Months (subjected to availability of site free from all encumbrances & allotment of sufficient funds from the Concerned RO/PIU).

Total Time:- 21 Months after issuance of administrative approval and estimate sanction.

J) **TENTATIVE LAYOUT:-** Tentative attached layout shall be followed with slight modification as per the Site requirement (Annexure – II):-

S. No.	Name of the Office	Remark
1	Small / Medium PIU Office	Appendix A
2	Large PIU Office	Appendix B
3	RO + PIU Office located at State Capital	Appendix C



CONTENTS

Small/Mediumd Project Implementation Unit (PIU)

Ground Floor	01
First Floor	02
Second Floor	03

Large Project Implementation Unit (PIU)

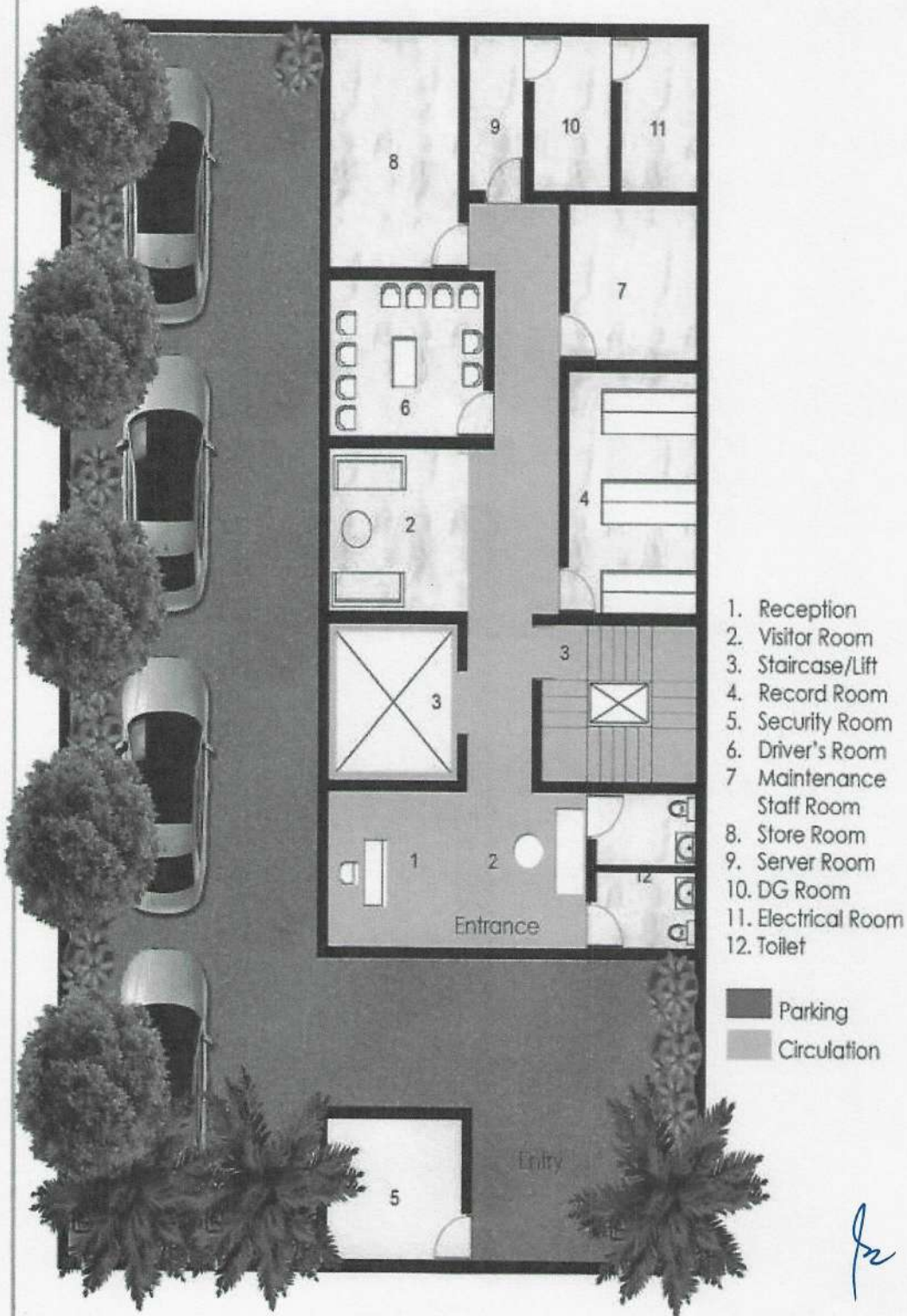
Ground Floor	04
First Floor	05
Second Floor	06

