

No.C-28011/01/2015-E.II
Government of India
Ministry of Road Transport & Highways
Establishment Section-II
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated: 8th June, 2020

OFFICE MEMORANDUM

Subject:- Tasks to be filled by all CES (Roads) Officers in PAR/ACR during the current financial year.

The undersigned is directed to say that Hon'ble Minister has often expressed in several meetings that timely decision making, use of IT as a tool, field visits, touring & disposing the State specific issues are some of the keys to achieve the targets of MORTH/NHAI/NHIDCL. Accordingly, all the officers of MORTH/NHAI/NHIDCL are directed to record the following tasks & objectives as given in priority below apart from the routine works & tasks performed or delegated to them in their APARs so as to achieve good progress in the current financial year:-

1.Meetings attended at State/Divisional/District HQ.The High Powered committee (HPC) meetings presided by Chief Secretary should be held atleast once in a quarter & minimum 4 meetings in a calendar year for every state/UTs. An officer not below the rank of a Member/ADG or equivalent shall attend the meeting headed by CS along with the concerned MoRTH/NHAI/NHIDCL officers with state specific issues. A portal may be developed for the HPC meeting minutes by NIC on the lines of District Road Safety Committee meeting. Video Conferencing as a IT tool may be also explored. A monthly review meeting with Chairman Railway Board & DG RD(SS) & Member NHAI for railway issues may be started by MoRTH with MoR & ATR may be reported before the Quarterly Group of Infrastructure Meet.

2. Preconstruction activities i.e Land acquisition, Utility shifting, alignment, anti-encroachment drives, Forest & other clearances may be included in the AGENDA of HPC& DPRSC. All these preconstruction activities & their accomplishments may be given due importance while recording his/her APAR by the concerned officer. Performance on the BHOOMIRASHI portal will be one of the mediums to assess the performance in LA.

2A. Plantations/Green Highways/Environment related activities need to be always in forefront in the priority of an officer and performance in these activities may be duly recorded in the APAR.

3. 15 days time limit is fixed for a final draft reply to a VIP reference to be submitted to the Office of Hon'ble Minister. However, it has been observed that this time limit is not being followed resulting into a huge pendency of VIP references. It has, therefore, been decided that number of VIP references disposed timely and the number of pending VIP references, if any, with reasons are to be reflected in the APAR Joint Secretary (Coordination) will submit a weekly report to Secretary MoRTH with the help of new Online VIPRS portal.

4. A two hour fixed slot from 11 to 1 PM every Tuesday or any weekday for public hearing & grievance redressal under the name "JANSUNWAI" may be earmarked by the field officers in States/UTs & may be given wide publicity in local media for awareness. This will also help to solve LA & other issues at local levels.

5. Ambitious Award & Construction target of 20000 KM & 15000 KM respectively have been fixed for the financial year 2020-21. Agency & Officer wise target breakup down the line upto PIU level may be issued by the Ministry/NHAI/NHIDCL at the earliest. The targets set, works awarded and the targets achieved are to be duly recorded in the APAR.

6. With a view to ensuring maximum touring, 2-4 field Visits in a month with atleast one weekly site inspection may be made mandatory in a month. Number of field visits & site inspections by CE Level & below will be important to be recorded in the APAR. Officers posted in New Delhi & State capital's shall also tour for meetings/review of projects/HPC with State officers/Stakeholders i.e. IE, AE etc & record the same efforts in the APAR. ROs/PDs & field officers should not be called to New Delhi & State HQs often & may be called only when their presence is warranted or absolutely essential so they can devote more time to field work/touring & Project Management related issues. Video Conferencing may be opted instead.

7. Monthly Tour diary and detailed reports submitted to senior officer every month are to be recorded in the APAR. This may be made convenient for officers(i.e. DIARY) with a development of a Mobile Application mapped to the PMIS system by NHAI.

8. Project Management, Timely completion of projects with issuance & uploading of Completion Certificate(CC) for each project in PMIS as per Exit protocol/IRC code and number of projects completed before actual scheduled completion date are to be recorded by Officers.

9. With a view to promote ROAD SAFETY Organising, coordinating & attending District Parliamentary Road Safety Committee(DPRSC) meetings effectively at District levels shall be recorded in the APAR by field level(PDs/PIUs) & their respective ROs/CGM/EDs level officers. At least one meeting in a quarter & 4 meetings annually for every district with minutes of proceedings uploaded in new NIC portal should be expected to be recorded in the APAR. All CGMs HQ/Zone CEs are required to attend atleast one & ROs/EDs to attend atleast two DPRSC meetings in different districts in a year in their jurisdiction.

10. BLACK Spot (BS)rectification & road safety activities. Number of BS rectified out of total BS as on 1 April 2020 shall be recorded by the officer as a Task in his APAR. Senior Officers working in HQ may record their own efforts i.e planned & tried for Road Safety activities & BS reduction if any. Rectification of Black Spots may be on the top of the Agenda Items of DPRSC meeting. Monthly BS review may be done in HQs too. The best performing officers in BS work & other stakeholders may be considered for Road Safety awards from this year.