



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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दूरभाष/Phone : 91-11-25074100 / 25074200



NHAI/Policy Guidelines/ Dispute Resolution Board/2023 Policy Circular No.2.2.10/ 2023 dated 30th October, 2023 {Decision taken on E-Office File No. NHAI/DRB/2020-Part(1) (Comp. No. 7955)}

Sub: Templates for DRB Members- reg.

In accordance with provisions of the agreement, DRB Members are required to make mandatorily 04 site visits in 12 months period. The report of their site visit, observations and findings are also to be shared by them with all the stakeholders. In order to have a uniform reporting system for all the projects, a format has been prepared. The Format may be shared with all the DRB Members for reporting their site visits. Copy of the aforesaid format is enclosed.

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.

30/10/23

(Sanjay Kumar Patel)
General Manager (Coord.)

DRAFT

Proceedings of ---- (number) meeting of DRB held on --- (date)

For the works of Construction of.... (Name of the Project)

Dispute Resolution Board (DRB) comprising of

Name of Member	Name of Member	Name of Member / Chairman

List of Participants:

Sl. No.	Name of the representative	Name of the Organisation	Designation	Mobile No.	Mail Id

1. Salient Features:

1.	Project	Name of Project
2.	Concessionaire/ Contractor	
3	IE/AE	
4	Total Project Length	
5	Project Cost	
6	Revised Project Cost, if any	
7	Construction Period	
8	Date of Concession Agreement	
9	Appointed Date Declared by Authority	
10	Scheduled date of Completion	
11	Extended date of Completion	
12	Physical Progress (%)	
13	Approved EOT (Days)	

14	Approved COS (Rs. In Cr.)	
15	COS %	
16	Date of completion certificate	
17	Details of De-scoped/Delinked works	
18	Toll Fee Notification Date	

2. Land Acquisition Details

Site Possession and removal of encumbrances:

The PD on behalf of the Authority/ Employer informed the Board that the en re land acquisition has been completed, and the site has been handed over to the Contractor except over a length of ---km. which is in process. The extent of land yet to be acquired is about Hectares. PD assured to hand over by....

3. Pre-Construction Activities Details:

1	Status of Forest Clearance	
2	No. of Trees	
3	Area of Diversion of Forest Land	
5	Status of Environmental Clearance	
5	Status of Structure Valuation	
6	Details of Utility shifting	
7	Status of Utility shifting	

4. Technical Details:-

Sl.no.	Description	Details & Quantity as per Contract	Present Progress (%)
1	Approved ROW		
2	Project Length		
3	Length of elevated structure		
4	Bypass Length		
5	Service Road Length		
6	ROB (nos. & chainage)		

7	Major Bridges (nos. & Chainage)		
8	Minor Bridges (nos. & Chainage)		
9	VUPs (nos.)		
10	Culverts New Construction (nos.)		
11	Culverts Widening (nos.)		
12	Toll Plaza Details		
13	Subways (nos.)		
14.	RE Wall (Length & chainage)		

5. Milestone Details for Physical Progress and Payment:-

Sl. No.	Milestone Details	Progress (%)	Time Line in days	Target Date	Achieved Progress (%)	Reason for why it was not achieved

6. Cumulative Physical Progress of the Project :-

Sl. No.	Month End	Road Works	Elevated Structure	ROB	VUP/Subway	Other Engineering Works	Other Works	Total Progress (Weighted)
Weightage (%)								100%

7. COS Details :-

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Sl. NO.	COS details	Date of Submission to IE	Date of recommendation	Current Status	Date of approval of CA	COS Amount (Rs.)

8. EOT Details :-

Sl. NO.	EOT details	Date of Submission to IE	Date of recommendation	Current Status	Date of approval of CA	Number of days sought

9. Dispute Details :-

S.No	Description of Dispute	Date of submission of claim statement	Date of submission of reply to the claims	Date of submission of rejoinder	Date of recommendation of DRB	Claimed amount	Recommended amount

10. Date of next site visit of DRB

The meeting ended with thanks to the Chair.

(MEMBER)

(MEMBER)

(CHAIRMAN)

To,

1. PD, NHAI 2. TL, CONSULTANT 3. PM, CONCESSIONAIRE

Copy to:-

1. CGM (LEGAL), HQ, NHAI 2. GM (TECH), HQ, NHAI 3. DRB MEMBERS