



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण (सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार) National Highways Authority of India (Ministry of Road Transport and Highways, Govt. of India)



परियोजना कार्यान्वयन इकाई - खड़गपुर

भाराराप्रा परिसर, चौरंगी के निकट, इंदा, खड़गपुर - 721 305

Project Implementation Unit - Kharagpur

NHAI Complex, Near Chowrangee, Inda, Kharagpur - 721305

टेल / Tel : (03222) 225907 ईमेल / e-mail : kha@nhai.org, piukgp2010@gmail.com वेब / Web : www.nhai.gov.in

Ref No: 11010/1/LA/NHAI/PIU(KGP)/2025-26 | 1049

Date: 09.10.2025

Notice for walk in Interview for the Post of Land Acquisition Support Officer

NHAI has undertaken the work of land acquisition in different projects under PIU-Kharagpur. For this purpose, NHAI has to deal with the land acquisition and the matter thereof in the District of Paschim Medinipur, Hooghly, Bankura, Jhargram & Balasore falling under NHAI, PIU-Kharagpur. In order to carry out various works related to land acquisition, arbitration/ Court Cases matter related to land disputes and any other related works, 01 No of Land Acquisition Support Officer (maximum age limit 65 years at the time of engagement) is required to be engaged on short term contract basis through placement agency in terms of NHAI Policy Guidelines no NHAI/Policy Guidelines/Land Acquisition/2025 dated 11.07.2025. Subsequent extension will be given as per the requirement and performance. Details of requirement are as under:

1. The engagement of Land Acquisition Support Officer in terms of NHAI, Circular no NHAI/Policy Guidelines/Land Acquisition/2025, NHAI Policy Circular dated 11.07.2025.

2. Roles and Responsibilities of the LA Support Officer in PIU level are as under:

- Assist the NHAI Officers in liaising with the State Government Officers.
- Monitor the Land Acquisition Progress in Ongoing Projects.
- Work with RO/PD to find the Solutions of On-ground issues related with Land Acquisition.
- Assist in verification of CALA Award and Finalization of Compensation.
- Provide advice in Arbitration/Court Cases related with Land Acquisition.
- Co-ordinate with other Departments to facilitate smooth Land Acquisition.
- Assist in Mutation of acquired Land.
- Execute other Responsibilities as assigned time to time by the RO/PD.

3.1. **Eligibility & preference Criteria:** Should be a Retired Tahsildar or Nayab Tahsildar or Higher Level Officer and have adequate Experience in Land Acquisition Process and have sound knowledge of Land Survey & Measurement, Revenue Maps, Khatauni etc.

3.2 **Age Limit:** Maximum 65 years at the time of fresh engagement

3.3. **Tenure and Extension:** Tenure of Service of "LA Support Officer" beyond initial engagement of one year may be extended by one year at a time with the approval of Regional Officer (RO) Subject to a Maximum of 3 years and if the said Officer is posted in PIU, then on recommendation of Project Director. Prior to any Extension, Performance Review of above Official(s) against the Task/Target given to them shall be taken into consideration.

3.4. **The Remuneration** is applicable for the above said post as per prevailing NHAI Policy Guideline & Circular Policy No 7.1.88/2025 dt 11.07.2025.

- The consolidated remuneration of "LA Support Officer" shall be 'Last pay drawn minus pension'.
- Reimbursement of miscellaneous expenses upto Rs 10,000/- per month (for mobile etc.)
- Vehicle facility may be provided separately for official purpose.

3.5. Working hour and Leave:

- a. The LA Support Officer engaged under this Policy shall be required to attend office on all working days.
- b. They shall be entitled to 8 days paid Casual Leave and 15 Days paid sick leave in a calendar year. No unavailed leave shall be allowed to be carried forward to next Extension.

