



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Maharatna Company)



REQUIREMENT OF LAND IN THE STATES OF DELHI, HARYANA AND UTTARAKHAND

Sealed offers are invited on a two bid system i.e. A) Technical Bid, B) Financial Bid from absolute and exclusive owners or co-owners having power of attorney from other co-owners or parties having interest in the land if they have already entered into registered agreement for sales with owners in possession before the date of release this advertisement, for Transfer of Plot or Land by way of OUTRIGHT SALE OR LEASE (Minimum 19 years 11 months) to Hindustan Petroleum Corporation Limited to set up RETAIL OUTLETS in DELHI, HARYANA & UTTARAKHAND STATE. It is imperative to note that **this advertisement is not for allotment/ appointment of retail outlet dealerships.**

S. No.	State	Location Description	District	Min Dimension Required Front (M) x Depth (M)	Min Area Required (SQM)
1	UTTARAKHAND	FROM MALL OF DEHRADUN TO NEPALI FARM ON NH 7, LHS WHILE TRAVELLING TOWARDS NEPALI FARM	DEHRADUN	60x68	4080
2	UTTARAKHAND	FROM INTERSECTION OF EC ROAD AND RAJPUR ROAD TO SWAMI VIVEKANANDA STATUE CIRCLE ON RAJPUR ROAD	DEHRADUN	25x25	625
3	UTTARAKHAND	WITHIN 5KM OF MAHARANA PRATAP CHOWK, RAIPUR TOWARDS THANO	DEHRADUN	35x35	1225
4	UTTARAKHAND	WITHIN 5KM OF MAHARANA PRATAP CHOWK, RAIPUR TOWARDS MALDEVTA	DEHRADUN	35x35	1225
5	UTTARAKHAND	WITHIN 5KM OF MAHARANA PRATAP CHOWK, RAIPUR TOWARDS DOBHAI CHOWK	DEHRADUN	25x25	625
6	UTTARAKHAND	WITH IN 5KM OF BUDDHA KIRSALI CHOWK TOWARDS IT PARK OR TOWARDS CANAL ROAD/ RAJPUR ROAD	DEHRADUN	25x25	625
7	UTTARAKHAND	WITH IN 5KM OF ISBT CHOWK TOWARDS SAHARANPUR	DEHRADUN	35x35	1225
8	UTTARAKHAND	WITH IN 6KM OF SWAMI VIVEKANANDA STATUE ON OLD MUSSOORIE ROAD	DEHRADUN	25x25	625
9	UTTARAKHAND	WITHIN 5KM OF GRAPHIC ERA HOSPITAL ON CHAKRATA ROAD	DEHRADUN	60x68	4080
10	UTTARAKHAND	Between Km stone 161 to UP Border on NH334, on RHS while traveling from Mangalore towards Delhi	HARIDWAR	60x68	4080
11	UTTARAKHAND	ON BHEL MADHYA MARG, BETWEEN SHD BHAGAT SINGH CHOWK AND SHIVALIK NAGAR CHOWK	HARIDWAR	35x35	1225
12	UTTARAKHAND	BETWEEN APJ ABDUL KALAM CHOWK AND BHAGWANPUR TOLL PLAZA ON NH344 , LEAVING 1 KM FROM BOTH END	HARIDWAR	60x68	4080
13	UTTARAKHAND	ON ROORKEE BYPASS ROAD, NH 334, BETWEEN COER COLLEGE AND APJ ABDUL KALAM CHOWK	HARIDWAR	60x68	4080
14	UTTARAKHAND	BETWEEN BHEEM GODA AND INTERSECTION OF HARIDWAR MOTICHUR ROAD WITH NH334, TOWARDS RISHIKESH ON HARIDWAR MOTICHUR ROAD (OLD RISHIKESH MAIN ROAD)	HARIDWAR	20x20	400
15	UTTARAKHAND	ON NH734 BETWEEN KM STONE NO 105 AND KM STONE 125 ON LHS FROM JASPUR TOWARDS RUDRAPUR WITHIN UTTARAKHAND STATE NOT ABUTTING FLYOVER	UDHAM SINGH NAGAR	60x68	4080



