

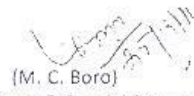


GOVERNMENT OF ASSAM
PUBLIC WORKS ROADS DEPARTMENT (PWRD) (PLANNING CELL): BLOCK-B, DISPUR, GUWAHATI-6

**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Dispur the 25th September, 2014

No. RBPC. 326/2010/Pt/60: The Governor of Assam is pleased to order that the "Assam Road Maintenance Policy" and the "Assam Road Maintenance Fund Rules" as enunciated in the enclosed document at Annexure-1 and Annexure 2 respectively, will come into force with immediate effect from the date of publication in the Extra-Ordinary Gazette and will remain in operation till such time as the State Government may consider fit and proper. The Government also reserves the right to make any amendment to the Policy and the Rules from time to time.


(M. C. Boro)

Commissioner & Special Secretary
to the Govt. of Assam, PWRD

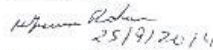
Memo No. RBPC. 326/2010/Pt/60 -A

Dated Dispur the 25th September, 2014

Copy for information and necessary action to the:

1. P.S. to the Hon'ble Minister, PWD, Dispur, Guwahati-6 for appraisal of the Hon'ble MPWD.
2. All P.S. to the Hon'ble Ministers/Ministers of State, Assam.....
3. P.S. to the Hon'ble Parliamentary Secretary, PWD, Dispur, Guwahati-6 for appraisal of the Hon'ble Parliamentary Secretary.
4. All P.S. to the Hon'ble Parliamentary Secretary, Assam.....
5. Staff Officer to the Chief Secretary, Assam, for appraisal Hon'ble Chief Secretary.
6. Secretary, Ministry of Rural Development, Government of India, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110001
7. All Additional Chief Secretary to the Govt. of Assam....., Dispur, Guwahati-6.
8. Resident Commissioner to the Govt. of Assam, Assam House, SP Marg, New Delhi.
9. All Principal Secretary to the Govt. of Assam....., Dispur, Guwahati-6.
10. Principal Secretary to the Hon'ble Chief Minister, Assam, Dispur, Guwahati-6.
11. All Commissioner & Secretary to the Govt. of Assam....., Dispur, Guwahati-6.
12. Sri Rajesh Bhushan, Joint Secretary, Ministry of Rural Development, Government of India, 5th Floor, 15-NBCC Tower, Bhikaji Cama Place, New Delhi-110066.
13. All Secretary to the Govt. of Assam....., Dispur, Guwahati-6.
14. All Deputy Commissioner, Assam.....
15. P.S. to the Commissioner & Spl. Secretary, PWRD, Dispur, Guwahati-6.
16. Sri Ashok Kumar, Senior Highway Engineer, The World Bank, 18-20 Kasturba Gandhi Marg New Delhi-1
17. Chief Engineers, PWD, Assam, (Roads/ Border Roads & NEC works/ ARIASP& RIDF),.
18. Director, Assam Road Research & Training Institute (ARR&TI), Fatashil Ambari, Guwahati-25.
19. Deputy Director/Publisher, Assam Government Press, Bamunimaidam, Guwahati-21 with the request to publish the notification in the Extra Ordinary Issue of the Assam Gazette immediately and supply 50 (fifty) copies to this Department after publication.

By order etc.,


25/9/2014

(M Rahman)

OSD (Technical), PWRD, Assam

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GOVERNMENT OF ASSAM
PUBLIC WORKS ROADS DEPARTMENT
ASSAM ROAD MAINTENANCE POLICY

1. **Purpose:** The purpose of this policy is to provide a guiding framework for establishing the objectives, making arrangements for and establishing sets of procedures for the maintenance and repair of roads by Public Works Roads Department, Govt. of Assam
2. **Objectives:** The roads that fail, crack, get deformed or disintegrate present a danger to road users. In addition, they impose the wear and tear imposed on vehicles, increased consumption of PQL, delays in travel and various other economic costs. There is a need for the concerned agencies & organizations to ^{effect} repairs and restoration of the roads in a timely and systematic manner.

The objectives of the Policy are to enable:

- i) Adequate, timely and sound maintenance of roads to provide safe, convenient and efficient access and usage to road users in Assam;
 - ii) Judicious and optimal utilization of available funds and resources for the maintenance and repair of the roads;
 - iii) Efficient maintenance by using appropriate technology, State of the Art and effective repair treatments including by inducting new technology and equipment in road repair and maintenance work;
 - iv) Capacity building and organizational development of the manpower and agencies engaged in roads construction, primarily maintenance & repair in the State for efficient discharge of road development & maintenance function.
3. **Definitions:** In this Policy,
 - i) **Annual Road Maintenance Plan** means the Annual Roads Maintenance & Operations Plan for the State of Assam for the roads maintained by PWRD;
 - ii) **Board** means the Assam State Roads Board;
 - iii) **Core Network of Roads** means the network of roads that connects important habitations, above a particular population level as the state Government may notify for the purpose, production centres- agricultural, industrial or mining, markets, institutions such as universities, places of tourist interest etc.
 - iv) **Defect** means any form of failure in the road surface including cracks, deformation & disintegrations. These types of failure can be structural or visual in nature.

- v) Maintenance with respect to roads means repairs or remedial treatment to road formation and pavement failures. The purpose being to make the road trafficable until reconstruction works can be carried out by the department.
 - vi) Major District Road means the roads within a district serving areas of production and markets and connecting these with each other or with the highways.
 - vii) Pavement Condition Index (PCI) is a numerical index used to indicate the condition of a pavement. It is a statistical measure and requires manual/ mechanical survey of the pavement.
 - viii) Primary Road Network means a main road network which can be either single carriageway or dual carriageway. Broadly, Primary system comprises National Highways and Expressways.
 - ix) Secondary Road Network is made up of the State Highways and Major District Roads.
 - x) State Highways means arterial routes of a state linking district headquarters and important cities, tourist centre and ports within the State and connecting them with National Highways of the neighbouring States.
 - xi) Rural Roads means roads connecting villages or groups of villages with each other and to the nearest road of a higher category.
4. Implementation: Public Works Roads Department, Govt. of Assam shall be responsible for the implementation of this Policy through the Assam State Roads Board. The organization set up for maintenance already exists.
1. Planning unit
 - i) Survey & data base (inventories)
 - ii) Prioritization
 2. Delivery unit
 - i) Contract procedures
 - ii) Contract documentation
 - iii) Contracting arrangement
 - iv) Execution of Works & supervision
 3. Monitoring and Supervision
 - i) Monitoring
 - ii) Review & evaluation
 - iii) Technical & financial auditing
5. Evaluation & prioritization of roads:
- i) PWRD shall carry out evaluation of the existing road pavement in terms of its physical condition, structural capacity, roughness etc. through Road Condition Surveys. Such surveys shall assess type, magnitude, location of the distressed roads and other physical

parameters like roughness, skid resistance etc. It shall evaluate Pavement Condition Index (PCI) and take up Prioritization of roads on the basis of the PCI.

- ii) At least two condition surveys should be conducted on each stretch of road every year, one before and the other after the monsoon. The data collected should be recorded methodically road kilometer wise.
 - iii) Traffic data on each road should be collected, as per the procedure to be laid down by PWRD. The traffic data should show classification of motorized, non-motorized, commercial vehicles, etc. The traffic volume data should be used as an input in prioritization of maintenance works.
 - iv) The PWRD shall identify different types of Road maintenance activities and prepare a manual of technical practices to carry out the same.
 - v) The planning of the various maintenance operations will be correlated and looked upon as a total system rather than each activity being considered in isolation. Based on the condition evaluation, the causes for the various defects observed should be examined in detail and a decision taken whether to initiate a particular maintenance activity.
 - vi) PWRD shall establish guiding rules for prioritization of road maintenance works, taking into account the evaluation carried out under this Policy.
6. **Modalities for implementation:** Apart from existing procedures in carrying out Road Maintenance Works, PWRD may adopt various modalities including Performance based Maintenance Contracts, Private Public Partnerships and Concession Agreements for various kinds of arrangements including incorporation of tolls and distance based rates etc to be paid by road users etc.
7. **Classification of Maintenance operations:** The intervention and rectification standards for various maintenance activities shall be finalized for different categories of roads. Maintenance operations may be classified in four group:
- i) **Routine repair/ maintenance,** for work items such as cutting of jungles, trees, filling of potholes, and repairing of cracks required to be carried out by the maintenance staff almost round the year;
 - ii) **Periodic repair/ maintenance,** for more extensive maintenance operations such as applying a seal or renewal coat required to be done periodically every few years (refer the following table on periodicity of renewal);
 - iii) **Special repair/ maintenance,** for major restoration or upgrading of the pavement through reconstruction or application of overlays to rectify structural deficiencies; and
 - iv) **Emergency repair/ maintenance,** refers emergency conditions like collapses or severe damage of road or any other matter emergent in nature. This excludes the work of emergent nature that can be taken up under State Disaster Response Fund (SDRF).
8. **Classification of Roads:** PWRD shall classify the roads under its jurisdiction as State Highways, Major District Roads, Rural Roads and identify road networks as Core Networks. PWRD shall also

specify the quality and specifications as regards quality with regard to surface and width of each class of roads along with that of the shoulders, bridges, culverts, slip roads, signage, safety requirements, crossings and other relevant features or appurtenances as required for safe and efficient use of the road.

9. **Periodicity of Renewal:** The following broad guidelines, for the type and periodicity of renewals, may be utilized as a guide for working out the requirement of funds for the annual programme on different sections of roads:

Class of road	Lane width	Type of renewal and periodicity of the renewal treatment for rainfall above 300 cm per year		
		Traffic (Commercial Vehicle per Day)		
		Less than 450	450 to 1500	1500 & above
State Highway and Major District Roads	Single	SD/4	SD/3	PC/4 or MS/6
State Highway and Major District Roads	Double or more	SD/4	SD/3	PC/4 or MS/6
Other District and Rural Roads	Any	SD/6	SD/5	SD/3

Notes:

1. SD denotes single coat surface dressing as per IRC : 17
2. MS denotes Mix seal surfacing as per Ministry of shipping, Roads & Transport's Specifications for Roads & Bridge Works Clause No.508.
3. The denominators refers to periodicity of renewal in years
4. For areas subject to hilly areas with steep side slopes and heavy rainfall, the periodicity of renewal may be at closer interval. The periodicity of the renewal indicated in the table above will only be taken as a general guideline for the purpose of budgeting and determining the extent of renewal programme.

10. **Annual Roads Maintenance Operation Plan:** The Board shall prepare Annual Road Maintenance Operation Plan (ARMOP) covering State Highway, Major District Roads, Rural Roads falling in core network of roads, with due attention to management of the whole programme, based on availability of fund for road maintenance. The Plan shall be formulated by the end April every year, for the State. It will identify the maintenance works on the state road network, for different classes of roads, including roads in urban areas within the jurisdiction of the PWRD, taking into account the condition of roads, bridges, culverts, road signs and other road appurtenances.

11. **Environmental Sustainability:**

11.1 In development, construction and maintenance of road schemes in rural and urban areas, its supporting infrastructure, appurtenances, safety features etc, the Department shall make best possible efforts to implement technologies that are environmentally friendly, have a low carbon footprint and provide smooth access to all sections of society, including the disabled, in a safe manner.

11.2 The Department shall amend/develop necessary Codes and Manuals to implement construction and maintenance of roads in an environmentally and disabled friendly manner also put into place assessment methodologies to evaluate the environment and disabled friendliness and safety of various types and classes of roads. The Department shall also devise a safety code for roads servicing schools, colleges, hospitals and other crowded areas.

12. **Dedicated Road Maintenance Fund:** A dedicated road maintenance fund shall be established with money received/collected from various sources, such as Central and State Government grants, User charges and Fees, Cess, levies, tax revenues etc as may be considered appropriate by the state Govt. to provide funds on a sustainable and dependable basis for maintenance of state roads. PWRD, with the approval of Finance Department, shall formulate the necessary rules for setting up of the fund, crediting of various moneys thereto, drawal, expenditure from the fund, maintenance of accounts and audit thereof for the proper operation of the fund. Apart from the above sources of fund PWRD may also explore various other modalities including performance based - PPP and Concession Agreement for BOT, BOOT.

13. **Monitoring, Testing and Capacity Building:**

13.1 PWRD shall utilize computerized road maintenance management and monitoring systems for continuous monitoring of road condition and maintenance requirements, implementation of road maintenance works and other related activities.

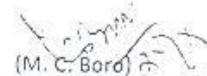
13.2 PWRD may prescribe procedures for testing and evaluation of various materials and technologies involved in road maintenance, quality testing of in progress and finished work and as appropriate and may specify practices or set up necessary testing facilities for the same.

13.3 PWRD shall enable capacity building of its engineers, staff and other human resources in modern technologies, project implementation, monitoring, supervision and quality testing and operational practices.

14. **Budgeting and Financial Resources:**

14.1 Based upon the data supporting the Road condition the annual renewal programme, to be included in ARMOP, will be drawn up by the Board well in advance of the implementation period. A schedule of the maintenance operations to be taken up under the ARMOP should also be prepared. The ARMOP and the Implementation Schedule should be approved by the Board and sanction of available financial resources will be made in a timely manner.

14.2 The budgeting for maintenance expenditure under the ARMOP will also be done well in advance by the Board before the start of the relevant financial year along with allocation of resources to the different operations/ components under the Plan.



(M. C. Bord)
Commissioner & Special Secretary to the Govt. of
Assam, PWRD, Dispur, Guwahati-6.



GOVERNMENT OF ASSAM
PUBLIC WORKS ROADS DEPARTMENT
ASSAM ROAD MAINTENANCE FUND RULES

1. Short Title and Commencement:

- (i) These Rules may be called 'The Assam Road Maintenance Fund Rules, PWRD'.
- (ii) They shall come into force with effect from the date on which they are published in the Official Gazette.

2. Definitions: In these Rules, unless the context otherwise requires :

- (a) 'Board' means the Assam State Road Board (ASRB).
- (b) Core Network of Roads means the network of roads that connects important habitations, above a particular population level as the state Government may notify for the purpose, production centres-agricultural, industrial or mining, markets, institutions such as universities, places of tourist interest etc.
- (c) 'Government' means the Government of the State of Assam, its respective departments or any other authorities, agencies and instrumentalities functioning under the direction or control of the Government of Assam.
- (d) 'PWRD' means the Public Works Roads Department of Assam.
- (e) 'President' means the President of the Board.
- (f) 'Vice President' means the Vice-President of the Board.
- (g) 'Chairman' means Ex-officio Chairman of Executive Committee of the Board.
- (h) 'Secretary' means Ex-officio Secretary of Executive Committee of the Board.
- (i) 'Member' means the Member of the Board or of the Executive Committee, as the case may be;
- (j) 'Member Secretary' means the Member Secretary of the Board.
- (k) 'Fund' means Assam Road Maintenance Fund for maintenance of State Roads.
- (l) 'State Roads' means all the roads, other than National Highways, within the jurisdiction of PWRD.

- (m) 'Annual Road Maintenance Operation Plan (ARMOP)' means the Maintenance Plan as notified and approved by the Board to be executed by the Implementing Agency.
- (n) 'Implementing Agency' means the PWRD or any other agency appointed by the PWRD.
- (o) 'Maintenance' means works of routine, periodic, special repairs or emergency maintenance work excluding the work that to be taken under SDRF to keep the road upto the standard specified by the Implementing Agency.
- (p) 'RMMS' means Road Maintenance Management System.

3. Road Maintenance Fund:

- I. There shall be established a fund to be known as Assam Road Maintenance Fund (the Fund).
- II. The Fund may consists of all or any of the following :
 - a) The allocation for maintenance of the road from the Consolidated Fund of the State under the Non-Plan Head 3054 or any other Head as prescribed by the Government;
 - b) The allocation for maintenance of road from the money received for the State Highways and Major District Roads from the Central Road Fund as prescribed by the Government;
 - c) All money received for maintenance of road for state roads as per the central grants recommended/ awarded by the Finance Commission from time to time;
 - d) Any other sum or grant as may be decided from time to time for the purpose of road maintenance by the Government ;
 - e) Any grant, aid, bequest, donation, gift, subscription, loan or other sum lawfully received by the Board; and
 - f) Any other income accruing to the Fund including by way of investments or interest accruing from Fund balances.
- III. The amounts allocated for the Fund shall be deposited into a Schedule Bank
- IV. In case amounts allocated for the Fund remain un-committed or unspent at the end of any financial year for any reason whatsoever, then such amounts shall continue to vest with the Fund and shall be available for utilization in the next financial year

4. Objectives of the Fund:

- i) The fund shall be dedicated to maintenance of roads in the state.
- ii) The main objectives of the Fund shall be to :
 - a) Provide funds to the Assam State Road Board (ASRB) on a sustainable and dependable basis for maintenance of State Roads as per ARMOP .

- b) Achieve regular routine maintenance and timely repair works thereby reduction of expenditure due to maintenance in the initial state of damage
- c) Ensure priority for maintenance of the Core Road Network

5. Management of the Fund:

- (i) The Fund shall be administered and managed by the Board in accordance the objectives of the Fund and these Rules.
- (ii) The Board shall have powers to adopt detailed Operational Policies Procedures to ensure proper maintenance of State Roads within the jurisdiction of the PWRD.

6. Utilization of the Fund: The Fund shall be utilized or applied for :

- a) As per ARMOP maintenance of State Highways, Major District Roads, Rural Roads and such roads in urban areas, which are within the jurisdiction of the state PWRD;
- b) Operating expenses, including equipment, associated with execution of the duties and responsibilities of the Board;
- c) Maintaining the Secretariat of the Board for carrying out the tasks entrusted to it by the Board;
- d) Making payment to consultants and/or experts appointed by and on behalf of the Board or the Executive Committee for providing advice and assistance in discharge of their functions;
- e) Incurring expenditure for collection of toll fees from road user through necessary infrastructure and its operation;
- f) Incurring expenditure on such emergency maintenance works on State Roads as the Board may authorize the PWRD excluding the work that can be taken up under SDRF;
- g) To provide road safety infrastructure, signage and equipment;
- h) Providing support to the Government in provision of weigh bridges and other facilities for overload control of vehicles on State Roads as the Board may determine;
- i) Expenditure on research, education and training related to the maintenance of State Roads as the Board may determine;
- j) Meeting all expenses, costs and charges including fees payable to the Auditors; and
- k) Making any other payment related to road maintenance authorized by the Board

7. Engagement of consultants/experts for providing assistance to the Board and the Executive Committee: The Board may engage suitable experts for providing assistance or advice on any matter as and when required following the procedure of competitive bidding, specifying the remuneration, fees and out of pocket expenses and other conditions for such persons as are engaged, keeping in view the nature of assignment, its duration and experience and qualifications of the person concerned.

8. Inventory and condition of roads and traffic surveys:

- 1) The PWRD shall maintain road inventory registers and road maps, Division wise, of all the state roads in suitable format duly approved by the Chief Engineer (Roads) of the PWRD. Such inventory registers and maps may be prepared through outsourcing with countersignature of field engineers.
- 2) The road registers referred to in sub-rule (1) shall be updated regularly every year twice after road condition survey by each Executive Engineer of the state PWRD for the area under his jurisdiction.
- 3) The PWRD shall be required to undertake condition and traffic surveys of the Core Road Network at least twice every year, one before another after monsoon with special attention to riding quality of the road, condition of semi permanent timber bridges and other bridges and culverts, road signs and other traffic control devices, status of protection works and other assets within the Right of Way in accordance with the guidelines laid down by the Indian Roads Congress or as directed by the Board and details of encroachment/ribbon development ;
- 4) The Board shall prepare an Annual Road Maintenance Operation Plan by utilizing the computerized RMMS.
- 5) The PWRD shall establish a data bank on activities undertaken under sub-rules '1' to '4' above.

