



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



भाराराप्रा/ नीति दिशानिर्देश / विविध दिशानिर्देश/ 2026

नीति परिपत्र सं. 18.130 / 2026 दिनांक 20th जुलाई, 2026

{(ई-ऑफिस फाइल सं. PC-17/1/2026-PC (कम्प्यूटर सं. 320807 पर लिया गया निर्णय))}

NHA/ Policy Guidelines/ Miscellaneous Guidelines/2026

Policy Circular No. 18.130/ 2026 dated 20th July, 2026

{(Decision taken on E-Office File No. PC-17/1/2026-PC (Comp No. 320807))}

विषय: एनएचएलएमएल द्वारा डिपॉजिट कार्य के आधार पर पत्तन सड़कों के प्रचालन एवं अनुरक्षण कार्य भाराराप्रा को आबंटित किए जाने के संबंध में।

Sub.: Allocating Works pertaining to Operation & Maintenance Works of Port Roads to NHA by NHLML on Deposit Works basis - reg:-

एकरूपता, दक्षता, समयबद्ध निष्पादन एवं प्रभावी करार प्रबंधन सुनिश्चित करने के उद्देश्य से यह निर्णय लिया गया है कि अब से निम्नलिखित पत्तन सड़क एसपीवी से संबंधित कार्य भाराराप्रा द्वारा डिपॉजिट कार्य के आधार पर निष्पादित किए जाएंगे:

In order to ensure uniformity, efficiency, timely execution and effective contract management, it has been decided that henceforth the works of the following Port Road SPVs shall be executed by NHA on deposit works basis:

- चेन्नई एन्नोर पोर्ट रोड कंपनी लिमिटेड (सीईपीआरसीएल)
Chennai Ennore Port Road Company Limited (CEPRCL)
- मोरमुगाव पोर्ट रोड कंपनी लिमिटेड (एमपीआरसीएल)
Mormugao Port Road Company Limited (MPRCL)
- मुंबई जेएनपीटी पोर्ट रोड कंपनी लिमिटेड (एमजेपीआरसीएल)
Mumbai JNPT Port Road Company Limited (MJPRCL)
- तूतीकोरिन पोर्ट रोड कंपनी लिमिटेड (टीपीआरसीएल)
Tuticorin Port Road Company Limited (TPRCL)
- कलकत्ता हल्दिया पोर्ट रोड कंपनी लिमिटेड (सीएचपीआरसीएल)
Calcutta Haldia Port Road Company Limited (CHPRCL)
- कोचीन पोर्ट रोड कंपनी लिमिटेड (सीपीआरसीएल/एनएचएलएमएल)
Cochin Port Road Company Limited (CPRCL/NHLML)
- विशाखापत्तनम पोर्ट रोड कंपनी लिमिटेड (वीपीआरसीएल)
Visakhapatnam Port Road Company Limited (VPRCL)
- पारादीप पोर्ट रोड कंपनी लिमिटेड (पीपीआरसीएल)
Paradip Port Road Company Limited (PPRCL)

Contd.....2/-

2. इस विषय पर कार्यकारी समिति (ईसी), भाराराप्रा द्वारा कार्यसूची मद सं. 719.24 के अंतर्गत विचार किया गया और अनुमोदित किया गया कि पत्तन सड़कों के प्रचालन एवं अनुरक्षण से संबंधित कार्य एनएचएलएमएल द्वारा भाराराप्रा को डिपॉजिट कार्य के आधार पर आबंटित किए जाएं। इस संबंध में, एनएचएलएमएल द्वारा कार्यालय आदेश सं. वित्त/2026-27/04 दिनांक 02.07.2026 **अनुलग्नक-I (प्रतिलिपि संलग्न)** पहले ही जारी किया जा चुका है।

The matter was considered by the Executive Committee (EC), NHAI vide Agenda Item No. 719.24 and approved that the works pertains to Operations & Maintenance of Port Roads be allocated to NHAI by NHLML on deposit work basis. In this regard NHLML has already issued Office Order No. Fin/2026-27/04 dated 02.07.2026 **Annexure-I (Copy Enclosed)**.