A walk in Interview will be held on 24.10.2025 at 11.00 AM in NHAI, PIU-Kharagpur Office at PIU, Kharagpur, NHAI Complex, NH-60, Near Chowrangee, Po-Inda, Kharagpur, Paschim Midnapore (WB)-721305, West Bengal. Interested person may visit the office of undersigned with relevant documents on aforesaid date & time.

Address for communications for Walk in Interview

The Project Director, NHAI, PIU-Kharagpur
NHAI Complex, NH-60, Near Chowrangee,
Po-Inda, Kharagpur, Paschim Midnapore (WB)-721305


(S. K. Nawajesh Ali)
Project Director

Copy to: The District Magistrates, Paschim Medinipur, Jhargram, Bankura, Hooghly, Balasore-requested for wide circulation

Copy also to: (i) CGM (Tech), RO-Kolkata, NHAI - with request for display on Notice Board.

(ii) The Project Director, PIU-Kolkata- with request for display on Notice Board.

(iii) The Project Director, PIU-Durgapur- with request for display on Notice Board.

(iv) The Project Director, PIU-Krishnagar- with request for display on Notice Board.

(v) The Project Director, PIU-Malda- with request for display on Notice Board.

(vi) The Project Director, PIU-Jalpaiguri-with request for display on Notice Board.

(vii) The Project Director, PIU-Bardhaman- with request for display on Notice Board.

(viii) The Project Director, PIU-Purulia- with request for display on Notice Board.

(ix) Web Admin, NHAI, HQ, New Delhi- request for publication in NHAI Website.



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/ Land Acquisition/ 2025 Policy Circular No.7.1.88/2025 dated 11th July, 2025

{Decision taken on E-Office File No. NHAI/Tech/TN/LA/2021 (Comp. No. 98302)}

Sub: Policy Guidelines for engagement of Retired Revenue Officers/Staff to provide Assistance in Land Acquisition at ROs/PIUs -reg.

Ref.:

- (i) Policy Circular No. 7.1.10 dated 03.10.2006
- (ii) Policy Circular No. 7.1.18 dated 24.06.2009
- (iii) Policy Circular No. 7.1.39 dated 05.11.2015
- (iv) Policy Circular No. 7.1.44 dated 29.07.2016
- (v) Policy Circular No. 7.1.74 dated 01.11.2021
- (vi) Policy Circular No. 7.1.77 dated 09.05.2022

It has been observed that engagement of Retire Revenue Officers is at variance among different ROs and PIUs Office ranging from 0 (zero) to 7-8 nos., which needs to be rationalised. Also, while reviewing the existing Policies Circulars/Orders/Guidelines and Delegation of Powers issued from time to time, it was found prudent to issue Consolidated Guidelines on the Subject. Therefore, a Committee was formed to submit recommendations for the necessary standardisation of norms and with intension to make the Policy clearer.

2. Now, based on the recommendations of the Committee and with the approval of the Competent Authority, the following Guidelines are issued hereby with **complete Supersession of all previous Guidelines mentioned in Reference above w.r.t. the engagement of Retired Revenue Officials and Support Staff for Land Acquisition at each RO and PIU:**

2.1 Norms for Engagement-

The Retired Government Revenue Officers (Central/State) may be engaged and posted at ROs and PIUs per the Sanctioned Strength below:

Sr. No.	Office Name	Designation	Sanctioned Strength
1	Regional Office (RO)	LA Officer	1(One) (for each RO)
2	Project Implementation Unit (PIU)	LA Support Officer	1(One) (for each PIU)

Contd...2/-

2.2 Roles and Responsibilities:

The primary Role and Responsibilities of the "LA Officer" in RO and LA Support Officer in PIU Level, are as under:

- a. Assist the NHAI Officers in liaising with the State Government Officers.
- b. Monitor the Land Acquisition Progress in Ongoing Projects.
- c. Work with RO/PD to find the Solutions of On-ground issues related with Land Acquisition.
- d. Assist in verification of CALA Award and Finalization of Compensation.
- e. Provide advice in Arbitration/Court Cases related with Land Acquisition.
- f. Co-ordinate with other Departments to facilitate smooth Land Acquisition.
- g. Assist in Mutation of acquired Land.
- h. Execute other Responsibilities as assigned time to time by the RO/PD.

