



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/Consultancy/2024

Policy Circular No. 10.2.35/2024 dated 23rd January, 2024

{Decision taken on E-Office File No. AE/IE/Service Improvement (Comp. No.234206)}

Sub: SOP for Interaction by Interview Committee with Key Personnel of Authority Engineer/ Independent Engineer/ Supervision Consultant through SRD&Q Division - reg.

Ref: SOP Policy Circular No. 10. 2.34 dated 10.01.2024

SOP to improve Authority Engineer/ Independent Engineer/ Supervision Consultant Performance and better Contract Administration has been issued on 10.01.2024 under reference above. At para 3.1 of the SOP the SRD&Q Division is Nodal Division for conducting key personnel interaction and formation Interview Committee.

2. In this regard, the Technical Divisions / ROs will notify the SRD&Q Division for interaction of Key Personnel after taking approval of Competent Authority with draft Minutes of Meeting (**copy enclosed Annexure-A**) except the table of recommendation which shall be filled by Expert Team immediately after completion of interaction. SRD&Q Division shall allocate the Expert Teams for interaction of Key Personnel pertaining to the project within a period of **7 days** after receipt of the proposal.

3. The Expert Team assigned for the Key-personnel interaction for the project shall conduct interview within **7 days**.

4. The formation of Expert Team as proposed in SOP is as under: -

(a) In case of bids invited from RO Level,

- (i) Member-1: Concerned RO
- (ii) Expert Team Member-2: Advisor/Jt. Advisor - 1 no.
- (iii) Expert Team Member-3: 1 no.

(b) In case of bids invited from NHAI HQ,

- (i) Member-1: Concerned CGM (T)/GM (T) NHAI HQ
- (ii) Expert Team Member-2: Advisor/Jt. Advisor - 1 no.
- (iii) Expert Team Member-3: 1 no.

5. As per Policy Circular No. 10.1.30/2021 dated 15.11.2021, earlier the Committees were formed by the concerned Members for conducting the interview of the Key Personnel pertaining to the project of their jurisdiction.

6. The following Expert Members are proposed for interaction of Key Personnel which shall include one Member as CGM (T)/GM (T) of NHAI HQ in case of bids invited by HQ or concerned RO in case of Bids invited by RO. Other two Members shall be from available Advisor (T)/ Joint Advisor (T) who are already on NHAI roll and Empanelled Team Leaders

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for Quality Inspection (the number of experts will be increased from time-to-time).

Sr.	No. of Teams	Members Details	Link Expert Member in case of Non availability of the nominated Expert Member
1	Team- 1		
	Member -1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member -2	Sh. A. K. Srivastava, Advisor (T) (Mob. 9818314588)	Link Member-1 Sh. R. K. Singh, Advisor (T) Link Member-2 Sh. Kaptan Singh, Advisor (T)
	Member-3	Dr. Anant Ram Tiwari, Advisor (Bridge) (Mob 9868673842)	Link Member-1 Sh. Shashidhar Singh, Jt. Advisor (T) Link Member-2 Sh. S. S. Jha, Advisor (T)
2	Team- 2		
	Member -1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member-2	Sh. Ram Kishan Solanki, Team Leader, Quality Inspection (Mob 88001 28844)	Link Member-1 Sh. A. K. Srivastava, Advisor (T) Link Member-2 Sh. S. S. Jha, Advisor (T)
	Member-3	Sh. Shashidhar Singh, Joint Advisor (T) (Mob 94251410201)	Link Member-1 Dr. Anant Ram Tiwari, Advisor (T) Link Member-2 Sh. Kaptan Singh, Advisor (T)
3	Team- 3		
	Member-1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member-2	Sh. I. S. Rana, Advisor (T) (Mob 9818936634)	Link Member-1 Sh. R.K. Hustto, Advisor (T) Link Member-2 Sh. Kaptan Singh, Advisor (T)
	Member-3	Sh. S. Jaswant Kumar, Consultant (Mob 73821 71638)	Link Member-1 Sh. S. S. Jha, Advisor (T) Link Member-2 Dr. Anant Ram Tiwari, Advisor(Bridge)
4	Team- 4		
	Member-1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member -2	Sh. S. S. Jha, Advisor (T) (Mob 9234503333)	Link Member-1 Sh. I.S. Rana, Advisor (T) Link Member-2 Sh. Kaptan Singh, Advisor (T)
	Member-3	Sh. D. S. Arvind, Joint Advisor (T) at RO-Bangalore (Mob 9677090979)	Link Member-1 Sh. N. K. Jain, Jt. Advisor (T) Link Member-2 Dr. Anant Ram Tiwari, Advisor(Bridge)
5	Team-5		
	Member -1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member -2	Sh. J. K. Srivastava, Team Leader, Quality Inspection (Mob 91614 44470)	Link Member-1 Sh. Mehal Singh Sodhi, Team Leader Link Member-2 Sh. Kaptan Singh, Advisor (T)