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16	UTTARAKHAND	ON OLD NH74 BETWEEN KM STONE NO. 175 AND KM STONE NO. 200 ON LHS FROM JASPUR TOWARDS RUDRAPUR WITHIN UTTARAKHAND STATE NOT ABUTTING FLYOVER	UDHAM SINGH NAGAR	60x68	4080
17	UTTARAKHAND	ON OLD NH74 BETWEEN KM STONE NO 225 AND KM STONE NO. 245 ON RHS FROM KICHA TOWARDS KHATIMA WITHIN UTTARAKHAND STATE NOT ABUTTING FLYOVER	UDHAM SINGH NAGAR	60x68	4080
18	UTTARAKHAND	WITHIN RUDRAPUR WML, NOT ON NH	UDHAM SINGH NAGAR	25x25	625
19	UTTARAKHAND	ON RUDRAPUR RING ROAD WITHIN UTTARAKHAND STATE, NOT ABUTTING FLYOVER	UDHAM SINGH NAGAR	40x40	1600
20	UTTARAKHAND	ON EITHER SIDE OF SH41, WITHIN 5KM FROM JUNCTION OF SH41 AND RAMNAGAR ROAD (NEAR JIM CORBETT MUSEUM), TOWARDS KALADUNGI OR TOWARDS NAINITAL.	NAINITAL	30x30	900
21	UTTARAKHAND	ON EITHER SIDE OF NH9, BETWEEN JUNCTION OF NH9 & NH109D (AT BANBASA) AND JUNCTION OF NH9 & PURNAGIRI ROAD.	CHAMPAWAT	40x45	1800
22	UTTARAKHAND	ON RHS WHILE TRAVELLING FROM HALDWANI TOWARDS RUDRAPUR, BETWEEN SHUSHILA TIWARI CANCER HOSPITAL AND BEL BABA MANDIR ON HALDWANI - RUDRAPUR/ RAMPUR ROAD.	NAINITAL	40x40	1600
23	UTTARAKHAND	ON EITHER SIDE OF SH10, BETWEEN JUNCTION OF NH109 & SH10 (NEAR RANIBAGH) AND JUNCTION OF SH10 & BHAWALI-KUTHANI ROAD (AFTER BHIMTAL LAKE).	NAINITAL	30x30	900
24	UTTARAKHAND	ON EITHER SIDE OF NH 309, WITHIN 15 KM FROM JUNCTION OF RAMNAGER RAILWAY STATION ROAD TOWARDS KASHIPUR.	NAINITAL	40x40	1600
25	UTTARAKHAND	ON EITHER SIDE WITHIN 6KM FROM JUNCTION OF NH309 AND RAMNAGER RAILWAY STATION ROAD, TOWARDS RANIKHET OR TOWARDS KALADUNGI ON MAIN ROAD.	NAINITAL	35x35	1225
26	UTTARAKHAND	BETWEEN MALL OF DEHRADUN AND ARAGHAR CHOWK ON MAIN DEHRADUN HARIDWAR ROAD	DEHRADUN	25x30	750
27	DELHI	ANYWHERE IN NCT OF DELHI ON MINIMUM 30 METRES WIDE ROAD	ANY DISTRICT OF NCT OF DELHI	30x30 (Either front or depth should be 36m)	1080
28	HARYANA	WITHIN MUNICIPLE LIMITS OF NARNAUL, NOT ON NH	MAHENDERGARH	20x20	400
29	HARYANA	WITHIN MUNICIPLE LIMITS OF REWARI, NOT ON NH	REWARI	20x20	400
30	HARYANA	ON NH48 , BETWEEN KM STONE 100 TO RAJASTHAN BORDER, RIGHT HAND SIDE FROM DELHI TO JAIPUR	REWARI	60x68	4080
31	HARYANA	ON NH48 , BETWEEN KM STONE 89 TO RAJASTHAN BORDER , LEFT HAND SIDE FROM DELHI TO JAIPUR	REWARI	60x68	4080
32	HARYANA	ON NH148B , BETWEEN SIROHI BAHALI TOLL PLAZA TO RAJASTHAN BORDER , LEFT HAND SIDE FROM NARNAUL TO PANIYALA MOD	MAHENDERGARH	60x68	4080
33	HARYANA	SECTOR 58, FARIDABAD	FARIDABAD	35x35	1225