2.3 Eligibility & Preference Criteria:

For "LA Officer"

- a. Should be a Retired SDM/ADM or Higher Level Officer.
- b. Should have an Experience of a Minimum 10 Years in the relevant State Revenue Department and an in-depth understanding of current Land Acquisition Process as well as Excellent knowledge of all Regulations related with the Land Acquisition.
- c. Preference will be given to personnel residing in the Project Area who are conversant with local Survey Maps, Revenue Records and Land Laws.

For "LA Support Officer"

Should be a Retired Tahsildar or Nayab Tahsildar or Higher Level Officer and have adequate Experience in Land Acquisition Process and have sound knowledge of Land Survey & Measurement, Revenue Maps, Khatauni etc.

2.4 Age Limit:

Maximum 65 years at the time of fresh engagement.

2.5 Process of Engagement:

Initially the engagement of LA Officer/ LA Support Officer shall be done by concerning PD or RO as per the sanctioned norms on the basis of nominations OR by inviting applications. All the received applications (as per format given in Annexure-A), shall be scrutinized thoroughly and fairness in engagement of "LA Officer" and "LA Support Officer" must be ensured at every Level.

2.6 Tenure and Extensions:

Tenure of Service of "LA Officer" and "LA Support Officer" beyond initial engagement of one year may be extended by one year at a time with the approval of Regional Officer (RO) Subject to a Maximum of 3 years and if the said Officer is posted in PIU, then on recommendation of Project Director.

Prior to any Extension, Performance Review of above Official(s) against the Task/ Target given to them shall be taken into consideration.

Contd...3/-



2.7 Remuneration and Allowances:

- a. The consolidated remuneration of "LA Officer" & "LA Support Officer", shall be 'Last pay drawn minus pension'.
- b. Reimbursement of miscellaneous expenses upto Rs. 10,000 per month (for Mobile etc.).
- c. Vehicle facilities may be provided separately for Official Purposes.

2.8 Working Hour & Leave:

- a. The LA Liaison Officer as well as LA Support Officer engaged under this Policy shall be required to attend Office on all working days.
- b. They shall be entitled to 8 days paid Casual Leave and 15 days paid Sick Leave in a Calendar Year. No un-availed Leave shall be allowed to be carried forward to next Extension.

3. RO/PIU shall review and rationalize the deployment of the existing Retired Revenue Official as under:

- a. Where the existing strength of Retired Revenue Officers is over and above the prescribed limits (i.e. one) of this Policy, no fresh appointment will be made.
- b. Previously engaged Retired Revenue Officers (LA Officers/LA Support Officials) will not be given extension beyond 70 years of Age.

4. The provisions w.r.t engagement of Advisor/ Joint Advisor/ Assistant Advisor shall continue to be governed by "NHAI/Policy Guidelines/External Professionals & Young Professionals/ 2017" dated 21.06.2017 and will not be affected with any of the Provisions of this Policy Guidelines.

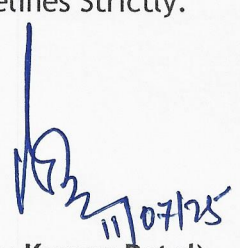
5. In case of any conflict between other previously issued Guidelines/ Directions (such as Policy Guideline/ Engagement of Manpower on Short Term Basis dated 09.08.2017 etc.) & the provisions of this Policy Guideline w.r.t. engagement of Retired Revenue Officers for Land Acquisition, the provisions of the latter shall prevail.

6. Any relaxation/deviation from above Guidelines would require the approval of the Chairman.

7. All ROs/PIUs are requested to adhere to the compliance of above Guidelines Strictly.

8. This issue with the approval of Competent Authority.

Encl.: As stated above.


