

**Government of India**  
**Ministry of Road Transport & Highways**  
**(Monitoring Zone)**

Transport Bhawan,  
1, Parliament Street,  
New Delhi

Dated the 27<sup>th</sup> January, 2017

No. NH/15017/16/2015/P&M

To,

1. Secretary (PWD)/E-I-C of all State Govt's
2. Chairman, NHAI
3. DG, BRO
4. Managing Director, NHIDCL

**Subject: Appointment of National Level Project Monitors (NLPMs) - reg.**

Sir,

This ministry is mainly responsible for development and maintenance of the National Highways. Execution of National Highway works are carried out through agency system which involves state P.W.D.s, NHAI, NHIDCL and BRO as executive agencies. The agencies have their own system of planning, execution and quality assurance in place. However, Ministry has been receiving complaints of inferior quality works, delay in completion, inadequate provisions in the project & poor services by the concessionaire from various quarters. In order to get such issues examined independently, it was found prudent to have monitoring of the projects at Ministry's level through independent monitors.

2. Accordingly, National Level Project Monitors (NLPMs) have been empanelled by this Ministry who are being assigned with projects that are languishing/stressed to enable efficient monitoring of such projects. So far, eight NLPMs have been empanelled. Terms of reference for empanelment of NLPM are enclosed.

3. In this regard, applications are invited from candidates fulfilling the eligibility criteria for empanelment as NLPM, in the format enclosed in TOR. The application may be submitted to Chief Engineer (Monitoring), Room No. 321, Transport Bhawan, 1, Parliament Street, New Delhi-110001 (email: ce.mon.morth@gmail.com).

4. All the State Governments, NHAI, BRO and NHIDCL are requested to upload the notice on their websites and circulate the same among eligible officers for submission of CV's to be placed before the selection committee for empanelment of more NLPMs.

  
(Kusum Ghangas)

Asst. Executive Engineer (Monitoring)  
For DG (Road Development) & Special Secretary

Encl.: As above.

Copy to: NIC (Shri Mansoor Ul Haque, Pr. System Analyst) – with a request to post the notice on Ministry's website.

Copy for information to:

1. PS to Hon'ble Minister / PS to Hon'ble MOS (Sh. Mansukh L. Mandaviya) / PS to Hon'ble MOS (Sh. Pon. Radhakrishnan)
2. PPS to Secretary (RT&H) / Sr. PPS to DG (RD) & SS / PPS to AS&FA / PPS to ADG-I / PS to ADG (Sh. R.K. Singh) / PS to ADG (Sh. B.N. Singh)
3. PS to CE (Mon)

# TERMS OF REFERENCE FOR ENGAGEMENT OF NATIONAL LEVEL PROJECT

## MONITORS

### 1. INTRODUCTION:

The Ministry of Road Transport and Highways, Government of India is mainly responsible for development and maintenance of the National Highways. Execution of National Highways works are carried out through agency system which involve State PWDs, NHAI, NHIDCL and BRO. Though the Ministry and the agencies have their own system of planning, execution and quality assurance in place, need for third party involvement is felt to facilitate the project taking forward. Ministry therefore feel that the services of officers of the rank of Superintending Engineer (SE) and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Secretary, Principal Secretary, Additional Director General (ADG), Director General (Road Development) and Special Secretary [DG(RD)&SS], who have retired from the service could be gainfully availed.

Ministry has been receiving complaints of inferior quality works, delay in completion, inadequate provisions in the project & poor services by the concessionaire from various quarters. In order to get such issues examined independently, it is found prudent to have monitoring of the projects at Ministry's level through independent monitors. Ministry has accordingly, decided to engage National Level Project Monitors.

For this purpose, a panel of the National Level Project Monitor (NLPM) could be prepared and empanelled members could be assigned various tasks related to the identified project to be assigned to him.

### 2. ELIGIBILITY CRITERIA FOR NATIONAL LEVEL PROJECT MONITOR:

Qualified engineers (Civil/Mechanical/Electrical) with experience in the highway sector in the field of supervision of construction of roads and bridge works are proposed to be engaged. The individuals shall have knowledge of "Specifications for Road and Bridge Works" published by Indian Road Congress on behalf of the Ministry of Road Transport & Highways and other relevant IRC codes and standards and BIS or international standards cited therein. Eligibility criteria for NLPM are as under:

- i. The person should have at least 20 years experience in highway sector and should have retired from the post of Superintending Engineer and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Secretary, Principal Secretary, Additional Director General (ADG), Director General (Road Development) and Special Secretary [DG(RD)&SS].
- ii. The maximum age for NLPM is 70 years.
- iii. He shall have unblemished record.
- iv. The candidates blacklisted by MoRT&H, State PWDs, NHAI, BRO and other Government organisations shall be deemed disqualified.

pc) <sup>see</sup> The NLPM will be required to furnish their CVs including documentary proof of age, <sup>of</sup> qualifications and experience, their written consent and availability in the prescribed format at Appendix- I.