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34	HARYANA	WITHIN MUNICIPAL LIMITS OF FARIDABAD, BALLABHGARH ZONE	FARIDABAD	20x20	400
35	HARYANA	WITHIN MUNICIPAL LIMITS OF FARIDABAD ON ANY MAJOR ROAD IN SECTOR 66,75,80,81,86,87,12	FARIDABAD	20x20	400
36	HARYANA	WITHIN 2 KM RADIUS OF CHANDILA CHOWK BHATAULA	FARIDABAD	20x20	400
37	HARYANA	WITHIN MUNICIPAL LIMITS OF FARIDABAD	FARIDABAD	20x20	400
38	HARYANA	WITHIN MUNICIPAL LIMITS OF PALWAL	PALWAL	30x30	900
39	HARYANA	WITHIN GURUGRAM MUNICIPAL LIMIT	GURGAON	20x20	400
40	HARYANA	WITHIN MUNICIPAL LIMIT OF FARUKHNAGAR	GURGAON	20x20	400
41	HARYANA	WITHIN MUNICIPAL LIMIT OF MANESAR	GURGAON	20x20	400
42	HARYANA	ON DWARKA EXPRESSWAY , FROM INTERSECTION OF NAJAFGARH-BAJGHERRA RD WITH DWARKA EXPRESSWAY TO INTERSECTION OF RD CONNECTING SECTOR 86 AND CPR RD WITH DWARKA EXPRESSWAY , ON ANY SIDE OF THE ROAD	GURGAON	60x68	4080
43	HARYANA	SECTOR-78, ON DIVIDING ROAD OF SECTOR-78 AND SECTOR-79	GURGAON	20x20	400
44	HARYANA	ON ANY MAJOR ROAD IN SECTOR 57 , GURGAON	GURGAON	20x20	400
45	HARYANA	ON ROAD DIVIDING SECTOR 75 & SECTOR 70	GURGAON	20x20	400
46	HARYANA	BETWEEN KM STONE 29 AND 45 , ON NH-48 (DELHI-JAIPUR HIGHWAY) LHS WHILE GOING FROM DELHI TO JAIPUR	GURGAON	35x35	1225
47	HARYANA	WITHIN MUNICIPAL LIMITS OF ROHTAK, NOT ON NH	ROHTAK	20x20	400
48	HARYANA	WITHIN MUNICIPAL LIMITS OF BAHADURGARH, NOT ON NH	ROHTAK	20x20	400
49	HARYANA	WITHIN MUNICIPAL LIMITS OF JHAJJAR, NOT ON NH	JHAJJHAR	20x20	400
50	HARYANA	BETWEEN KM STONE 82 TILL THE END OF ROHTAK DISTRICT, ON THE LHS FROM ROHTAK TOWARDS HISAR, ON NH09	ROHTAK	60x68	4080
51	HARYANA	ON NH, WITHIN MUNICIPAL LIMITS OF REWARI	REWARI	30x30	900
52	HARYANA	WITHIN 3 KM OF TAU DEVI LAL CHOWK TOWARDS CHARKHI DADRI ON BHIWANI CHARKHI DADRI ROAD, NH 148B	BHIWANI	35x35	1225
53	HARYANA	WITHIN 2 KM OF MAIN GATE OF AGRASEN BHAWAN ON BHIWANI ROHTAK ROAD, NH 709E	BHIWANI	35x35	1225
54	HARYANA	WITHIN MUNICIPAL LIMITS OF BHIWANI	BHIWANI	30x30	900
55	HARYANA	WITHIN KM STONE NO 116 TO 124 ON NH-52	HISAR	60x68	4080
56	HARYANA	WITHIN MUNICIPAL LIMITS OF HISAR	HISAR	20x20	400
57	HARYANA	WITHIN 5 KM FROM KM STONE 97 TOWARDS HISAR ON NH-09- WHILE MOVING FROM SIRSA TO HISAR	SIRSA	35x35	1225