(CS. Sanjay Kumar Patel)
I/c Chief 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 Highways Authority of India,
 (Name of Office)

Photograph (Affix Recent one)

BIO-DATA

APPLICATION FOR THE POST OF: Land Acquisition Officer/ Land Acquisition Support Officer

1. Name of the Candidate (in Block Letters) :
2. Father's/Husband's Name:
3. Date of Birth (in Christian era; dd/mm/yyyy format):
4. Permanent Address (with Pin Code):
5. Address for Correspondence (with Pin Code):
6. E-mail Address, Phone Numbers:
7. Educational Qualifications:
8. Details of Experience (in Chronological Order) Enclose a Separate Sheet, duly authenticated by your Signatures, if the space below is insufficient:

Sl. No.		(1)	(2)	(3)	(4)	(5)
a)	Name of the Organization					
b)	Post held with dates (in dd/mm/yyyy format)					
c)	Period of Tenure with dates (in dd/mm/yyyy format)	From				
		To				
d)	Brief description of Duties					
e)	Details of Experience with dates (In dd/mm/yyyy format)					



9. Details of Computer knowledge, Language(s) known and application Software used.
10. Additional information, if any, which you would like to mention in Support of your suitability for the Post (This among other things may provide information with regard to (i) Additional Academic Qualifications, (ii) Professional Training, (iii) Work Experience over and above prescribed in the Vacancy Circular/ Advertisement) [Enclose a Separate Sheet, duly authenticated by your Signatures, if the space is insufficient]
11. Language known (Read, Write, Speak and Understand)

DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is True, Correct and Complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be False, Incorrect or Misleading, then my Candidature/ Appointment/ Services will stand Cancelled/ Terminated without assigning any Reasons there for.

Date:

Signature:

Place:

Name:

Note: Attested copies of Documents in support of Experience must be enclosed.

Application will not be considered without attested copies of supporting Documents.





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(सड़क परिवहन और राजमार्ग मंत्रालय)

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NHAI/Policy Guidelines/Land Acquisition/2021

Policy No. 7.1.74/2021 dated 1st November 2021

{Decision taken on E-Office File No. NHAI/Tech/TN/LA/2021 (Comp.No. 98302)}

Sub: Revision of circular No.11041/218/2007-Admn. Dated 05.11.2015 {Policy Matters-Technical (183/2015)} in respect of remuneration of Retired Revenue Officer and Surveyor / Amin and Private Surveyor / Amin- reg.

PIUs are allowed to engage Retired Govt. Revenue Officers supported by Retd. State Govt. Surveyor / Amin or private Surveyor / Amin in terms of the circular No.NHAI/13/LA/Policy/2006/10 dated 03.10.2006 and circular No.11041/218/2007-Admn. dated 05.11.2015 {Policy Matters-Technical (32/2009)}. It has been decided with the approval of Competent Authority to revise as follows the existing consolidated rates in the said circular dated 05.11.2015:

Sl.No.	Existing provision as per circular No.11041/218/2007-Admn. dated 05.11.2015 {Policy Matters-Technical (183/2015)}	Revised remuneration applicable from FY- 2022-23.
1	Retd. Revenue Officer : upto Rs.30,000/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.	Retd. Revenue Officer : upto Rs.35,000/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.
2	Retd. State Govt. Surveyor/Amin : upto Rs.22,500/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.	Retd. State Govt. Surveyor/Amin : upto Rs.27,500/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.
3	Private Surveyor/ Amin : upto Rs.22,500/- per month or wage rate applicable as per State Govt. orders, whichever is lower.	Private Surveyor/ Amin : upto Rs.27,500/- per month or wage rate applicable as per State Govt. orders, whichever is lower

2. The amount of remuneration for the persons engaged under the above mentioned circular shall be increased by 5% per annum during the period of their engagement.

Contd....2/-

3. All other conditions mentioned in the circular No. NHA/ 13/ LA/ Policy/ 2006/10 dated 03.10.2006 and circular No.11041/218/2007-Admn. dated 05.11.2015 {Policy Matters-Technical (183/2015)} remains unchanged.