RO Office & Large (PIU)

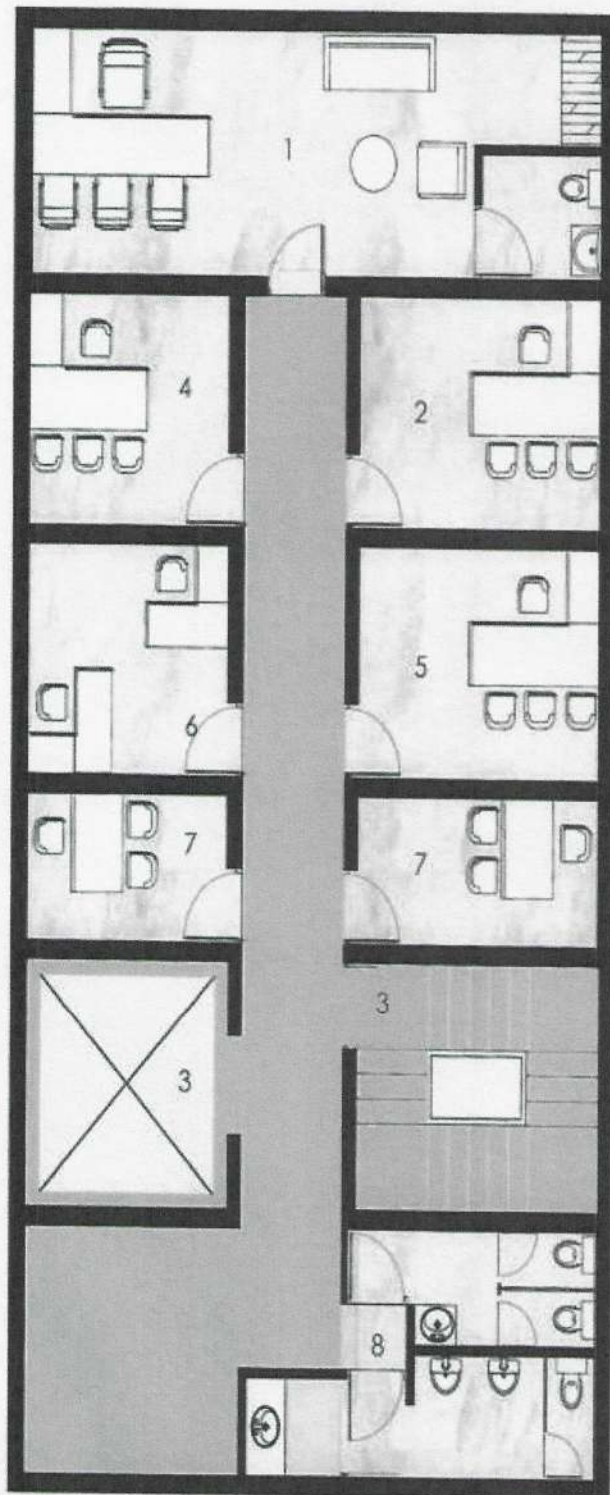
Stilt Floor	07
First Floor (RO Office)	08
Second Floor (RO Office)	09
Third Floor (Large PIU)	10
Fourth Floor (Large PIU)	11