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58	HARYANA	WITHIN MUNICIPAL LIMITS OF SIRSA	SIRSA	20x20	400
59	HARYANA	WITHIN MUNICIPAL LIMITS OF BHUNA	FATEHABAD	20x20	400
60	HARYANA	BETWEEN KM STONE 290 AND 303 ON NH-352 ON RHS WHILE MOVING FROM NARWANA TO ROHTAK	JIND	60x68	4080
61	HARYANA	VILLAGE-CHAUTALA ON NH 54 (NEW NH 754A) HANUMANGARH-DABWALI ROAD ON LHS	SIRSA	60x68	4080
62	HARYANA	FROM KM STONE 325 TO JIND DISTRICT LIMIT TOWARDS ROHTAK ON NH352	JIND	35x35	1225
63	HARYANA	WITHIN MUNICIPAL LIMITS OF KARNAL CITY, ON ANY MAJOR ROAD EXCEPT NH-44	KARNAL	30x30	900
64	HARYANA	ON RHS OF NH-44 WHILE MOVING FROM DELHI TO AMBALA IN SONIPAT DISTRICT, NOT ON STRETCHES HAVING FLYOVER	SONIPAT	60x35	4050
65	HARYANA	WITHIN MUNICIPAL LIMITS OF THANESAR, ON ANY MAJOR ROAD	KURUKSHETRA	30x30	900
66	HARYANA	WITHIN 3 KM FROM PEHOWA CHOWK ON ANY MAJOR ROAD IN KAITHAL CITY MUNICIPAL LIMITS	KAITHAL	30x30	900
67	HARYANA	WITHIN MUNICIPAL LIMITS OF AMBALA CITY- ON ANY MAJOR ROAD	AMBALA	30x30	900
68	HARYANA	WITHIN MUNICIPAL LIMITS OF YAMUNANAGAR, ON ANY MAJOR ROAD	YAMUNANAGAR	30x30	900
69	HARYANA	NH7- WITHIN PANCHKULA DISTRICT, LHS WHILE MOVING FROM SHAHZADPUR TO PANCHKULA	PANCHKULA	60x60	4050
70	HARYANA	NH344- WITHIN YAMUNANAGAR DISTRICT, LHS WHILE MOVING FROM SAHARANPUR TO AMBALA	YAMUNANAGAR	60x60	4050
71	HARYANA	WITHIN MUNICIPAL LIMIT OF PANIPAT CITY	PANIPAT	35x30	1050
72	HARYANA	ON RHS OF NH-44, WHILE MOVING FROM DELHI TOWARDS AMBALA, WITHIN DISTRICT KARNAL	KARNAL	60x60	4050
73	HARYANA	ON NH152 LHS WHILE MOVING FROM AMBALA TO KAITHAL, WITHIN DISTRICT KURUKSHETRA	KURUKSHETRA	60x60	4050
74	HARYANA	ON AMBALA NEW RING ROAD	AMBALA	60x60	4050



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The following may kindly be noted:

- 1) This advertisement is not for allotment/ appointment of retail outlet dealerships. Land owners will not have any right to claim any interest of any nature whatsoever like partnership, employment or commission, etc. in running the Retail Outlet.
- 2) Brokers and property dealers need not apply.
- 3) Offer / bids received from guardian for land owned by minors shall not be entertained / considered unless such offers / bids are accompanied with the written permission granted by the competent authority under the applicable law.
- 4) The land offered on National Highway shall meet the NHAI Guidelines contained in Govt. of India. Ministry of Road Transport and Highways letter No.RW/NH-33022 /01/2017-S&R (R) dated 26.06.2020 and further amendments if any.
- 5) This advertisement is for suitable land abutting the roads and having free access from the Road. Entire frontage of the plot of land should be abutting the (State Highway) SH / (National Highway) NH /other roads, whichever is applicable.
- 6) The land offered on National Highway shall meet the extant MORTH & NHAI Guidelines
- 7) The land offered on other roads shall meet the notified IRC norms / PWD norms applicable for the respective state / UT and its further amendments if any.
- 8) After the area specified as setback for road widening in the master plan, the area of the plot should be in line as indicated above against each location.
- 9) Frontage of the plot should be abutting the Highway/Main Road/Service Road.
- 10) HPCL will group the locations which is more than or equal to preferred minimum dimension as "Group A" and lesser than preferred minimum dimension as "Group B". In case no technically qualified application is received in "Group A" which is meeting the preferred minimum dimensions of land, only then HPCL will consider the locations which is lesser than preferred minimum dimension provided the land offered is meeting all statutory norms for setting up of retail outlet otherwise the applications under Group B will not be considered for technical/commercial evaluation.
- 11) The property should have a clear and marketable title and the land should be on a motorable road with clear access across the frontage
- 12) The land owner should furnish/provide all land title search documents of last 30 years to establish clear, unbroken and marketable title. List of minimum required documents to be attached as Technical Bid is given in description of Envelope 1: TECHNICAL BID (A) in clause 22.
- 13) The bidders shall arrange for all statutory clearances such as Urban Land Ceiling, Non-Agricultural Permission, Income tax clearance, Nil-Encumbrance Certificates etc.
- 14) In case of Joint bidders or if the entire land does not belong to the bidder, then the group of persons who have plots contiguous to each other meeting our requirement can quote through one of them holding Registered Power of Attorney for the others.
- 15) Those offering Agricultural/Residential land shall convert the same to Non-Agricultural, more particularly commercial conversion for use of petrol pump and other allied purposes at their own expenses and cost before registration of sale deed /lease deed.
- 16) The land proposed for sale should be clearly partitioned and the title document Khatauni /Khasra or any equivalent document or certificate from revenue official should clearly indicate and confirm the same.
- 17) Land mortgaged to the financial institution and to any private parties through registered mortgage deed requires to be redeemed before execution of Lease Deed. The bidders are required to submit NOC from the Mortgager for giving the land on lease.



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- 18) Cost of land filling / cutting including cost of retaining wall/ hume pipes etc. to bring the offered site to road level as estimated by HPCL will be taken into consideration for commercial evaluation of bids. Cost of electric/telephone connections & shifting of electrical/telephone lines as estimated by HPCL will be taken into consideration for commercial evaluation of bids.
- 19) Land identified to fall under green belt/ forest shall not be considered.
- 20) District Authorities and other Government bodies can also apply against this advertisement. Preference will be given to Government clients, if found suitable.
- 21) Land owned by Company or Co-operative Society is also acceptable, subject to application being made by authorized officials supported by necessary Board Resolution/ Resolution. Establishments like Private Companies, Partnership Firms, Sole Proprietorship and Educational trust with clear marketable title can also apply.
- 22) The plots should be free from overhead electrical transmission or telephone lines, product/water pipelines/canals/drainage/nallahs/public road/railway lines etc. Plot with overhead electrical HT line of more than 11KV shall be out rightly rejected.
- 23) HPCL takes no responsibility for delay, loss or non-receipt of documents sent by post/courier. Received quotations are merely offers and do not bind HPCL in any manner whatsoever.
- 24) Land not meeting NH/SH/PWD/Town Planning norms for setting up of Retail Outlet are liable to be rejected.
- 25) Subject to the commercial viability of the site/ site potential, more than one site can also be taken for locations advertised within Municipal Limits (WML)/Corporations/City Limits. All the accepted bids will be evaluated by the company and respective bidders will be intimated accordingly.
- 26) In case of any dispute, English version of this advertisement will be considered final.
- 27) Offers should be submitted on a two bid system in 2 different sealed envelopes as under:



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Envelope 1: TECHNICAL BID (A):

Details of the plot of land offered along with documents if any, must be signed and put in a sealed envelope clearly **superscribed as “Technical Bid”**.

Technical bid should not have any reference of offer price / cost of land.