	Member-3	Sh. N. K. Jain, Jt. Advisor (T) (Mob 9810306778)	Link Member-1 Sh. Shashidhar Singh, Jt. Advisor (T) Link Member-2 Sh. Kaptan Singh, Advisor (T)
6	Team-6		
	Member -1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member -2	Sh. Lokesh Kumar, Team Leader, Quality Inspection (Mob 94141 85085)	Link Member-1 Sh. Ram Kishan Solanki, Team Leader Link Member-2 Sh. Suraj Prakash Yadav, Team Leader
	Member-3	Sh. Kaptan Singh, Advisor (T) (Mob. 8368281866)	Link Member-1 Sh. D. S. Arvind, Jt. Advisor (T) Link Member-2 Sh. Shashidhar Singh, Jt. Advisor (T)
7	Team-7		
	Member -1	Concerned CGM (T)/GM(T) OR concerned RO (as the case may be)	
	Member -2	Sh. R. K. Singh, Advisor (T)	Link Member-1 Sh. Lokesh Kumar, Team Leader Link Member-2 Sh. N. K. Jain, Jt. Advisor (T)
	Member-3	Sh. Mehal Singh Sodhi, Team Leader, Quality Inspection (Mob 94140 38390)	Link Member-1 Sh. Suraj Prakash Yadav, Team Leader Link Member-2 Sh. Kaptan Singh, Advisor (T)

* In case of pre-occupation/ non-availability of expert member of the assign project on date of interaction, the role shall be undertaken by Link team member-1 (to be intimated by concern expert to all concerned and SRD&Q)

** In case of pre-occupation/ non-availability of expert member & Link team member-1 on date of interaction, the role shall be undertaken by Link team member-2 (to be intimated by link Expert member-1 to all concerned and SRD&Q)

7. The Power for formulation of Expert Teams is allocated to In-charge Member Quality Division, who shall constitute and update Committees as and when required as per availability of Expert Team Member's. The updated Expert Committee for conducting interview shall be circulated to all NHAI for information and submission of interaction proposal by the concerns.

8. The details of unsuitable candidates during interaction by Expert Team shall be uploaded on Data Lake on receipt of Mail from Expert team to concern Division, so that other Divisions may be able to see the list of unsuitable candidates in Data Lake before making recommendation of Key Personnel for interaction for other projects. The recording of interaction through VC shall be kept in record by concerned Divisions/ROs and also to be uploaded on Data Lake. Technical Divisions before submitting interaction proposal shall also verify that the key personnel who is being proposed for interaction is not found unsuitable by any of the Expert Team constituted by NHAI during last 3 months before proposed interaction.



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9. Minutes of Meeting (MoM) of the interaction by Expert Committee shall be issued on same day issued within one day to the concern Technical Division/RO and CC to SRD&Q division. In case Expert Team Member is not available physically for signature due to any reason he may accord concurrence on the MoM through email or Whatsapp and the same shall be kept in record.

10. To ensure timely completion of interaction process, the Link Expert Members are also nominated for non-availability of the any Member of the constituted Committee and Link Member shall act as nominated Member of that Committee for the absence period of that Member.

11. For outside Expert Team Members, a payment of Rs. 8000/- per interview through VC (with a monthly cap of Rs. 1.75 lakh) shall be paid by concerned Technical Division/RO as the case may.

12. As per the requirements, further Committees may be constituted from the Empanelled Team Leaders, retired NHAI Officials or other Technical Officers considering their past performance and suitability for the purpose after getting their concurrence and availability for the assignment in future with the approval of Member Quality.