9. Norms for maintenance: The norms for maintenance covering routine maintenance, periodic maintenance, special repairs, flood damage repairs (excluding that work to be taken up under SDRF) and other emergency works as per State Road policy.

10. Procedure for formulation of Annual Road Maintenance Operation Plan (ARMOP):

- i) The Board shall formulate by end April every year, consistent with the Road Maintenance Policy, an annual road maintenance operation plan (ARMOP), depending upon the computerized RMMS which shall be supported by the Road condition data. It will identify the maintenance works on the state road network including roads in urban areas within the jurisdiction of the PWRD taking into account the inventory and condition of roads, bridges, culverts, road signs and other road appurtenances as per the Asset Management System developed by the PWRD for approval in General Body meeting of ASRB.
- ii) Among the work identified under ARMOP the following principles shall apply for prioritization:
 - a) The first priority shall be given to the ongoing performance based maintenance contracts;
 - b) Next priority shall be given to the routine maintenance of the road network;
 - c) Next priority shall be given to special repairs for a particular stretch of road or a bridge/culvert ;

25/5

- d) After the requirements at (a), (b) and (c) above are met, priority shall be given to periodic renewal/maintenance
 - e) Emergent repair/maintenance works excluding the work to be taken up under SDRF.
- iii) The Board shall consider the Annual Road Maintenance Operation Plan taking into account the available fund for road maintenance.

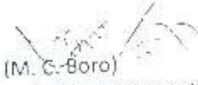
11. Implementation and keeping of records, audit, progress reports and review:

- i) The Chief Engineer, PWRD shall be responsible for implementation of the ARMOP and he shall exercise all powers delegated to him by the Government in planning, procurement, execution and monitoring of the works included in the ARMOP.
- ii) The CE, PWD (Roads) shall keep systematic accounts and records and get them audited in accordance with the state accounting principles and in such form and to be furnished to the Government in time but not later than September of the subsequent year.
- iii) The CE, PWD (Roads) shall prepare quarterly progress reports, Division wise of all the maintenance works sanctioned from the Fund, for the quarter ending June, September, December and March every year and such report shall reach the Secretariat of the Board and the Government within one month from the date of ending of each quarter. Further the CE, PWD (Roads) shall keep records of completion reports of maintenance works included in ARMOP.
- iv) The Board in its meetings convened from time to time will review the physical progress as well as expenditure incurred on works.

12. Accounts and Audit:

- 1) The Board shall keep proper books and other records of account in respect of the Fund in accordance with the accounting principle and standards norms and as may be prescribed by the Government.
- 2) The accounts of the Fund shall be audited annually by the Statutory Auditor of the Board who shall also confirm, *inter alia*, whether:
 - a) The revenues allocated to the Fund have been correctly collected and paid into the Fund; and
 - b) The money from the Fund has been utilized correctly in the manner as provided in Rule 6.
- 3) The Auditor shall complete the audit within six months of the expiry of the financial year in which the audit is done and shall send to the Board, the audited Financial Accounts & Balance Sheet with a copy thereof to the Government.
- 4) The Board may engage internal auditor/concurrent auditors for the interim and concurrent audit as it deems fit.

- 5] The accounts of the Board shall also be audited by the Comptroller and Auditor General (CAG) of India. The CAG shall, as soon as possible after completion of the Audit, send to the Board a Separate Audit Report (SAR) with a copy thereof to the Government, who shall place the same before the State Legislature.
13. Road User Survey: ONCA
- i) The PWRD shall organize road user surveys one a year as per directions of the Board to assess level of satisfaction of the road users and document the same in a format evolved as per the Asset Management System
 - ii) The feedback received from the road users either based on annual surveys or otherwise shall be taken into account in improving performance of maintenance of the road network.
14. Interpretation: If any question arises relating to the implementation of these rules, the same shall be referred to the Government for its decision; which shall be final. The decision of the Government shall be implemented.


(M. C. Boro)
Commissioner & Special Secretary to the Govt. of
Assam, PWRD, Dispur, Guwahati-6.