4. This issues with the approval of Competent Authority.


(S.K. Patel) 01/11/2021
General Manager (Coord.)

To

All Officers of NHA/ HQ/ ROs/ PIUs/ CMUs/ Site Offices

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दूरभाष / Phone 91-11-25074100/25074200

फैक्स / Fax 91-11-25093507 / 25093514

No.11041/218/2007-Admn

Dated: 05.11.2015

POLICY MATTERS-Technical (183/2015)

(Decision taken in file No. NHAI/RO-HYD/11015/FTS-1239)

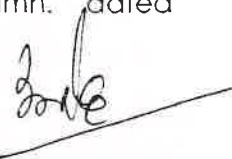
Sub: Revision of circular No.11041/218/2007-Admn. dated 24.06.2009 {Policy Matters-Technical(32/2009)} in respect of remuneration of Retired Revenue Officer and Surveyor / Amin and private Surveyor / Amin.

PIUs are allowed to engage Retired Govt. Revenue Officers supported by Retd. State Govt. Surveyor / Amin or private Surveyor / Amin in terms of the circular No.NHAI/13/LA/Policy/2006/10 dated 03.10.2006 and circular No.11041/218/2007-Admn. dated 24.06.2009 {Policy Matters-Technical (32/2009)}. It has been decided with the approval of Competent Authority to revise as follows the existing consolidated rates in para-4 and 5 of the said circular dated 24.06.2009:

Sl. No.	Existing provision as per circular No.11041/218/2007-Admn. dated 24.06.2009 {Policy Matters-Technical (32/2009)}	Revised remuneration applicable from the date of issue of this circular.
1	Retd. Revenue Officer : Rs.20,000/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.	Retd. Revenue Officer : upto Rs.30,000/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.
2	Retd. State Govt. Surveyor/Amin : Rs.15,000/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.	Retd. State Govt. Surveyor/Amin : upto Rs.22,500/- per month or last pay drawn reduced by pension in terms of para-3(d)(iii) of the circular No.NHAI /13 /LA /Policy /2006 /10 dated 03.10.2006.
3	Private Surveyor/ Amin : Rs.10,000/- per month.	Private Surveyor/ Amin : upto Rs.22,500/- per month or wage rate applicable as per State Govt. orders, whichever is lower.

2. All other conditions mentioned in the circular No.NHAI/ 13/ LA/ Policy/ 2006/10 dated 03.10.2006 and circular No.11041/218/2007-Admn. dated 24.06.2009 {Policy Matters-Technical (32/2009)} remains unchanged.

3. This issues with approval of Competent Authority.


(A.K. Singh)
CGM (Coord.)

To:

All Officers & Employees of HQ/ROs/ PIUs/ CMUs/ Site Offices



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No.: 11041/218/2007-Admn.

24.06.2009

POLICY MATTERS – TECHNICAL (32 /2009)

(Decision taken during 37th Meeting of NHAI Executive Committee)

Sub: Provision of resources to PIUs for land acquisition.

Refer to NHAI Circular dated 3rd October 2006 (copy enclosed).

2. Terms of engagement of retired State Govt. revenue personnel (by PIUs) for expediting land acquisition are governed by aforementioned Circular, as per which, *'monthly remuneration payable to retired State Govt. revenue personnel is to be equal to last pay drawn, reduced by pension, plus, reimbursement of expenditure on transport/mobile-phone etc. on production of bills subject to a maximum of Rs.10,000 per month'*. There is no provision for engagement of private (non Govt-retired) personnel.

3. A large number of PIUs have been intimating HQ that they have been unable to engage retired State Govt. revenue personnel on aforementioned terms, and that this problem frequently slackened the pace of land acquisition by their PIUs.