The Following details should be furnished by the bidder in the **“Technical Bid”**

- i) Name of the applicant with full address, contact number, alternate contact number and email Id.
- ii) Name of the owner(s) of the land.
- iii) Key Plan showing details of the property in reference to prominent landmark in proximity.
- iv) Area offered for Sale/Lease along with dimensions of the plot.
- v) 7/12 Extract or its equivalent viz, Khatauni, Jamabandi, Khasra, Girdawari, Chitta, Adangal etc. and title deed viz., Sale Deed, Patta with link documents etc. establishing the ownership of land.
- vi) Non-Agriculture CLU/Conversion/Diversion Order reflecting that land is diverted for commercial purposes (if available).
- vii) All Mutation entries pertaining to land entered into record of rights for a period of 30 years
- viii) Title deed document viz., Sale Deed / Registered Lease Deed / Family Partition Deed / Registered Settlement Deed by Gift or Will / Government Grants by way of Lease/Patta without imposing any condition to set up Retail outlet or any other type of ownership /transfer document.
- ix) Title search report of last 30 years of the offered land to establish unbroken chain of title from an advocate.
- x) Nil Encumbrance Certificate of the land from the Revenue Authorities
- xi) Copy of Map/site plan along with the village map and Sizra Map in order to ascertain existence of public right of ways and easements existing on the land in question.
- xii) Power of Attorney holders should submit a copy of Registered Power of Attorney.

NOTE:

1. **Technical Bid Offer received without the documents stipulated in the Item (A) will be rejected**
2. **In case the Corporation requires any additional documents apart from those listed under Item A above, the same shall be communicated to the applicant in writing. The applicant must submit the requested documents within 21 days from the date of receipt of subject communication. In case the applicant fails to submit the documents within the stipulated time of 21 days, the respective technical bid will be liable for rejection without any further notice.**



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Envelope 2: FINANCIAL BID (B):

Financial Bid should be placed in a separate sealed envelope and superscribed as “Financial Bid”.

The financial bid should furnish the following in plain paper:

- i) Expected sale consideration in Rs..... per sq. mtr. (in case of sale).
 - ii) Expected basic monthly rental in Rs..... per sq. mtr. with enhancement if any. (In case of lease)
- (Please clarify whether the offer is for sale or lease or for both).

IN CASE FINANCIAL BID IS SUBMITTED IN OPEN CONDITION APPLICATION WILL BE OUTRIGHTLY REJECTED

- 28) Both sealed Technical and Financial Bid envelopes should be put in a third envelope (**Envelope 3**) sealed and superscribed as “**Offer for land at** ”
- 29) The offer submitted should be valid for a period of 180 days from the due date or such extended period as may be mutually accepted.
- 30) Separate offer should be given for each location. Interested parties may apply to the respective office address by the due date / time indicated below: The due date and time for receipt of the offers will be 27.10.2025 at 1700 hrs. at the respective offices as mentioned below. The offers received after the due date and time will not be considered. The technical bid will be opened on 03.11.2025 at 1500 hrs. at the below mentioned addresses. Interested bidders may be present at the time of opening the technical bid.
- 31) HPCL reserves its rights to cancel the entire advertisement or any advertised location/s or any offer or all the offers for any location without giving any reasons thereof
- 32) For advertised locations, all Technical Bids received in respective regional offices will be opened as per timelines governed by the advertisement. These will then be classified into “Group A” and “Group B” locations subject to meeting preferred minimum dimensions (refer clause 9). All locations under Group A will be scrutinized for availability of clear and marketable title of the offered land by the corporation. Technical Bids under Group-A having clear title will be made eligible for opening of Financial Bid. Basis the Financial Bids received, corporation will declare L1 ranking based on the least quoted average monthly rental for the period of lease in case of lease offers AND least quoted sale offer in case of sale offers. In case of 2 eligible offers: A) by way of lease & B) by way of sale, then the offered value of sale by B) will be proportionately divided over a period of 19 years & 11 months to arrive a notional rental value which will be compared with the offered rental by A). Lesser among the two will be declared as L1. Technical evaluation of offered site carried out to ascertain land being in advertised area and suitable for development of RO – meeting norms. The parameters under which offered land will be evaluated by Land Evaluation Committee for suitability are: -
 - a. Land falls within the advertised area / stretch, as on date of advertisement
 - b. Land dimensions meets requirement after leaving Right of Way (ROW) line of the road.
 - c. Land meets NHAI norms (for sites on NH)
 - d. Land has no HT line (>11 KV) crossing

Land not meeting any of the above parameters will not be considered and will be rejected.