12

Small/Medium Project Implementation Unit (PIU) GROUND FLOOR



Small/Medium Project Implementation Unit (PIU) FIRST FLOOR

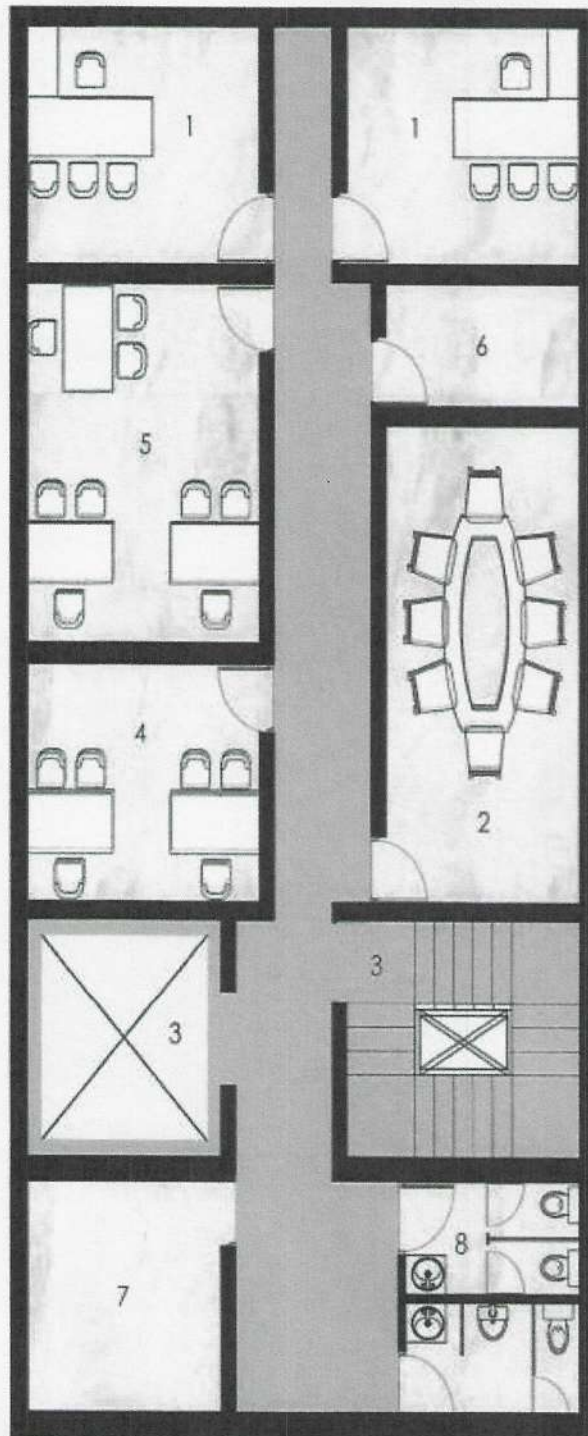


1. DGM Office
2. Dy. Manager
3. Staircase/Lift
4. Manager (Fin.)
5. Manager
6. PA/PS
7. Accountant
8. Toilet

■ Circulation

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Small/Medium Project Implementation Unit (PIU) SECOND FLOOR



