

**National Rural Roads Development Agency
Ministry of Rural Development, Government of India**

**Agenda for the 39th Meeting of the Executive Committee scheduled for 13th March,
2018 at 3.00 PM at NRRDA Conference Hall, New Delhi**

Item No.	Discussion and Decisions
Item No. I	<p>Confirmation of the Minutes of the 38th meeting of the Executive Committee of NRRDA and action taken thereon.</p> <p>Proceedings of the previous meeting held on 28th June 2016 placed at Annex."A", were circulated amongst the members of the Executive Committee vide letter No.20014/3/216/F&A/2016 dated 13th July, 2016. No comments have been received from the members. It is proposed to confirm the Minutes of the previous meeting.</p> <p>No further action was required in respect of items No.1 (5 & 10), of 37th Meeting and items No. II (i) & (ii), V,VII, VIII,IX & X of 38th Meeting.</p>
Action taken on the issues of 38th EC	
	<p>Item No. 7:- Review of decision taken regarding the issue of Service Tax, Based on legal opinion received in the matter</p> <p>The committee decided that the matter should be followed up with service tax authorities. A letter has been written to Under Secretary (GST) for clarification on payment/ reimbursement of service tax now GST.</p>
	<p>Item No. 13:- Meeting of the Performance Evaluation Committee for evaluating the performance of NQMs:</p> <p>The meeting of Performance Evaluation Committee for evaluating the performance of NQMs was held on 28th June, 2016 took following decisions Increasing the Honorarium of NQMs : The Executive Committee during its meeting held on 28th June, 2016, observed that there existed a need to increase the rate of honorarium of NQMs and STAs with a means of attracting best talents , and agreed to increase the honorarium of NQMs from Rs3500/- to Rs5000/- per day.</p> <p><u>Follow-up Action</u></p> <p>This revision of rate of honorarium to NQMs was made into effect from the date 01.03.2017, vide this office order no: 167 dated 10.02.2017</p>
	(iii) Non Completion of Inspection Schedule issued by NRRDA:

The EC was informed that Selection committee recommended that all those NQMs who fail to comply with the monthly inspection schedule consecutively for 03 times without any genuine reasons may be de-empanelled.

Follow-up Action

21st Meeting of the selection committee for empanelment of new NQMs was conducted on 17th April, 2017. The committee deliberated upon 04 cases NQMs who failed to comply with the schedule of the NRRDA consecutively for three months without any genuine reasons and recommended de-empanelment of all the four NQMs. Minutes of the Selection Committee Meeting enclosed at **Annexure-III**.

(iv) Frequency of Selection Committee Meetings:

The Executive Committee made note of the decision of the selection committee that its meeting be held once in six months. The EC Members also desired that an assessment be made on the actual number of NQMs required, and decided that a write up on the average number of inspections done by each NQM annually be shared with the members of the EC for information.

Follow-up Action

The statement showing average number of inspections done annually by NQMs for April 2016-March, 2017 & April 2017-January 2018 is enclosed at **Annexure-II**, for information and necessary action.

Out of the 8500 inspections target fixed for the year 2017-2018, we have been able to achieve 7280 inspections upto January 2018. Balance inspections of 1220 will be achieved in two months.

Item No. III Orientation-cum-training programme for newly empanelled NQMs.

1.NQM orientation -cum-Training programme in July 2017

An Orientation-cum-training Programme focusing at Systems and procedures followed under 3rd tier of quality monitoring, sensitization about the critical issues concerning quality; and roles and responsibilities associated with 3rd tier of the quality monitoring for the newly empanelled NQMs was held at Indian Academy of Highway Engineers (IAHE), Noida during 6th-8th of July, 2017.

During the three-day programme, presentations were made on important subjects like Programme Guidelines, Rural Roads Specifications, Use of new technology, Quality control testing process,

Quality Assurance Handbook (QAHB) and Use of Mobile Application. On the last day of the programme i.e., on 8th July, 2017, a field visit was arranged in district Ghaziabad of Uttar Pradesh for a practical demo on the site.

2. NQM interim Training programme in January 2018

An orientation -cum- short training programme for the 09 newly empanelled NQMs (Empanelled by 22nd Selection committee meeting conducted on 13th November 2017), was held on **12th January 2018** at NRRDA.

	<p>During this one day training, presentations made on programme guidelines, use of mobile based inspection reporting of PMGSY Works, uploading the photographs on the software developed by C - DAC, Guidelines for NQMs and eligible Honorarium. A detailed residential training programme will be organized in due course of time, after receiving the recommendations / certificate of integrity from their respective Parent Department/State Govt, for the remaining 12 persons along with existing 12 NQMs (10 rated as marginal + 02 rated marginal for second time) who are rated marginal by the PEC .This training may be conducted in April 2018.</p>
	<p>Item No. IV National Workshop to Review Quality Assurance Handbook (QAHB)</p>
	<p>Executive Committee was informed about the National Workshop to review the Quality Assurance Handbook. An expert group constituted by NRRDA, prepared the draft and considered by the peer group during its meeting held on 3rd June, 2016. Amendments suggested by the peer group were incorporated and the same was discussed in National Workshop on 11th June, 2016. The final version of the QAHB would be ready by 30th June, 2016.</p> <p style="text-align: center;"><u>Follow-up Action</u></p> <p>The QAHB document was finalised and printed in December, 2016. The revised QAHB along with other documents were launched by Hon'ble Minister for Rural Development on 19th June, 2017. One Advisory from MoRD communicated to the state Governments vide A-37011/12/2014/P-III dated 20th June, 2017 for implementing the application of revised QAHB from 1st July 2017 onwards.</p> <p>This QAHB documents along with CDs have been sent to all the SRRDAs, NQMs, STAs and PTAs. This document is also available in the PMGSY website, field engineers can download for their reference and effective quality control application in the field.</p>
	<p>Item No. VI Setting up of the NTSA as a separate unit within NRRDA and renaming of NRRDA as NRIDA.</p>
	<p>Office of the Registrar, Society has accepted the registration under Society Registration Act XXI of 1860 and issued certificate for change the name of NRRDA to NRIDA. MoA and Rules and regulation are being revised in consultation with JS (RH) and legal counsel.</p>
<p>AGENDA FOR THE 39th EXECUTIVE COMMITTEE MEETING</p>	
Item No. II	Implementation of web GIS for PMGSY
	<p>A MoU has been signed between NRRDA and CDAC, Pune on 26.10.2015 for the implementation of Web GIS for PMGSY in all the states. NRRDA has also provided guidance and financial support for the states for the digitisation work.</p> <p>CDAC is entrusted with the responsibility of preparing guidelines, Quality checking, creating requisite software and putting in place Hardware for running</p>

	<p>the project in a designated website. The states are to engage consultant for the project, carry out the digitisation of all the layers, and submit to CDAC for quality checking and hosting.</p> <p>The Web GIS will contain about 21 layers including the details of the Rural roads, core network roads, Habitations, Market centres, Administrative HQs, District/Block boundaries etc.</p> <p>GIS has been completed in the 15 states of Chhattisgarh, Haryana, Himachal Pradesh, Karnataka, Madhya Pradesh, Meghalaya, Odisha, Sikkim, Telangana, Uttarakhand, Bihar, Manipur, Nagaland, Tamil Nadu and Tripura. The GIS of these states can be viewed at www.pmgysy-grris.nic.in.</p> <p>NRRDA intends to complete the GIS in the remaining states during 2018.</p> <p>This is placed for the information of the Committee</p>
Item No. III	Empanelment of new NQMs and performance Evaluation of existing NQMs:-
	<p>21st & 22nd selection committee meetings were held respectively on 17th April, 2017 & 13th November 2017 and the recommendations made on empanelment of new NQMs and performance Evaluation of existing NQMs are placed below for ratification by the Executive committee. Minutes of the selection committee meeting are placed in Annexure-III & Annexure-IV</p> <p>(I) Empanelment of new NQMs</p> <p>(i) Twenty First Selection Committee Meeting A meeting of 21st Selection Committee for empanelment of new NQMs and performance review of the existing NQMs was held on 17th April, 2017, under the Chairmanship of Addl. Secretary (RD).</p> <p>Service and experience details of 26 candidates were placed before the Selection Committee. The Committee after perusal of details made the following recommendations based on the Selection criteria prescribed for the purpose:</p> <ul style="list-style-type: none"> • 05 candidates were recommended. • 16 Candidates were recommended for empanelment subject to recommendation of the respective State Governments/parent Dept, clarification about the post held at the time of retirement, on receipt of experience details. • 05 Candidates were not recommended for non-fulfilment of various provisions of Selection Criteria. <p>(ii) Twenty Second Selection Committee Meeting A meeting of 22nd Selection Committee for empanelment of new NQMs and performance review of the existing NQMs was held on 13th November, 2017, under the Chairmanship of Addl. Secretary (RD).</p> <p>Service and experience details of 36 candidates were placed before the Selection Committee. The Committee after perusal of details made the following</p>

recommendations based on the Selection criteria prescribed for the purpose:

- 06 Numbers of Candidates recommended for empanelment.
- 14 Numbers of Candidates not recommended for empanelment.
- 16 Numbers of Candidates were recommended for empanelment subject to recommendation of the respective State Governments/ Cadre Department within 3 months as per **Criteria no.6**, on production of AMIE passing certificate, on receipt of experience details.

This is for ratification by the Executive Committee

(II) Performance Review of the existing NQMs .

(i) Decisions taken in 21st Selection Committee meeting

Based on the observations of the Performance evaluation committee meeting, the selection committee meeting held on 17th April, 2017 perused the cases of 15 NQMs and made the following recommendations.

-02 NQMS rated as outstanding have to be retained.

-07 NQMS rated as satisfactory have also to be retained.

-02 NQMS rated as marginal have to be retained subject to their subsequent evaluation by PEC.

-04 NQMS rated as unsatisfactory have to be removed from the panel of NQMs.

(ii) Decisions taken in 22nd Selection Committee meeting

Based on the observations of the Performance evaluation committee meeting, the selection committee meeting held on 13th November, 2017 perused the cases of 41 NQMs and made the following recommendations.

-10 NQMS rated as outstanding have to be retained.

-14 NQMS rated as satisfactory have also to be retained.

-10 NQMS rated as marginal have to be retained subject to their subsequent evaluation by PEC.

-05 NQMS rated as unsatisfactory have to be removed from the panel of NQMs.

-02 NQMS rated as marginal for the second time may be given one more chance for improvement , subject to their subsequent evaluation by PEC

This is for ratification by the Executive Committee.

(III) Violation of code of conduct by NQMs.

1. The 22nd selection committee meeting held on 13th November, 2017 deliberated upon 04 NQMS referred to in Annexure for the minutes of the meeting, who had violated the code of conduct and involved in unethical practice. The committee recommended de-empanelment of all 4 NQMs

This is for kind information of Executive Committee

(IV) Target & achievement of NQM inspections during the current year 2016-17 & 2017-18

A target of 7,500 NQM inspections had been set for the year 2016-17. Against this target 7,634 inspections have been conducted by NQMs i.e. NRRDA could achieve more than the target. A target of 8,500 NQM inspections has been set for the year 2017-18.

This is for kind information of Executive Committee

(V) Quality of built Infrastructure under PMGSY

NITI Aayog has set a target for Quality of built Infrastructure under PMGSY such that not more than 05% of recently completed projects, inspected by NQMs (inspected *within one year of completion*), should be found as 'Unsatisfactory' for year 2017-18. Whereas, the target for maintenance upkeep of completed projects for this duration was set that not more than 15% of the projects inspected from maintenance angle, are reported as 'unsatisfactory' by NQMs.

Against the set targets, the re-graded 'Unsatisfactory' percentage of completed projects achieved up-to 20th February, 2018 taking the average of last three years (*April 15- February 18*) is 4.1%. As regard to quality of Maintenance in completed projects, the States are addressing the maintenance issues flagged by NQMs; however, updated scenario of maintenance, taking in corrective action by PIU was not getting reflected in OMMAS. Therefore, a new module, of updating the compliance of maintenance works has been developed in OMMAS for projects inspected by NQMs since April 2017 onwards and State have been advised to update it on priority basic.

This is for kind information of Executive Committee.

(VI) Training programmes conducted for SQMs engaged for inspection of Road works under PMGSY.

As the state governments that are carrying out the PMGSY programmes, insisted upon imparting training to the SQMs involved in inspection of PMGSY road works, training programmes were conducted by engaging Faculties and NRRDA officials. States for which programmes already conducted on the respective dates indicated, are as given in the statement below.

S.N	State	Date of the programme for 2017
1	Rajasthan	6 th & 7 th April
2	Jharkhand	12 th & 13 th April
3	Bihar	20 th & 21 st April
4	Uttar Pradesh	26 th & 27 th April
5	Uttarakhand	4 th & 5 th May
6	Himachal Pradesh	6 th & 7 th May
7	North Eastern states	25 th & 26 th May
8	West Bengal	9 th & 10 th June

		9	Odisha	12 th & 13 th June									
		10	Tamilnadu & Kerala	23 rd & 24 th June									
		11	Andhra Pradesh & Telangana	28 th & 29 th June									
		12	Madhya Pradesh	25 th & 26 th August									
		13	Chhattisgarh	31 st August & 01 st Sept.									
		14	Jammu & Kashmir	03 rd & 04 th October 2017									
Item No. IV	Opening of two new account heads under Administrative Expenses Fund:-												
	<p>Opening of two new account heads under Administrative Expenses Fund for booking of expenditure incurred on construction of Demonstration Model for Alternate Road Construction Technologies and payment of advance under Central component.</p> <ul style="list-style-type: none">Two new heads "54.11- Training for Skill Development" and "61.02 Advances under Central component" may be opened in the Chart of Accounts of PMGSY Accounts Manual Administrative Expenses Fund for booking the expenditure through NRRDA-General Grant-in-Aid and payments in PFMS as Centre and State component respectively.Opening of above two new heads of account is placed before the Executive Committee for information. <p>2. Accounting Procedure for booking and utilization of performance incentives for periodic renewal on PMGSY roads under Maintenance Fund from Central Government Fund and booking of State share corresponding to the Central Maintenance Fund.</p> <ul style="list-style-type: none">A new sub head for booking of receipt of State share corresponding to the Central Maintenance Fund "101.1-State Share of PMGSY Maintenance Fund received by SRRDA" and for booking of expenditure a new subhead "121.18-Expenditure of Periodic renewal of Roads from Central & States Share Fund" may be opened in the Char of Account of PMGSY Account Mannual Maintenance Fund.Opening of above new heads of account is placed before the Executive Committee for information.												
Item No. V	Entitlement of Travel and payment of DA to undergraduate Civil Engineering Students on Internship Programme in NRRDA:-												
	<p>The TA entitlement of trainees, if deputed to out of city to visit PMGSY roads is proposed as under:</p> <table><tr><td>Category</td><td>Rail</td><td>Air</td><td>Road</td></tr><tr><td>Trainees including undergraduate Civil Engineering Students</td><td>In normal Trains 1st Class (Non AC)/AC-III Tier/AC 2nd air car and in Premium/premium Tatkal</td><td>Not allowed</td><td>Actual: In case of road travel between places connected by rail, travel by any means of public transport subject to the total fare does not exceed the</td></tr></table>					Category	Rail	Air	Road	Trainees including undergraduate Civil Engineering Students	In normal Trains 1st Class (Non AC)/AC-III Tier/AC 2nd air car and in Premium/premium Tatkal	Not allowed	Actual: In case of road travel between places connected by rail, travel by any means of public transport subject to the total fare does not exceed the
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		Suvidha/Sat abdhhi/Rajdh ani/Duronto Trains travel by AC 3rd Class/Chair car only.		train fare by the entitled class. The places not connected by train, actual fare by any type of public bus other than AC bus.													
<p>Reimbursement for hotel accommodation/Guest House upto Rs. 450/- per day and reimbursement of food bills not exceeding Rs. 500/- per day.</p> <p>EC is requested to approve the entitlement of TA/DA to trainees deputed for short period in NRRDA.</p>																	
Item No. VI	Change in rates of Hospitality facilities:-																
	<p>Ministry of Rural development has recently revised the rate of Hospitality Facility to the entitled officer. It is therefore, proposed that we may also revise the entitlement of the level I to III officer of NRRDA as below:-</p> <table><tr><td>Level</td><td>Existing Rate</td><td>Proposed Rate</td></tr><tr><td>I</td><td>Rs. 1000/- pm</td><td>Rs. 1500/-pm</td></tr><tr><td>II</td><td>Rs. 800/- pm</td><td>Rs. 1200/-pm</td></tr><tr><td>III</td><td>Rs. 600/- pm</td><td>Rs. 1000/-pm</td></tr></table> <p>EC is requested to approve as above.</p>					Level	Existing Rate	Proposed Rate	I	Rs. 1000/- pm	Rs. 1500/-pm	II	Rs. 800/- pm	Rs. 1200/-pm	III	Rs. 600/- pm	Rs. 1000/-pm
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Item No. VII	Annual Increment of Young Civil Engineer:-																
	<p>The Young Civil Engineers engaged during the period 2014-15 and 2015-16 have been granted increment at the rate of 10% on completion of one year services as details below:</p> <ol style="list-style-type: none">1. Shri Kiran Gowda2. Shri Ankit Mehta3. Shri A. Pradeep Ram <p>However, the issue was not taken into consideration of Executive Committee at that time. It is therefore, proposed that the increment at the rate of 10% be granted to all Young Civil Engineers, who have completed one year of their service in NRRDA and their extension have already been approved.</p> <p>EC is requested to approve as above.</p>																
Item No. VIII	Hiring of Data Scientist/Consultant																
	<p>In order to effectively manage and monitor the PMGSY Programme being executed on a large scale with a spread across vast geographical locations and bring about improved efficiency, accountability and transparency in implementation, a web enabled application software - Online Management and Monitoring System (OMMAS) has been developed. It has been felt to create the post of Data Scientist to monitor and curb the programme with the intension to</p>																