13. This SOP shall be applicable from the date of issuance.

14. This issues with the approval of Competent Authority.

Encl.: As stated above


23/01/24
(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

National Highway Authority of India

Sub: Consultancy services for the Project; in the state of Under EPC/HAM (under implementation Or O&M Or SC as the case may be) :

- Minutes of Interaction Meeting dated: with proposed/ replaced Key Personnel-Reg.

Tender ID.....

1. Date of Interaction Meeting :
- 1.1 Venue : Through VC
2. Participants :
- 2.1 Expert Committee:
- (i) Sh. : CGM/ GM (T) HQ/ RO.....
- (ii) Sh. : Advisor (Tech.), NHAI
- (iii) Sh. : Advisor/Jt Advisor (Tech.), NHAI

2.2 On behalf of NHAI (to facilitate the Interaction):

- (i) Sh. : NHAI HQ/RO,/ NHAI PIU

2.3 On behalf of Consultant (to facilitate the Interaction with Key Professionals)

- (i) Sh. : MD/ Permanent Director

2.4 List of Key Personnel proposed for Interaction Meeting by Consultant:

S. N.	Name of Key Personnel	Proposed Position Original/ Replacement	Name of Consultant (AE/IE/SC)
1.	Sh.		Name of Firm to be given separately for each Professional in case of JV or in Association
2.	Sh.		

*In case of Association no. of Key personnel shall be as per RFP and same is to be specified in the table above

3. In accordance with the NHAI/Policy No.10.1.30/2021 Circular dated 15.11.2021, corrigendum to policy circular issued vide Policy No.10.1.35 dated 11.10.2022. Further the SOP is issued vide Policy Circular No.10.2.34/2024 dated 10.01.2024 a committee was constituted for interview of the key personnel of the H-1 bidder. The listed Key personnel are proposed for original positions/ under replacement.

3.1 At the onset, it was confirmed by the CGM/GM/RO that for the proposed Key Personnel for the interaction, necessary eligibility conditions as per RFP, availability for deployment in the subject Project, equivalent or higher score of the replacing personnel, admissibility of remunerations for the replacing Key Personnel, etc. have already been examined, confirmed and the CVs are duly approved by the Competent Authority.

3.2 It was further confirmed that earlier, the Key personnel for the position of; Sh., was interacted with the Committee on However, said candidate was not found suitable for deployment in the Project Consultancy Service for the proposed position, and accordingly, its details have been uploaded on Data Lake Portal. Further, no Interaction Meeting

has been conducted by the Committee for replacement of for this project (applicable in case of unsuitability of candidate by the committee in interaction with the proposed candidate.

3.3 It was also confirmed that none on the proposed key personnel were found unsuitable for deployment for Consultancy Services in NHAI Projects during the last 3 months as a result of Interaction Meetings with any of the Expert Committee constituted by NHAI for the purpose.

3.4 Video recording of the Interaction Meeting with the Key Personnel with the Expert Committee Members shall be kept in record by concerned CGM/GM/RO.

4. Members of Expert Committee interacted with the key personnel discussing certain highway project related technical issues, along with contractual issues as well some site related issues to ascertain their competency for deployment in the subject Project Consultancy Services for the proposed positions based on experience/ knowledge for effective performance. The Expert Committee has however not verified the credentials of the Key Personnel such as required qualifications, work experience etc. as reflected in their respective CVs as the same are confirmed/ verified by the CGM/GM/RO.

5. The Expert Committee has made its recommendation on the basis of interaction with the Key Personnel as under:

S. N.	Name of Key Personnel	Position- Original/ Replacement	Date of Interaction	Remarks
1.	Sh.			Found Suitable and recommended for deployment
2.	Sh.			Recommended provisionally for a period of 03 months to observe the performance for his suitability for further continuation.*

* The Expert Committee recommended Sh. (as Original/ Replacement) for the position of provisionally for deployment at site initially for a period of three months and thereafter PD and RO may observe and evaluate and submit Performance Report regarding his competency for continued deployment for the above position for revised interaction with the Expert Committee to assess the competency for continuing the deployment in the Project Services.

6. Based on above findings of Expert Committee, Technical Division/ RO may take further necessary action.

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Member Name-
Designation-

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Member Name-
Designation-

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Member Name-
Designation-