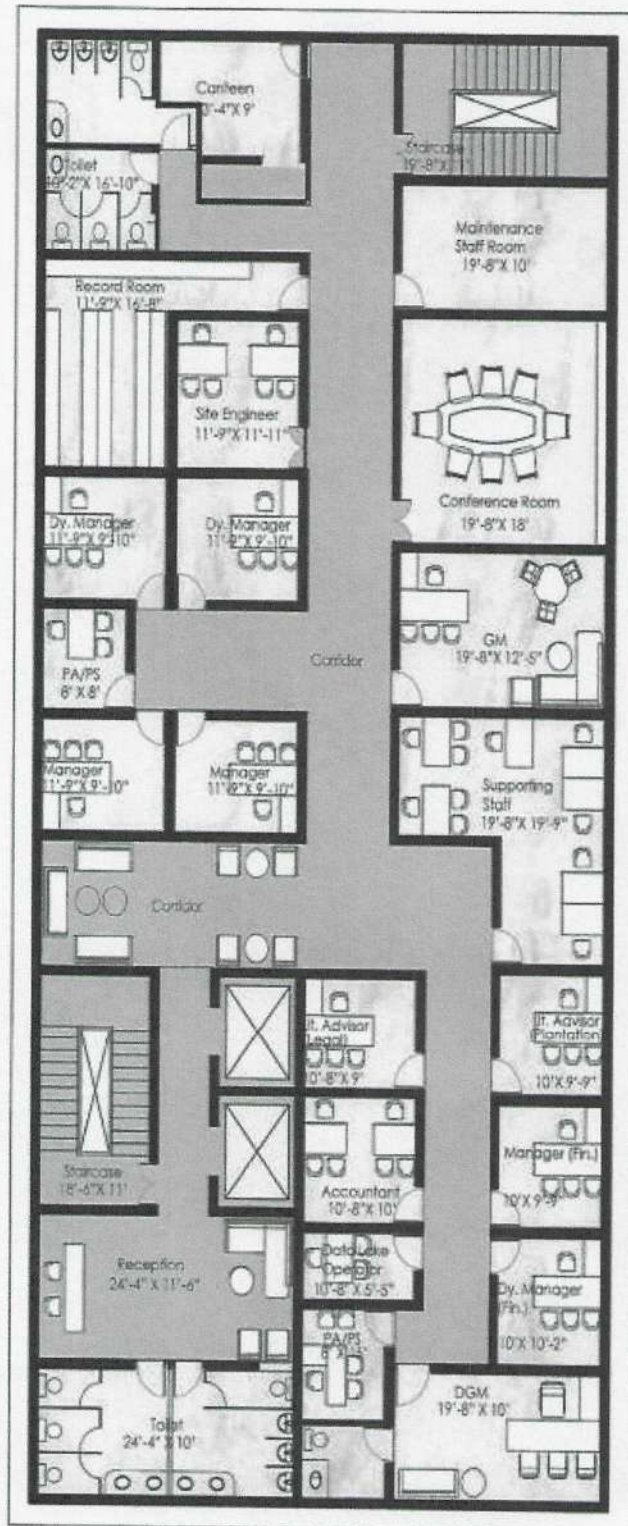
1. Jt. Advisor
2. Conference Room
3. Staircase/Lift
4. Site Engineer
5. Supporting Staff
6. Data Lake Operator
7. Canteen
8. Toilet

■ Circulation

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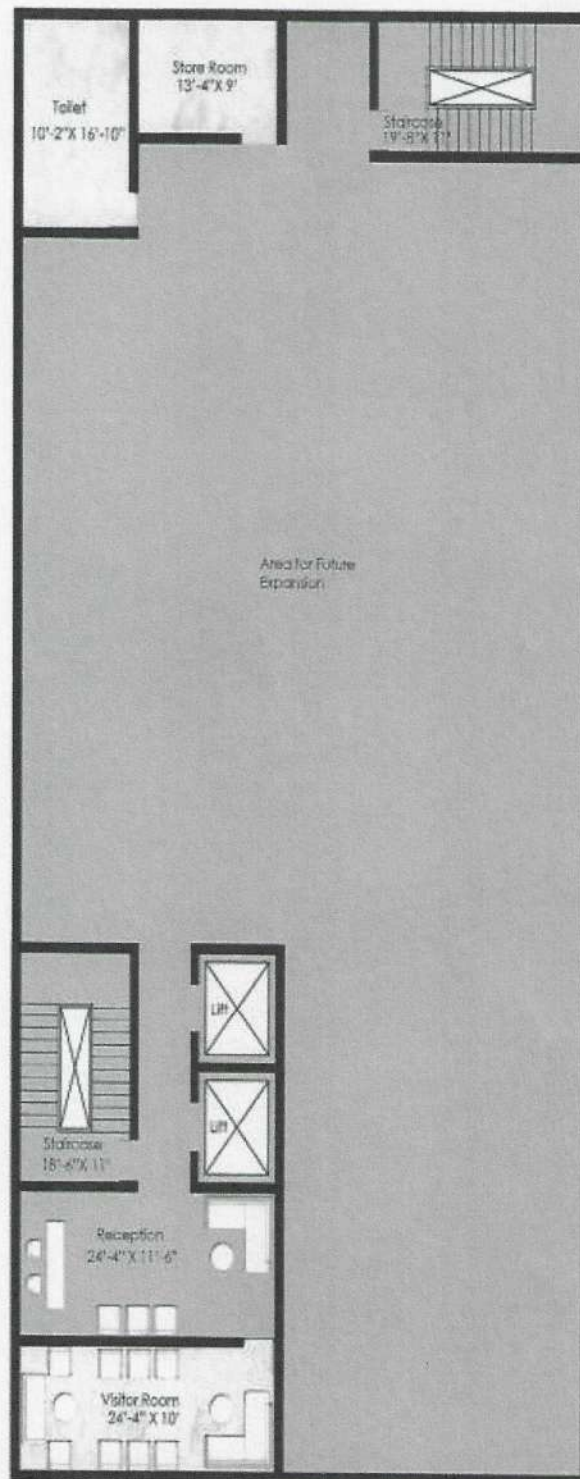