53/01 The engagement of National Level Project Monitors shall be following "Search-cum-selection method" by a Committee under the Chairmanship of the Secretary (RTH).

### 3. SCOPE OF WORK

The NLPM is expected to examine the following and submit a report after the site inspection as per Appendix-II to Chief Engineer (Monitoring) with a copy to the Project Authority (DG(RD)&SS, MORT&H/NHAI/NHIDCL/BRO):

- i. Inadequacies, if any in the technical provisions made for the project.

- ii. Identification of bottlenecks in the ongoing project and suggest measures for timely completion.
- iii. Identification of system flaws in the quality assurance process and ways to improve it.
- iv. The NLPM may also suggest measures to improve road safety by identification of accident spots and faults due to geometric design along the National Highways and suggest their remedial measures.
- v. Quality of services provided by the Concessionaire.
- vi. Preparing a list of non-conforming works holding coordination meeting with contractor, engineer-in-charge, supervision consultant / authority engineer, to discuss and arrive at an agreed list of non-conforming works, formulate remedial measures and work out timelines. The report should contain the record of discussions and specific recommendations of the NLPM.
- vii. Preparing a list of work activities to be crashed to mitigate delays and the additional resources to be mobilized for crashing the activities.
- viii. Identifying best practices and documenting them clearly in a separate section in the report.
- ix. Reviewing the performance of "new materials" and "Innovative technologies" and making specific comments about the adequacy of the framework for monitoring performance with recommendations for improvement, if any.

In addition to the above, the NLPM shall also ensure the **quality control of materials and workmanship if desired by MoRT&H.**

#### **4. IMPLEMENTATION ARRANGEMENTS:**

The NLPM once assigned the project shall be required to undertake inspection of the assigned project. The NLPM will be assisted in his independent evaluation of the project by the concerned officers. The tests for quality control, if desired by MoRT&H, shall be carried out in either of the following:

- I. Field laboratories established by the contractor.
- II. For specific tests: Testing to be done in district/ regional/ State level laboratories of the employer/ NABL accredited labs/ Government Engineering Colleges.

The employer shall also be responsible for ensuring that the NLPM is provided full support in performing task assigned to him, including support in taking samples, transportation of samples to the laboratory and testing in presence of representative of implementing authority. The employer shall bear all associate expenses. The National Monitor shall have complete access to the documents pertaining to the project and for this purpose he shall be assisted in his independent evaluation by concerned Executive Engineer of State PWD or BRO/ PD of NHAI/ PD of NHIDCL, as is applicable.

#### **5. REPORTING**

The members of the NLPM are expected to issue an Observation Note for the information and necessary action of the Ministry. Besides, he may send confidential note separately to the Ministry, if he thinks highlighting the issues on which he would like to draw the attention of the Ministry. The final report after inspection should be submitted to CE (Monitoring) with a copy to the Project Authority [DG(RD)&SS, MoRT&H/NHAI/NHIDCL/BRO] within a fortnight.

#### **6. FACILITIES**

The National Level Project Monitor Shall make his own arrangement for travel, accommodation, transport etc. The expenditure incurred on travel and accommodation will be reimbursed as per the guidelines finalized by Ministry as explained in TOR under financial aspects. It is expected of him that he will not take any type of support from the contractor.

## 7. NUMBER OF INSPECTIONS IN A MONTH:

NLPM shall inspect three to four works in a month and maximum number of days of site visit shall not exceed 12 per month. Further, NLPM shall inspect one project only once and second inspection shall not be carried out without prior directions from Ministry.

## 8. FINANCIAL ASPECTS:

The NLPM shall submit bills to the concerned Regional Officers of this Ministry who will make payment out of the contingency of the estimate. In case of NHAI and NHIDCL, the respective Project Directors will be responsible for payment of NLPMs.

Sl.	Particulars	Amount
1	Per Day Fee during working period	Rs. 15,000/- (Honorarium)+, Rs. 2,000/- (D.A.)
2	Lodging Boarding Charges per day	Rs. 7,500/- (metro cities), Rs. 5,000/- (other cities)
3	Travelling Expenses	Economy class air fare/first class AC railway fare / AC taxis fare for to and from journey from place of residence.
4	Per day fee during journey period	Rs. 1,000/-

## 9. EVALUATION OF PERFORMANCE:

Periodic feedback of the performance of National Level Project Monitor shall be gathered by the Employer. The Reports / Performance of the NLPM shall be periodically reviewed by the Employer. In case of unsatisfactory performance / actions prejudicial to fair and transparent contact / concession operation, the Employer may consider debarment / blacklisting of the National Level Project Monitor.

निदेशन / प्रमाण (दिनांक)	
प्रमाणित	
DDG	
प्रमाणित	
DDG (प्रमाणित)	
निदेशन	
Dir. (प्रमाणित)	
प्रमाणित	
Jt. Dir.	
प्रमाणित	
Dir. (प्रमाणित)	
प्रमाणित	
Asst. Dir. (प्रमाणित)	
प्रमाणित	
Head Clerk	
निदेशन	
Date	

copy to DGS Sec for na pl.