4. In view of the above, it has been decided to give an option to retired Revenue Officers and Surveyors/Amins (engaged by PIUs for expediting land acquisition), of having their emolument fixed either as per (i) Circular dated 3rd October 2006, or (ii) a consolidated monthly remuneration of Rs.20,000 and Rs.15,000 respectively for Revenue Officers and Surveyors/Amins.

5. PIUs which are unable to engage adequate number of Govt. retired Surveyors/Amins are hereby authorized to engage 'Private' (i.e. non-Govt. retired) Surveyors/Amins at consolidated monthly remuneration of Rs.10,000.

6. Period of initial engagement, period/procedure for extending the same, number of personnel to be engaged etc, in respect of all personnel including 'Private' (i.e. non-Govt. retired) Surveyors/Amins, shall continue to be governed by Circular dated 3rd October 2006.

7. This issues with the approval of the Competent Authority.


(S.K. Nirmal)

General Manager (Coord.)

Encl: A/a

To:

1. PS to Chairman
2. PS to All Members
3. PS to All CGMs/CVO
4. All GMs/DGMs/Managers
5. All PIUs/CMUs/SPVs
6. Librarian/Hindi Officer



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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No.NHAI/13/LA/Policy/2006 / 10

03 Oct 2006

CIRCULAR

Sub: Acquisition of land for NHDP.

1. As per Government policy, future NHDP projects would mostly be on basis of BOT. In accordance with provisions of Model Concession Agreement (MCA), it is the responsibility of the employer, i.e., NHAI to hand over 80% of the land (free from encumbrances) required for highway-construction to the concerned concessionaire on the appointed date, failing which, serious legal and financial implications may arise. Even for projects executed on the basis of 'Engineering Procurement & Construction' (EPC), timely acquisition of land is of critical importance. Therefore, it is necessary that land acquisition be completed expeditiously in accordance with contract agreements, so as to avoid any adverse fallout.
2. As per law, the process of land acquisition is considered as complete only after mutation in revenue records. However, it has been observed that in majority of cases land has not been mutated in favour of Central Government in relevant Records of Rights (maintained by State Government Revenue Authorities).
3. In this context, the procedures pertaining to land acquisition have been reviewed and following decisions have been taken for speedy acquisition of land:-

Role of Project Directors:

(a) Project Directors shall be fully responsible for all aspects of land acquisition (for stretches falling within their jurisdiction), such as listed below, *inter-alia*:-

- (i) Collaboration with DPR Consultants regarding all aspects of land acquisition right from the stage of preparation of DPR/Feasibility Report.
- (ii) Timely issue of Notifications under Sections 3(a), 3(A) & 3(D) of National Highways Act 1956.
- (iii) Coordinating with local revenue officer appointed as Competent Authority, and officials of other concerned departments, for land acquisition.
- (iv) Submission of accurate data on land acquisition on regular monthly basis strictly as per format circulated vide circular No.NHAI/29/LA&EM/Discrepancy/2006/119 dated 25 Aug 06.
- (v) Intimate HQ [ie. Member (A), concerned CGM and GM (LA&EM)] regarding any problem obstructing timely issue of Notifications/disbursement of compensation/obtaining actual possession over land, along with names and telephone numbers of concerned Competent Authority/District Collector/Divisional Commissioner.
- (vi) Expediting appointment of Arbitrators, as and when required.

- (vii) Challenging Arbitral Awards, in event of their being unreasonable.
- (viii) Expeditious settlement of compensation claims/declaration of award.
- (ix) Mutation of acquired land in favour of Central Government, in Record of Rights.
- (x) Obtaining and submitting to LA&EM Division, certified copies of Revenue Records of Rights in which land acquired has been mutated in name of Central Govt. (One copy is to be retained at PIU/CMU).

Facilities to be provided to PIUs

(b) In order to assist PDs in performance of abovementioned functions, each PIU/CMU is authorized to engage one retired State Govt. Revenue Officer supported by one Surveyor/Amin for each district on contract for an initial period of six months. Proposals for engagement of additional staff in excess of what has been authorized above (required either because of large volume of work or because the work has to be completed within a short time) and extension of period of engagement of staff beyond six months will be considered on case to case basis. Such proposals shall be considered and approved by Member(A) on the basis of detailed justification to be submitted by the concerned PD, which must contain the following:-

- (i) Tasks accomplished by concerned individual during preceding period of engagement, and,
- (ii) Tasks to be accomplished during period of proposed extension.

(c) Some PIUs have already engaged manpower for land acquisition work based on earlier approvals given by HQ before the issue of this Circular. In such cases wherever the engaged manpower is more than what has been authorized above or the manpower engaged has continued for more than six months, fresh approval of Member(A) for their continuance will be required. In such cases the PDs should send their proposals in accordance with procedure outlined in para3(b) above.

(d) Modalities/terms/conditions of engagement/administration of such staff is to be as follows:-

- (i) Preference is to be given to personnel residing in the area, who are conversant with local survey maps and Revenue Records.
- (ii) Personnel engaged are to report to/work under PD.
- (iii) Remuneration payable to each such individual per month is to be equal to last pay drawn reduced by pension, plus reimbursement of expenditure on transport/mobile-phone etc on production of bills subject to a maximum of Rs.10,000 per month.
- (iv) Administrative/Establishment/Secretarial support to officials engaged is to be provided by concerned PIU.
- (v) Expenditure incurred on obtaining documents/copies of various records are to be reimbursed by concerned PIU/CMU, on submission of bills.
- (vi) Personnel engaged are to assist Project Directors in all matters pertaining to land acquisition.

Facilities to be provided to Competent Authority

(e) Primarily It is the responsibility of the concerned State Government to provide adequate staff and infrastructure to the Competent Authority for land acquisition. However, sometimes because of large volume of work or time constraints Competent Authorities request NHAI for additional support. Such requests for provision of additional staff/infrastructure to Competent Authority will be considered on case to case basis but only for a specified period. Proposals for additional staff/infrastructure to Competent Authority, will be sent by PDs with detailed justification to Member(A) for his approval.

(f) Some PIUs have already provided additional staff/infrastructure to Competent Authorities based on earlier approvals given by HQ. In all such cases fresh approval of Member(A) will be required. Therefore, wherever additional staff/infrastructure has been provided to Competent Authorities before the issue of this Circular, PDs will send proposals for their further continuance with full details of tasks done so far and justification for their continuance, for the approval of Member(A).

Monitoring and Coordination

(g) NHAI HQ will nominate a Project Director located in the State to function as State Level Coordinator for Land Acquisition, whose functions shall be as follows:-

(i) Collection of information from all PIUs in the state, on pending land acquisition matters for various projects, and forwarding the same to HQ.

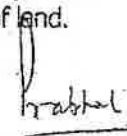
(ii) Coordination with State Government officers on regular basis for all matters pertaining to land acquisition.

(iii) Ensuring timely coordination meetings at the State level to resolve pending issues.

(h) In addition, NHAI HQ will also nominate CGM level officers as Nodal Officers for particular states, whose responsibility shall be to coordinate land acquisition/pre-construction issues (pertinent to stretches within the State) between concerned Technical Division/Land Acquisition Division/State Level Coordinator/State Government Authorities. Order nominating individual State Level Coordinators for Land Acquisition, and Nodal Officers at HQ will be issued separately.

(i) All proposals for provision of staff/infrastructure for land acquisition should be sent by PDs to LA&EM Division who will consult the concerned Technical Division wherever required and obtain the orders of Member(A).

3. Land acquisition is the most critical activity for successful/timely implementation of projects and delays will have a cascading adverse legal/financial impact on NHAI. Accordingly, Project Directors are directed to personally supervise land acquisition work and ensure timely acquisition of land.


(Prabhat C Chaturvedi)
Member(A)

To,

All CGMs/GMs/PDs

Copy to:

Chairman
Members