3. ऐसे डिपॉजिट कार्यों का निष्पादन भाराराप्रा/नीति दिशानिर्देश/वित्त एवं लेखा/2026, नीति परिपत्र संख्या 3.2.17/2026 दिनांक 22 जून, 2026 **अनुलग्नक-II (प्रतिलिपि संलग्न)** के प्रावधानों के अंतर्गत किया जाएगा। अनुमोदन (तकनीकी स्वीकृति, वित्तीय सहमति एवं प्रशासनिक अनुमोदन), शक्ति प्रत्यायोजन, निधि जमा, सेंटेज प्रभार, निविदा, निष्पादन, करार प्रबंधन, लेखांकन, निगरानी, लागत में अंतर, विवाद, कार्यों के पूर्ण होने एवं हस्तांतरण से संबंधित सभी मामले उक्त नीति परिपत्र के प्रावधानों के अनुसार सख्ती से पूर्ण किए जाएंगे।

The execution of such Deposit Works shall be governed by the NHAI/Policy Guidelines/Finance & Accounts/2026, Policy Circular No. 3.2.17/2026 dated 22nd June, 2026 **Annexure-II (Copy enclosed)**. All Matters relating to approval (Technical Sanction, Financial Concurrence and Administrative Approval), Delegation of Powers, Fund Deposits, Centage Charges, Tendering, Execution, Contract Management, Accounting, Monitoring, Cost Variations, Disputes, Completion and Handing Over of works shall be carried out strictly in accordance with the provisions of the said Policy Circular.

4. सभी संबंधित अधिकारी उपर्युक्त दिशानिर्देशों का सख्ती से अनुपालन सुनिश्चित करेंगे।
All concerned officers shall ensure strict compliance of the aforesaid Guidelines.

5. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

संलग्नक: यथोपरी।

Encl.: As stated above.

(सीएस. संजय कुमार पटेल/ CS. Sanjay Kumar Patel)
प्रभारी मुख्य महाप्रबंधक(समन्वय) (i/c) Chief General Manager (Coord.)

प्रति/ To:

भाराराप्रा मुख्यालय/आरओ/पीआईयू/सीएमयू/साइट कार्यालयों के सभी अधिकारी।
All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices.

प्रतिलिपि/ Copy to:

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Web Admin for Circulation.
3. सचिव, सड़क परिवहन और राजमार्ग मंत्रालय के प्रधान निजी सचिव को सूचनाार्थ।
PPS to Secretary, MoRT&H for Kind Information.

NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED

Corp. Office: 309 D21 Corporate Park, Sector-21, Dwarka, New Delhi-110 077

Email id: sgahmed.nhlml@nhai.org

CIN: U63000DL2004PLC124173

Ref.Fin/2026-27/04

Date: 02.07.2026

OFFICE ORDER

Subject: Execution of Operation & Maintenance (O&M) Works of Port Road SPVs through NHAI on Deposit Work Basis

1. As per the Delegation of Powers (DoP) of the following SPVs, the Regional Officers of NHAI/Managing Directors of Port Road SPVs are responsible for monitoring and overseeing the Operation & Maintenance of the respective Port Road stretches.
 - I. Chennai Ennore Port Road Company Limited (CEPRCL)
 - II. Mormugao Port Road Company Limited (MPRCL)
 - III. Mumbai JNPT Port Road Company Limited (MJPRCL)
 - IV. Tuticorin Port Road Company Limited (TPRCL)
 - V. Calcutta Haldia Port Road Company Limited (CHPRCL)
 - VI. Cochin Port Road Company Limited (CPRCL/NHLML)
 - VII. Visakhapatnam Port Road Company Limited (VPRCL)
 - VIII. Paradip Port Road Company Limited (PPRCL)
2. In order to streamline the execution, monitoring, operation & maintenance (O&M) works pertaining to above mentioned Port Road SPVs, following instructions are hereby issued :-
 - a. NHAI, being a specialized agency with vast experience in construction, operation and maintenance of National Highways, has well-established procedures, standard operating practices and institutional mechanisms for execution of such works. Accordingly, with a view to ensuring uniformity, efficiency, timely execution and effective contract management, henceforth Operation & Maintenance works of the above Port Road SPVs shall be entrusted to National Highways Authority of India (NHAI) on Deposit Work basis.
 - b. The execution of such Deposit Works shall be governed by the NHAI/Policy Guidelines/Finance & Accounts/2026 Policy Circular no. 3.2.17/2026 dated 22nd June, 2026 (copy enclosed) All approvals, fund deposits, tendering, execution, contract management, accounting, monitoring, cost variations, completion and handing over of works shall be carried out strictly in accordance with the provisions of the said Policy.



NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED

Corp. Office: 309 D21 Corporate Park, Sector-21, Dwarka, New Delhi-110 077

Email id: seahmad.nhlml@nhai.org

CIN: U63000DL2004PLC124173

- c. All concerned officials shall ensure strict compliance of the aforesaid guidelines.

This issues with the approval of Competent Authority.


(Ashish Asati)
CEO NHLML

CC :

- i. PPS to Chairman NHLML
- ii. PS to CEO NHLML
- iii. All Division Heads NHLML
- iv. All Concerned Ros NHAI/MD of respective SPVs
- v. All Concerned PDs NHAI/ CFOs of respective SPVs





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(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

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भाराराप्रा/ नीति दिशानिर्देश /वित्त और लेखा / 2026

नीति परिपत्र सं. 3.2.17/ 2026 दिनांक 22nd जून, 2026

{(ई.ऑफिस फाइल सं- FINDIV-14012 (20) /1/2026-O/o DGM (Finance-I)) कम्प्युटर सं. 307140 पर लिया गया निर्णय}}

NHAI/ Policy Guidelines/ Finance & Accounts/2026

Policy Circular No. 3.2.17/ 2026 dated 22nd June, 2026

{(Decision taken on E-Office File No. FINDIV-14012 (20) /1/2026-O/o DGM (Finance-I) (Comp No. 307140)}

विषय: अन्य संस्थाओं की ओर से भारतीय राष्ट्रीय राजमार्ग प्राधिकरण (भाराराप्रा) द्वारा निक्षेप कार्यों के निष्पादन पर मानक संचालन प्रक्रिया (एसओपी)

Sub: Standard Operating Procedure (SOP) on Execution of Deposit Works by National Highways Authority of India (NHAI) on behalf of Other Entities-reg:

प्राधिकरण को सड़क परिवहन और राजमार्ग मंत्रालय (एमओआरटीएच) के अलावा केंद्र और राज्य सरकारों के विभिन्न विभागों, एजेंसियों और अन्य संस्थाओं की ओर से निक्षेप कार्यों के निष्पादन के लिए बड़ी संख्या में अनुरोध प्राप्त हो रहे हैं। यह कार्य 100% अन्य संस्थाओं द्वारा प्रदान की गई निधि से निष्पादित किया जाएगा।

The Authority has been receiving a significant number of requests for execution of Deposit Works on behalf of various Departments, Agencies and other entities of the Central and State Governments, other than the Ministry of Road Transport and Highways (MoRTH). This work will be executed 100% from the fund provided by the Other Entities.

2. उपरोक्त के आलोक में, निक्षेप कार्यों के अनुमोदन और निष्पादन के लिए एक स्पष्ट, पारदर्शी, सुसंगत और समान रूपरेखा स्थापित करने की आवश्यकता है। एक मानकीकृत प्रक्रिया को अपनाने से कुशल निर्णय लेने में सुविधा होगी, पूरे प्राधिकरण में प्रक्रियाओं में एकरूपता सुनिश्चित होगी और ऐसे कार्यों के निष्पादन में जवाबदेही और पारदर्शिता मजबूत होगी।

In view of the above, there is a need to establish a clear, transparent, consistent and uniform framework for the approval and execution of Deposit Works. The adoption of a Standardized Procedure would facilitate efficient decision-making, ensure uniformity in processes across the Authority and strengthen accountability and transparency in the execution of such works.

Contd... 2/-

(Handwritten signature)

3. तदनुसार, निक्षेप कार्यो के अनुमोदन और निष्पादन को नियंत्रित करने वाली एक व्यापक मानक संचालन प्रक्रिया (एसओपी) तैयार की गई है और इसे अनुलग्नक-A के रूप में संलग्न किया गया है।

Accordingly, a comprehensive Standard Operating Procedure (SOP) governing the approval and execution of Deposit Works has been formulated and is enclosed as Annexure-A.

4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

संलग्नकयथोपरी। :

Encl.: As stated above.

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22/06/26

(सीएस. संजय कुमार पटेल/ CS. Sanjay Kumar Patel)
प्रभारी मुख्य महाप्रबंधक (समन्वय) (i/c) Chief General Manager (Coord.)

प्रति/ To:

भाराराप्रा मुख्यालयसाइट कार्यालयों के सभी /सीएमयू/पीआईयू/आरओ/
अधिकारी।

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices.

प्रतिलिपि/ Copy to:

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PPS to Secretary, MoRT&H for Kind Information.