Large Implementation Unit (PIU) FIRST FLOOR



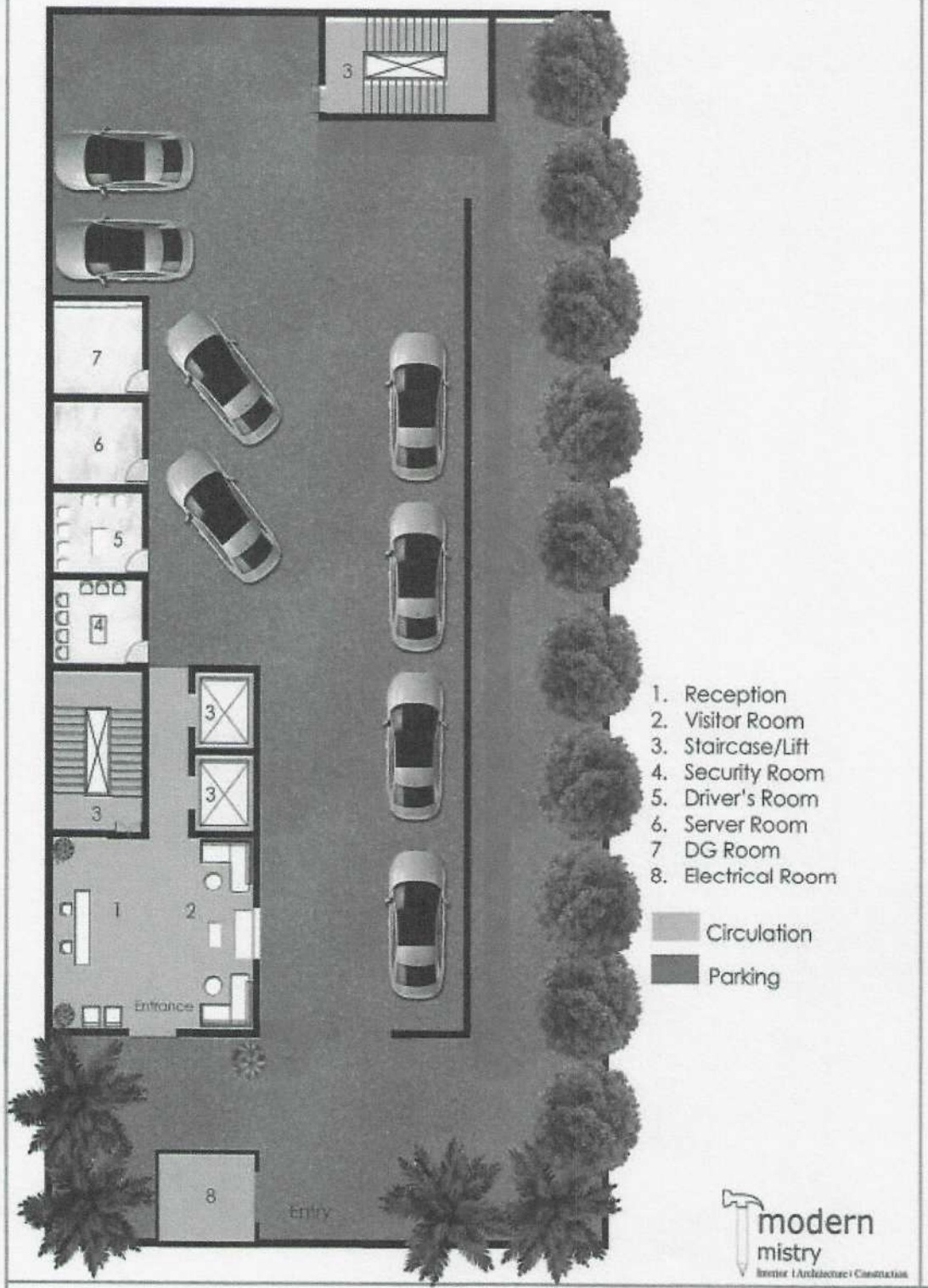
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Large Implementation Unit (PIU) SECOND FLOOR



