



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/ Events/2023

Policy Circular No.4.30/ 2023 dated 31st October, 2023

{Decision taken on E-Office File No. NHAI/Tech/BM/SOP/2023 (Comp. No. 224608)}

Sub: Addendum to Standard Operating Procedure (SoP) : Foundation Stone Laying/ Inauguration of National Highways Projects by Hon'ble Prime Minister - reg.

Standard Operating Procedure (SOP) for Foundation Stone Laying/ Inauguration of National Highways Projects by Hon'ble Prime Minister was issued vide NHAI Policy Circular No. 4.28/2023 dated 05th April, 2023.

2. Based on the recent experience and lessons learnt during the recent events of inaugurations/ foundation stone laying, some additional guidelines as addendum to the existing guidelines are enclosed herewith for compliance by all concerned.

3. 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.)

Annexure

Sub.: Addendum to Standard Operating Procedure (SoP) issued vide Policy Circular No. 4.28/2023 dated 05th April, 2023 : Foundation Stone Laying/ Inauguration of National Highways Projects by Hon'ble Prime Minister - reg.

This to outline some valuable insights and guiding principles in addition to the SoP issued vide Policy Circular No.4.28/2023 dated 05.04.2023 for organizing inauguration and foundation stone ceremony of National Highway Projects by Hon'ble Prime Minister:-

- (i) **Identification of responsibilities and assigning the same to officers-** The various activities which need to be done for the preparation of event are to be identified and the same be assigned to the available officers duly taking into account their location and duty order to this effect issued giving clear guidance to all for efficient outcome.
- (ii) **Identification for Venue of Event and obtaining the necessary NOC -** After declaration of the date and location of event, the Regional Officer & Project Director to immediately coordinate with the District Collector to identify the site of the event. The following is to be taken into account while selecting the site of event-
 - o **Capacity of site-** Generally the events of Hon'ble PM has an audience size varying from 25 thousand to 1 lakh. Hence the capacity of the site should be sufficient to accommodate the possible attendees of the event.
 - o **Availability of spaces nearby for Helipad.**
 - o **Availability of space for vehicle parking and good connectivity to the event location.**
- (iii) **Security and Safety:** For security and safety purpose, the SPG takes command for ensuring required protocol in co-ordination with State Police Force. However, since each and every activity is done under supervision of SPG in-charge, immediate communication with them needs to be made by NHAI official to avoid hassle at later stages.
- (iv) **Crowd Management-** This is generally done by district administration but planning should be made for a significant turnout and proper provision of drinking water, food and toilets should be made to avoid any inconvenience to public.
- (v) **Weather Contingencies-** Account for local weather conditions and contingency plans in case of adverse weather such as Water proof tents, drains, hard tracks, etc. may be prepared.
- (vi) **A standard list of essential items required for Hon'ble PM in green room should be obtained from SPG Officials to avoid last minute hurry.**



- (vii) Additional green rooms/ lounges for VVIPs e.g. Governor, CM, Ministers etc. and departmental heads be planned and erected at venue near the dias in consultation with SPG and DC. Proper cooling arrangements and toilet facilities to be ensured in all green room/lounges.
- (viii) Availability and adequate flow of water to be ensured in all washrooms particularly Green Room and PMO. Further sufficient no. of washrooms/ public toilets may be ensured at event venue at proper locations.
- (ix) Specifications/ make / brand of audio components to be specified and additional devices may be used to ensure high quality audio. Audio - Visual system on the dias and pandal (including general seating area) to be tested well in advance of the event start time. Protocols for live streaming including streaming platform, internet bandwidth and speed to be decided before deployment of IT tools. A dedicated IT team may be deputed for supervision of live streaming activities. Sometime interference in the AV system is caused when the jammers are put on by the SPG. So the AV systems, two way VC systems should be tested for it and trials be conducted for it.
- (x) Local cuisines of the area, where the event is held, may be included in the food menu for the VVIPs, PMO and other guests/officials.
- (xi) As per the latest trend, Hon'ble Prime Minister may visit of programme venue in open vehicle through the public area. He may move through the public inside the venue before reaching the Dias. This issue is required to be discussed with SPG in advance and adequate barricading and vehicle track (if soil is weak, we may have to do WMM/DBM) be prepared.
- (xii) It should be ensured that an invitation for the programme from Hon'ble Minister (RT&H) to the Chief Minister of the concerned State be sent well in advance.
- (xiii) Material for felicitation of the dignitaries like Memento, Turban etc. should be procured atleast one day prior to the event and should be duly checked for their fitment.
- (xiv) The function for officials may preferably be restricted to 500 persons.
- (xv) The event management agency should be directed to complete all preparation at least 24 hrs prior to program, so that last moment hassles may be avoided and program may be successfully completed.