SOP for Execution of Deposit Works executed by NHAI on behalf of Other Entities:

1. Deposit Works:

The works executed by the NHAI (hereinafter referred to as the "Authority") on behalf of Government Departments/ other Agencies/ Entities other than MoRTH (hereinafter referred to as the "Entities") of the Central Government or State Governments are to be taken up as Deposit Works on the request and demand of that Entity. Such works are primarily undertaken in the interest of the concerned Entity and delivering MoRTH standard work execution with prescribed safety and standard norms in Public Interest. 100% expenditure for these works shall be met from the funds provided by the concerned Entity in advance.

To initiate the works, plan concerned Entity shall approach the MoRTH/Authority (Regional Officer/ Member/ Chairman) for execution of such works by submitting a request along with a rough scope & concept of the proposed work and all other relevant particulars/details as may be required by the Technical Division of the Authority for examination and processing of the proposal.

2. Approval of the Deposit Work:

- 2.1 The concerned Member (Technical) will get the proposal/ request examined by its Division and get necessary details required to firm up the proposal of the work along with the Technical details. The Proposal will be prepared taking into consideration the technical soundness, specifications, design, quantities and reasonableness of the estimate. After detailed scrutiny and analysis of the proposal, the concerned Member (Technical)/CGM(Technical) shall accord Technical Sanction for execution of the work.
 - 2.2 The proposal shall be scrutinised by the Finance division in NHAI, as per the financial delegated to provide Financial Concurrence on the estimate and assurance of fund availability. The Finance Division shall examine the proposal with reference to financial propriety, relevant rules and regulations, budgetary provisions and financial admissibility of the expenditure. Upon satisfactory scrutiny of these aspects, Financial Concurrence shall be accorded on the proposal of technical division.
 - 2.3 After obtaining Technical Sanction and Financial Concurrence, the Proposal shall be submitted to the Competent Authority for accord of Administrative Approval to start the process of execution as per standard practice of Authority as per Item Rate/ EPC/ other model process. The Chairman of the Authority/Member (Technical) shall accord the Administrative Approval for execution of the Deposit Works.
 - 2.4 The execution of the work including Bidding, signing of the agreement and contracts, etc. will be done as per standard practice of the NHAI and thereafter concerned Project Director (PD) will be given responsibility of Contact Managing Authority.
3. A Revised Estimate/Revised Sanction shall be required where the expenditure is likely to exceed the sanctioned estimate beyond the permissible limit. In such cases, revised sanction shall be obtained from the Competent Authority as per NHAI practice and delegation.

- 3.1 Cost variation up to 20% over the originally sanctioned estimate may be regularized by the concerned Member (Technical) with concurrence of Finance Division of NHAI. However, where the excess/ variation is beyond 20% of the original sanctioned cost, Revised Administrative Approval, Technical Sanction and Financial Concurrence shall be obtained from the Competent Authority before incurring any additional expenditure including agreement from the Entity.

4. Delegation of for Deposit Works:

Cost Estimate	Technical Sanction	Financial Concurrence	Administrative Approval
Up to ₹50 Crore	CGM (Technical)	CGM (Finance)	Member (Technical)
Above ₹50 Crore	Member (Technical)	Member (Finance)	Chairman of Authority
Revised Sanction	- Member (Technical) may approve cost variations up to 20% of the original sanctioned with financial concurrence by Finance Division of Authority. - In cases where the variation exceeds 20% of the original sanctioned cost, Revised Technical Sanction, Financial Concurrence and Revised Administrative Approval in consultation with the concerned Entity shall be obtained before incurring any additional expenditure.		

5. Applicability of Centage Charges and Acceptance by the Concerned Entity for Execution of Deposit Works:

The Authority shall levy centage charges to cover the cost of supervision and administrative expenses ranging from 3% to 5% of civil cost which may be relaxed by the Chairman.

The charges shall be applied at the agreed rate on the total civil cost of the deposit work, excluding taxes. These charges shall constitute the income of the Authority, and the concerned entity shall accept and bear such charges.

Upon receipt of such acceptance or after the cost of preparation of plans and estimates has been deposited with the Authority as per the agreement, the detailed plans and estimates for the required works shall be prepared and subsequently obtained approval from the concerned Entity to go ahead.

It may be noted that, as per the requirements of the work, any escalation, Change of Scope (CoS), variation, Extension of Time (EoT), etc., essential for execution of the assigned work, shall be processed in accordance with the existing procedures/practices of the Authority. However, approval in consultation with the concerned Entity shall be required only in cases where the variation exceeds 20% of the original sanctioned cost. Therefore, Entity has to accept 20% variation as per the work requirement as a standard practice. However, NHAI will make its best efforts to keep the project cost within Initial Estimate.