TPE

1810/11/24

## Appendix-I

**Format of Curriculum Vitae (CV)**  
**(For Empanelment as National Level Project Monitors)**

Affix recent  
photograph

1. Personal Details	
1.	Name
2.	Date of Birth (dd/mm/yyyy)
3.	Correspondence Details
	1. Address
	2. Mobile Number
	3. Alternate Contact Number
	4. E-mail Address
4.	Retirement Details
	1. Organisation from which retired
	2. Position at which retired
	3. Date of Retirement
5.	Membership of Professional Bodies

2. Qualifications				
Sl.	Year of Passing	Degree	Institution/ University	Discipline
1.				
2.				
3.				
Other Trainings, if any				

3. Employment Details					
Sl.	Employer/ Organization	Name of the work and location	Duration	Position held	Description of Duties Rendered
1.					
2.					
3.					
4.					

### Declaration

I hereby declare that:

1. The information furnished above is correct.
2. The undersigned has not been debarred/blacklisted by any Government (Centre/State)/PSU Organization.
3. This is to certify that upon superannuation, no disciplinary proceedings and/or vigilance cases and/or criminal cases were pending.

I, the undersigned, certify that to the best of my knowledge and belief, this Bio-Data furnished by me correctly describes my educational qualifications, my experiences and about myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the Candidate

(Name of the Candidate)

Date:



30. Details of tests conducted, if any:

Sl. No.	Item	No. of tests	Result

31. Other observations, if any:

32. Recommendations, if any:

Signature:

Name:

Date:

Affidavit

of Mr./Ms. \_\_\_\_\_  
(on Rs. 10/- non-judicial paper)

To,

The Under Secretary (P&M)

MoRT&H.

Sir/Madam,

I Mr./Ms. \_\_\_\_\_ S/o / D/o ) \_\_\_\_\_ aged  
\_\_\_\_\_ years and residing at \_\_\_\_\_  
do hereby solemnly affirm and sincerely state as follows:

I state that I am currently not associated with any contractor/concessionaire/consultant and willing to render my service as NLPM with high ethical standards and integrity.

The above mentioned facts are true and correct to the best of my knowledge and belief.

Signature of the Deponent

(Name of the Deponent)

Solemnly affirmed at \_\_\_\_\_

On date \_\_\_\_\_



**Report format for site inspection by NLPM**

1. Date of inspection:
2. Project name/ (Job No.):
3. State:
4. NH/CRF (Road):
5. Sanction details:

NH No.	Length	Sanctioned Cost	Revised Cost

6. Scope of work: 2lane/2 lane with paved shoulder/ 4 lane/ 6 lane
7. Specifications:

8. Contract details:

Name of contractor	Tender cost	Appointed date	Date of start	Likely date of completion as per tender	Contract period

Milestone No.	Milestone I	Milestone II	Milestone III	Milestone IV
Achievement date as per contract				
Slippage				
Justifications for slippage				
Comments of NLPM				

9. Delay analysis along with measures for timely completion:

30. Details of tests conducted, if any:

Sl. No.	Item	No. of tests	Result

31. Other observations, if any:

32. Recommendations, if any:

Signature:

Name:

Date:

24. Maintenance of existing road:

25. Details of change of scope proposals approved/proposed, if any:

26. Comments on frequency of inspection of the work by AE/IE:

27. Whether any new material or innovative technology being used in the project? If yes, then comments on the performance of the new material/innovative technology used along with recommendations for improvement:

28. Recommendations regarding introduction of new/innovative material and technologies for the project:

29. Photographs of project stretch (Representative sample):

30. Details of tests conducted, if any:

Sl. No.	Item	No. of tests	Result

31. Other observations, if any:

32. Recommendations, if any:

Signature:

Name:

Date:

(iv) Utility shifting:

Utility	Electric line	Water pipeline	Sewage line	Cable	Others	Total
Total requirement						
Work Completed						
Balance work						
Comments of NLPM						

12. Physical progress:

Cumulative progress:

Work front available (Km):

13. Financial progress (expenditure in Rs. Cr.):

14. Inadequacies, if any, in the technical provisions of the project:

15. Quality control arrangement on project:

16. Riding quality of project stretch:

17. Condition of new and existing bridges on project stretch:

18. ROB/RUB/Level crossing: Status of approval of GAD from Railways:

19. Highway safety hazards on project:

20. Whether environment safety norms being followed adequately?

21. Availability of Electronic Toll Collection system (ETC) and its performance, if applicable:

22. Availability of ATC/Weigh-in-motion at toll plaza:

23. Availability of road side amenities such as rest areas/ toilets/ ambulance/ crane/ bus bays/ truck lay bye etc. and their condition/maintenance: