



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 निदेशक का कार्यालय, परियोजना कार्यान्वयन इकाई- वर्धमान

पलसित पुलिस चौकी के पास, NH-19 (पुराना NH-2) के किमी 586 पर, डाकघर: पल्ला रोड, थाना मेमारी, जिला, वर्धमान (पूर्व), पिन-713151

Office of the Project Director, PIU-Bardhaman

Near Palsit Police Outpost km 586 of NH-19 (Old NH-2), P.O.Palla Road, P.S. Memari, Dist. Purba Bardhaman-713151

E-mail : Bardhamanpiu@gmail.com



NHAI/PIU-Bardha/22/Office order/2025/ 985

Date: 10.10.2025

Notice for walk in Interview for the Post of LA Support Officer (1st Call)

The following projects are under the jurisdiction of NHAI, PIU-Bardhaman:

i. Development of 4 Lane Economic Corridor from Bowaichandi to Guskara-Katwa Road Section Km 89.814 to Km 133.000 of NH-116A (Package-III) in the state of West Bengal under Hybrid Annuity Mode (HAM).

&

ii. Development of 4 lane Economic Corridor from Guskara Katwa Road to Mayurakshi Bridge Approach Section Km 133.000 to Km 180.000 of NH 116A (Package-IV) in the state of West Bengal under Hybrid Annuity Mode (HAM).

2. In order to carry out various work related to acquisition of land & mutation of acquired land in West Bengal and Preparation/ Verification of 3A/3D at site, Site visit & Demarcation of plots in Purba Bardhaman, Birbhum & Murshidabad districts along with Coordination with DLAO officials for aforementioned Projects, 1 no. "LA Support Officer" (Maximum Age limit 65 Years at the time of engagement) is required to be engaged in NHAI, PIU-Bardhaman on short term contract basis through placement agency as per NHAI policy Guidelines.

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

3.1 Roles and Responsibilities:

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

- Assist the NHAI Officers in liaising with the State Government officers.
- Monitor the land acquisition progress in ongoing projects.
- Work with 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 and monitor 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 PD.

3.2 Eligibility & Preference Criteria 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.

3.3 Age Limit: Maximum 65 Years at the time of fresh engagement.

3.4 Tenure and Extensions: The service of LA Support Officer is for a period of one year and may be extended by one year at a time with the approval of Regional Officer (RO) subject to a maximum of 3 years. Prior to any extension, Performance Review of above Official(s) against the Task/Target given to them shall be taken into consideration. Note that there will be a probation period of 3 month to evaluate the performance.

3.5 **The remuneration** is applicable for the above said post as per prevailing NHAI Policy Guideline & Circular- Policy No. 7.1.88/2025 dated 11th July, 2025.

- i. The consolidated remuneration of "LA Support Officer" shall be 'Last pay drawn minus pension'.
- ii. Reimbursement of miscellaneous expenses upto Rs. 10,000 per month (for Mobile etc.)
- iii. Vehicle facilities may be provided separately for official purposes.

3.6 **Working Hour & Leave:**

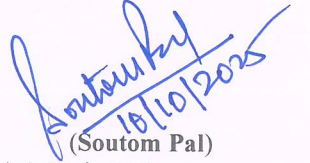
- i. The LA Support Officer engaged as per Policy, shall be required to attend Office on all working days.
- ii. They shall be entitled to 8 days paid Casual Leave and 15 days paid sick leave in a calendar Year. No unavailed leave shall be allowed to be carried forward to next Extension.

4. Walk in interview will be held on 27.10.2025 at 11.00 A.M. onwards at NHAI PIU-Bardhaman.

5. Interested qualified candidates may visit the office as mentioned above with relevant original documents and application (As per attached format) on aforesaid date & time for interview.

Address for Communication for walk in interview:

Project Director
National Highways Authority of India.
Project Implementation Unit-Bardhaman
Near Palsit Police Outpost, Km 586 of NH-19 (Old NH-2)
P.O-Palla Road, P.S-Memari,
District-Purba Bardhaman, PIN-713151,
West Bengal


(Soutom Pal)

DGM (Tech) & Project Director

Copy to:

1. **The CGM (Tech) & RO-Kolkata & All PIUs of West Bengal:** for kind information please.
2. **The ADM (LA), Purba Bardhaman /Birbhum /Murshidabad:** for kind information please.
3. **The Special LAO, Purba Bardhaman/Birbhum/Murshidabad:** for kind information please.
4. **The Web Admin, NHAI, HQ, New Delhi-** request for publication in NHAI Website and circulate to all.



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(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.

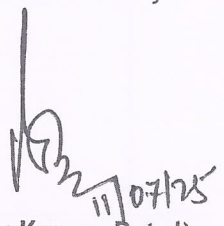
5. In case of any conflict between other previously issued Guidelines/ Directions (such as Policy Guideline/ Engagement of Manpower on Short Term Basis dated 09.08.2017 etc.) & the provisions of this Policy Guideline w.r.t. engagement of Retired Revenue Officers for Land Acquisition, the provisions of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

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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.