6. Execution and Monitoring of Deposit Works:

The Deposit Works of upto Rs 100 Cr. shall be tendered at RO level and Works of above Rs. 100 Cr. shall be tendered at HQ level. But for these works PIUs shall function as the executing units responsible for the execution, monitoring and completion of the Project in accordance with the approved scope, specifications and prescribed procedures under the supervision of the concerned RO.

The concerned RO shall act as the overall In-Charge of the Project and shall exercise necessary supervision and control over its implementation. The RO shall also report to the concerned Member (Technical) regarding the Physical and Financial progress of the Project and other related matters from time to time as desired by Member(T). The Project Director (PD) shall act as the Contract Management Authority through the Authorised Engineer (AE).

7. Accounting, Reconciliation and Payment:

- 7.1 The amount deposited by the Entity shall be credited under the GL Code Series 2500. Further, the expenditure incurred in respect of the said deposit works shall be duly charged/debited under the corresponding GL Code Series 4200.
- 7.2 For execution of Deposit Works, a CBS Bank Account shall be utilized. A separate and unique Bank Account shall be opened for each individual Project to ensure proper accounting and monitoring of funds. The Banking Division at Head Office shall maintain and administer these Bank Accounts in accordance with the prescribed financial procedures and guidelines of Authority.
- 7.3 The Finance Officer posted at PIU shall initiate the payments relating to the Deposit Work. The designated Officer at Head Office shall act as the second signatory for Authorization of payments of deposit works.
- 7.4 The Finance Officer at the PIU level and the designated officer at Head Office shall jointly maintain and prepare quarterly reconciliation statements reflecting the deposits received, departmental charges levied and payments made in respect of the work.

8. Completion, Certification and Handing Over of Deposit Works:

It shall be the responsibility of the concerned Project Director to issue the Provisional Completion Certificate (PCOD/COD) or Completion Certificate as applicable in the suitable format after obtaining the approval of the concerned RO and the No Dues Certificate from the Finance Division. Thereafter, the completed work shall be formally handed over to the concerned Entity.

9. Arbitration, Conciliation, Settlement of disputes:

- 9.1 All such matters of disputes will be dealt by NHAI on behalf of the Principal Entity as per standard RFP provisions, Contract conditions in this regard under 'The Arbitration and Conciliation Act, 1996' and or dispute resolution mechanism mentioned therein.
- 9.2 Any settlement amount to be paid as a result of such disputes will be charged to that work assigned to NHAI by the Entity on which disputes has arisen/ settled.

10. Mode of execution, tender discount and accrued savings:

- 10.1 Upon receipt of the work order and execution of the agreement by the Principal Agency for carrying out the work through NHAI on a deposit basis, NHAI shall have the sole discretion to determine the mode of execution of the work. The work may be executed through open bidding, price discovery or by assigning it as a Change of Scope (CoS) to an existing Agency already engaged by NHAI on the same stretch or within the same Project area.

- 10.2 Any savings arising from the bidding process as well as any Unutilized Balance remaining after completion of the work and settlement of all liabilities incurred by NHAI on behalf of the Principal Agency shall be refunded to the Principal Agency.
- 10.3 Any interest earned on the funds deposited in the designated Bank Account shall be credited to the Deposit Work account and shall accrue to the benefit of the Principal Agency.
- 10.4 In cases where the work is executed as a Change of Scope (CoS) under an ongoing NHAI contract due to urgency, emergent requirements, administrative considerations or any other justified reason, the applicable discount shall be governed by NHAI's prevailing Policy and the terms and conditions of the respective contract. The same shall be communicated by NHAI to the Principal Agency.
- 10.5 Any Change of Scope (CoS) undertaken for a Deposit Work shall be approved by NHAI in accordance with its prevailing Delegation of Powers and with the concurrence of Member (Finance), NHAI. Such CoS shall not be treated as an addition to the scope or value of the existing contract for the purpose of contract administration. For the purposes of measurement, billing, payment, progress monitoring, accounting and reporting, the Deposit Work shall be treated as a separate and distinct work as it is financed through funds separately deposited by the Principal Agency. Accordingly, a separate Unique Project Code (UPC) shall be assigned in the NHAI system for the Deposit Work to facilitate its independent Tracking, Processing, Accounting and Reporting.