	<p>serve the requirement of decision making authority at various levels and to provide support for improving monitoring and evaluation. The primary objective for the Data Scientist would be:</p> <ul style="list-style-type: none"> A) Identifying indices for measure and performance analysis B) Assist in monitoring of OMMAS for effective and better implementation and C) Provide inputs to business processes, technology architectures, standardization, implementation planning, operational models as required by the Ministry/NRRDA. <p>The terms of reference for the post of Data Scientist is attached herewith.</p> <p>EC is requested to approve creation of one post of Data Scientist in NRRDA.</p>
Item No. IX	Increase in number of posts of Young Civil Engineers
	<p>There is a need for service of more Young Civil Engineers in NRRDA. Presently, there are 5 Civil engineers against sanctioned strength of 6.</p> <p>The services of additional Young Engineers is required for the following-</p> <ul style="list-style-type: none"> • Implementation of various training activities at the local and international training institutions for different categories of staff of the road agencies. • Maintenance management including establishing a road inventory and condition data-base, preparation of annual maintenance plans and execution of maintenance works through contract, • introduction of improved technical standards and procedures for quality assurance, procurement, financial management and contract management, • Improving monitoring and evaluation through further refinements in the on-line monitoring, management and accounting system (OMMAS), development of new projects. • Implementation of geographical information system and its continuous updation for effective implementation of PMGSY. • Co-ordinate various activities of research projects including implantation of research outcomes and monitoring performance evaluation process. • Co-ordinate activities of the projects "use of Geo informatics in rural roads projects under PMGSY". • Any other work assigned by the concerned Director. <p>Technical division has proposed for requirement of 6 more Young Engineers.</p>

	This would require the increase of sanction strength of Young Engineers from 6 to 12. After the approval of EC the same will be submitted before GB for appointments.
Item No. X	NRRDA (Medical Attendance) Byelaws, 2004 Revision of Rules:-
	<p><u>Inclusive of "Notified Hospitals" as per CGHS and revision of consultation fee</u></p> <p>As per the existing Byelaws (2004), employees of NRRDA and their family members shall be entitled for reimbursement of cost of indoor treatment/hospitalization in a notified hospital. The list of hospitals notified for this purpose is at Annexure IV of the Bye Laws. This list was based on the CGHS list existing at the time.</p> <p>(i) Para 5 of the Bye Laws Stipulate the rate of consultation fee which may be reimbursed to the beneficiaries, as under:</p> <p>(a) Doctor with MBBS/BDS degree or equivalent</p> <p style="padding-left: 40px;">- Rs. 150/- for first consultation. -Rs.100/- for each subsequent consultation.</p> <p>(b) Doctors with specialized qualification like MD, MS or equivalent or those treated as specialists</p> <p style="padding-left: 40px;">- Rs. 300/- for first consultation. - Rs.250/- for each subsequent consultation.</p> <p>(ii) This consultation fee was enhanced to Rs. 400/- by 11th Executive Committee Meeting held on 31.07.2006.</p> <p>(iii) The Consultation fee charges have increased considerably over a period of time.</p> <p>DG, NRRDA who is the Competent Authority as per para 17 of the Bye Laws, had agreed to revise the consultation fee but the same has not been implemented so far:-</p> <p>Doctors with specialized qualification like MD, MS or equivalent or those treated as specialists</p> <ul style="list-style-type: none"> • Rs. 1000/- for first consultation. • Rs.500/- for each subsequent consultation as per actually paid. <p>On the basis of position explained above the following in proposed.</p> <p>(i) Automatic applicability of the list of Hospital which CGHS notifies from time to time for the purpose of providing general or Specialist Medical facilities for treatment of employees of NRRDA and their families.</p> <p>(ii) The rate for consultation may be revised as under:-</p>

		<p>a) Doctors with specialized qualification like MD, MS or equivalent or those treated as specialists</p> <p>- Rs. 1000/- for consultation or actual paid whichever is less</p> <p>b) Doctor with MBBS Degree</p> <p>- Rs.600/- or actual paid whichever is less.</p> <p>EC is requested to approve as above.</p>
Item No. XI		Grant of paid leave in excess of admissible leave:-
		Shri Mohit Mathur, Executive Assistant has been granted 4 (four) days leave over and above the agreement with the service provider. Para 23 (g) of Rules and Regulation of NRRDA stipulates that the DG shall exercise the powers of the Executive Committee of the agency in the interregnum between two meetings of the EC. All decision taken by the Chairman, acting in such capacity shall be placed in the next meeting of the EC for ratification.
Item No. XII		Extension of contract of Support Staff and others with M/s Mass Management Services Pvt. Ltd:-
		<p>The contract of M/s Mass Management Services Pvt. Ltd., service provider of support staff and others has been extended for the period of one year i.e. 01-09-2017 to 31.08.2018 on same terms and conditions.</p> <p>This is for information of Executive Committee.</p>
Item No. XIII		Appointment of Young Civil Engineer's and Chartered Accountant.
		<p>NRRDA had engaged the services of 1 Chartered Accountant and 2 young Civil Engineers in place of earlier appointees, who had left from NRRDA in this financial year. The services of all the 2 young Civil Engineers and 1 Chartered Accountant is satisfactory.</p> <p>This for information of EC.</p>
Item No. XIV		Ratification of Annual Report and Accounts of NRRDA duly audited for the period of 2016-17.
		<p>The Annual Report and Accounts for the financial year 2016-17 is placed at Appendix for approval of the Executive Committee for placing before the General Body.</p> <p>This is for kind information of Executive Committee</p>
