

CD-14040/98/2021-Coord  
Government of India  
Ministry of Road Transport & Highways  
(Coordination Section)  
Transport Bhawan, 1, Parliament Street, New Delhi-110001

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Dated 21<sup>st</sup> December, 2021

**OFFICE MEMORANDUM**

Subject: Submission of information by the organisations/wings in time to Co-ordination Division of the Ministry -reg.

The undersigned is directed to say that different wings of the Ministry, attached organizations of the Ministry are expected to adhere to the timelines for comments/inputs in various communications sent to them by Coordination Division. Sometimes inputs/comments on the important letters received from PMO, Cabinet Secretariat, NITI Aayog, and other Ministries/Departments remain unattended for many days. This result in unnecessary delay in furnishing consolidated information of this Ministry in important issues.

2. It is requested to ensure the strict compliance of the aforesaid instructions by all the organizations/wings/offices of the Ministry.
3. This issues with the approval of Secretary (RT&H).



(Rakesh Kumar)

Under Secretary to the Government of India  
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To

1. DG(RD)& SS
2. Chairperson, NHAI
3. AS (RS&EAP) / AS (H&LA)
4. All ADGs.
5. JS(MVL&T)/ JS (NHIDCL &IT) / JS (Logistics & IAHE) / JS (Parl. & Coord)
6. Economic Advisor
7. CE (Planning) / CE (Monitoring)
8. All Chief Engineers
9. Director (Admin.) NHIDCL
10. Director, IAHE
11. Secretary General, IRC

Copy to:

1. Sr. PPS to Secretary (RT&H).