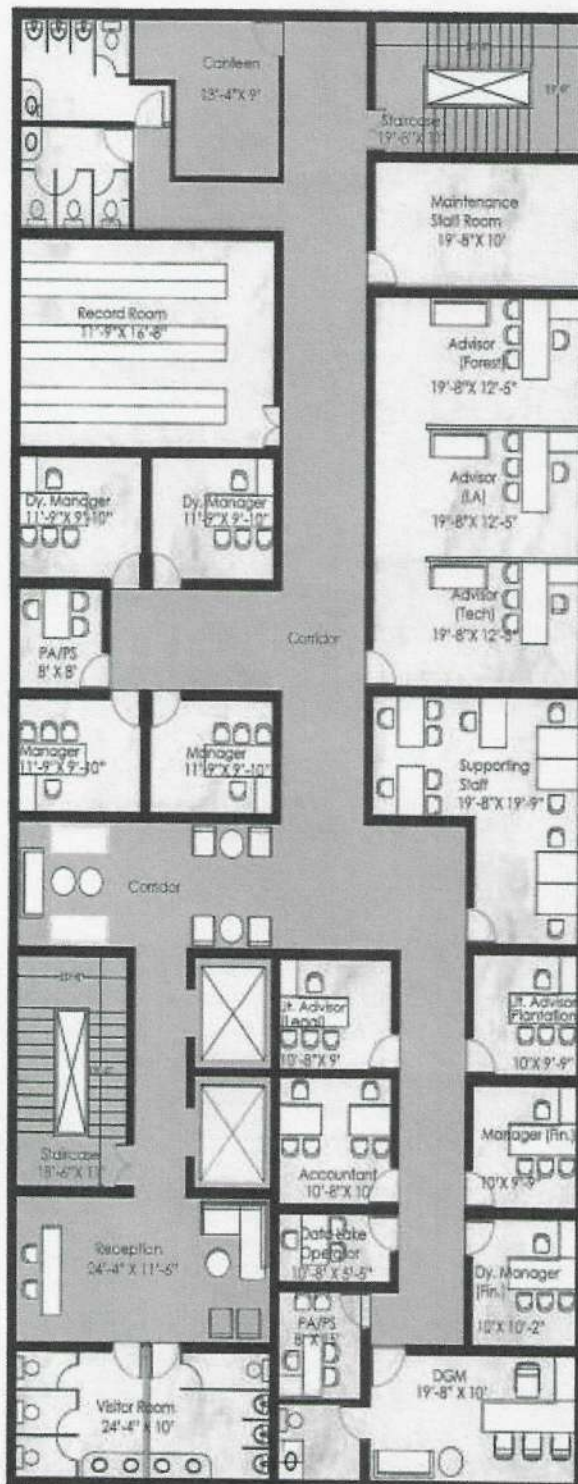
JE

RO Office Stilt Floor

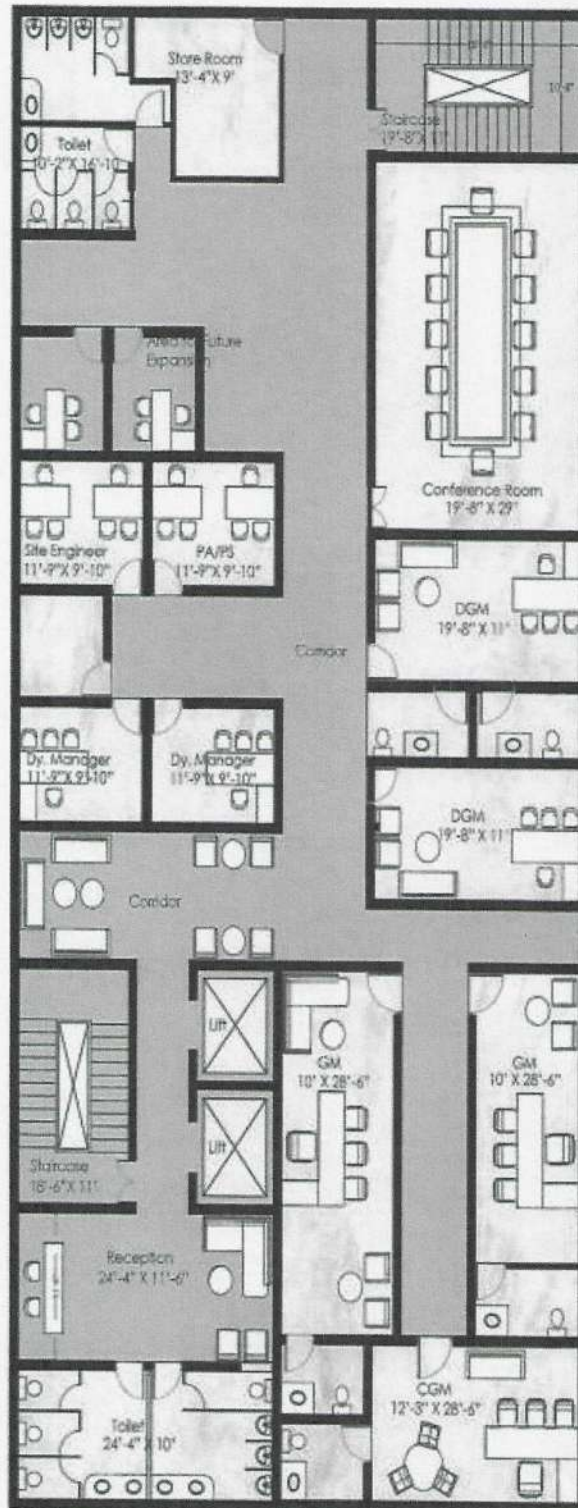


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RO Office FIRST FLOOR

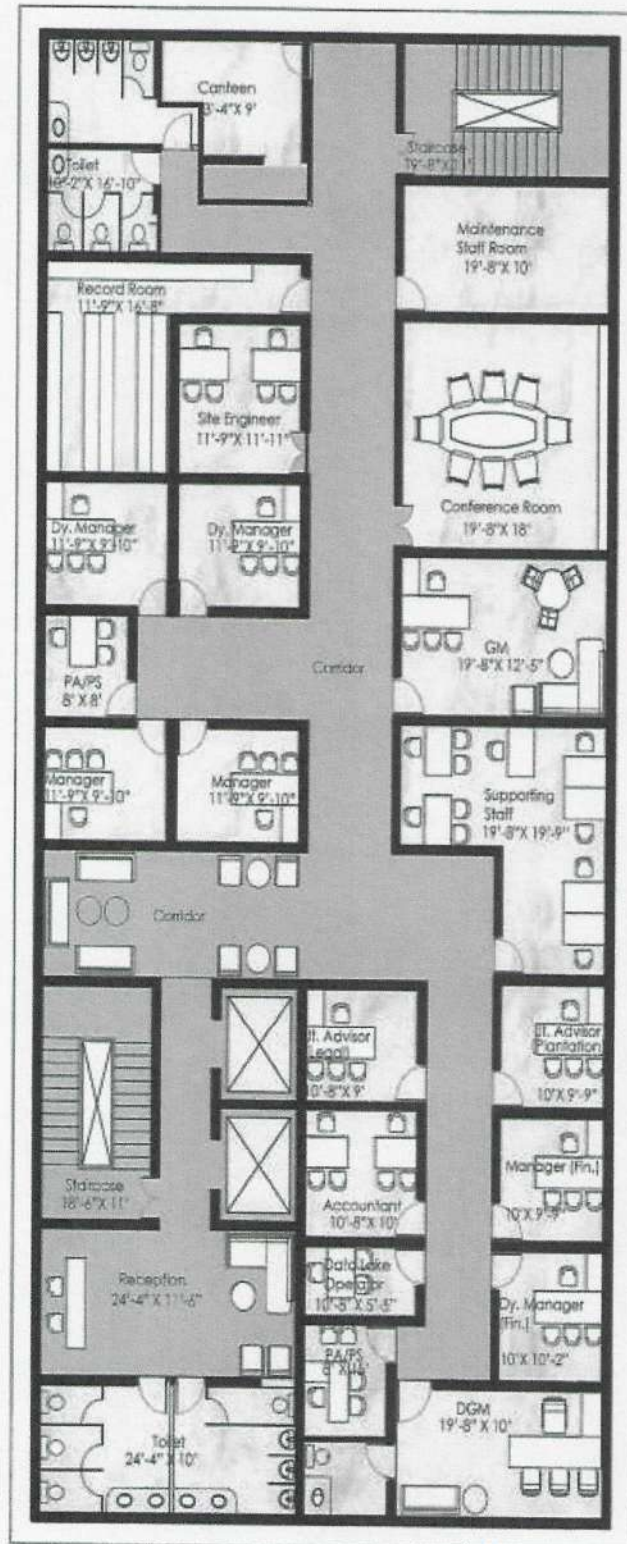


RO Office SECOND FLOOR

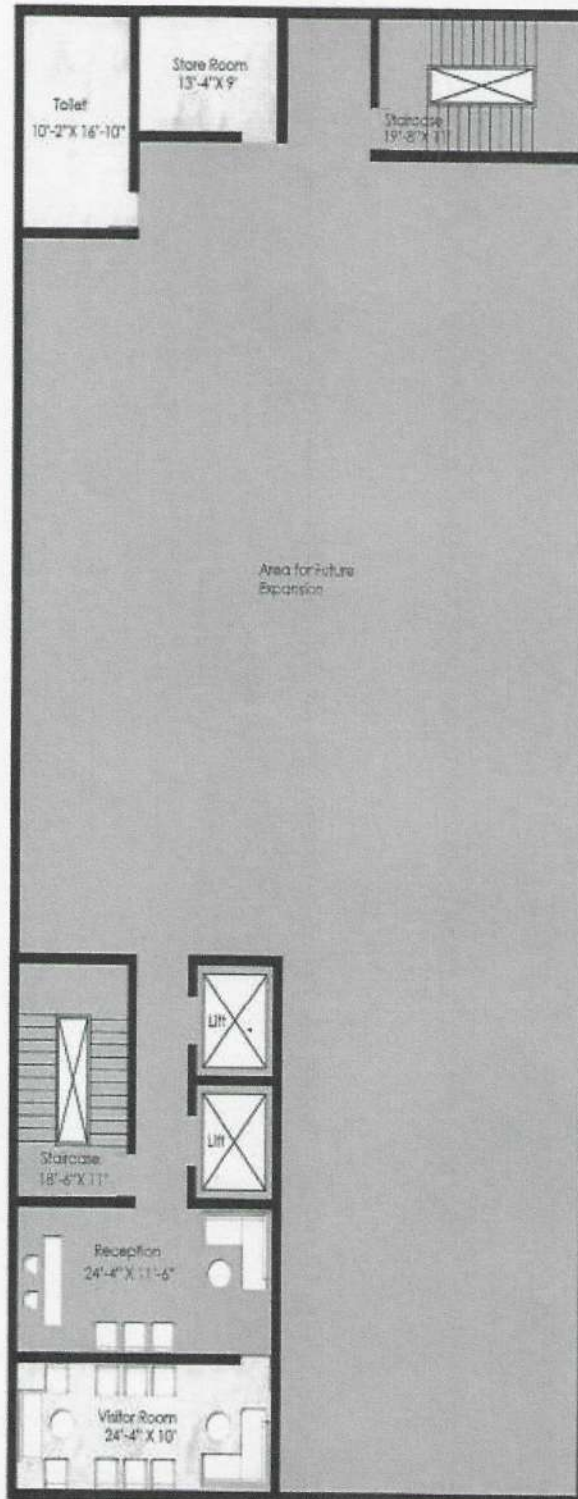


13

RO/Large Implementation Unit (PIU) THIRD FLOOR



RO/Large Implementation Unit (PIU) FOURTH FLOOR



13