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Note:

Offered land should meet all the following: -

1. Preferred Minimum frontage as specified in advertisement.
2. Preferred Minimum area as specified in advertisement.
3. Preferred Minimum depth (as specified in advertisement) perpendicular to the frontage at least at one place after leaving the ROW line.

In case the offered land is found to be suitable, the LEC will submit the recommendation to the Regional head for carrying out further commercial discussions with the subject applicant.

For offers in Group-A, in case the land is not meeting the preferred minimum dimensions, the subject application will be moved to Group-B. If the land is not found suitable, due to any of the other parameters (listed as parameters a, c and d of Land Evaluation Committee), the subject applicant will be informed about his / her ineligibility and rejection of his/her candidature. The evaluation process will be continued with the balance applicants. Similarly, evaluation process will continue with balance applicants in case commercial discussions with the provisionally selected applicant tends to fail.

Addresses of Regional Offices where Bids are to be submitted

Location Sr. No. (Both Inclusive)	Regional Office Address
1 to 26	HPCL DEHRADUN RETAIL REGIONAL OFFICE, 1, NESHVILLA ROAD, DEHRADUN, UTTRAKHAND-248001 Mobile No.: +91-9098008264
27	HPCL DELHI RETAIL REGIONAL OFFICE, 6 TH FLOOR, CORE II, SCOPE MINAR, LAXMI NAGAR, DELHI-110092 Mobile No.: +91- 9099939355
28 to 51	HPCL GURGAON RETAIL REGIONAL OFFICE, 104, 1 ST FLOOR, SILVERTON TOWER, GOLF COURSE EXTENSION ROAD, SECTOR 50, GURGAON, HARYANA- 122018 Mobile No.: +91- 7045757552
52 to 62	HPCL HISAR RETAIL REGIONAL OFFICE, 2 ND FLOOR, S.J. TOWER, SECTOR 13, HISAR TOSHAM ROAD, HISAR, HARYANA- 125001 Mobile No.: +91-7588116300
63 to 74	HPCL PANIPAT RETAIL REGIONAL OFFICE, E22, INDUSTRIAL AREA, OLD COURT ROAD, PANIPAT, HARYANA- 132103 Mobile No.: +91- 8826059155



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FINANCIAL BID (B)

(To be submitted on plain paper)

I, _____ S/W/D/o _____, aged _____ years,
residing at _____, would like to offer my land
for the below-mentioned location as per the following financial details:

Name of Location: _____

Location Serial No.: _____

I am willing to offer the land admeasuring _____ Sqmtr area with _____ Mtr front
_____ Mtr depth at Khasra No. _____, village _____, tehsil
_____, district _____ in state of _____ by way of LEASE. My expected
basic monthly rental is ₹ _____ per square meter, with rental enhancement of
_____(mention % and frequency, if any)

****AND/ OR**

I am willing to offer the land admeasuring _____ Sqmtr area with _____ Mtr front
_____ Mtr depth at Khasra No. _____, village _____, tehsil
_____, district _____ in state of _____ by way of SALE. My expected
sale consideration is ₹ _____ per square meter.

**** Strike of the clause which is not applicable.**

This offer is made by me voluntarily and with full understanding of the terms and conditions of
the advertisement issued by the Corporation.

Name of Landowners

1. _____
2. _____
3. _____

Signature of Landowners

1. _____
2. _____
3. _____

No. RW-NH-33032/01/2017-S&R(R)
Government of India
Ministry of Road Transport & Highways
(S&R (P&B) Section)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated: 26th June, 2020

To

1. The Chief Secretaries of all the State Governments/ UTs.
2. The Principal Secretaries/ Secretaries of all States/ UTs Public Works Department dealing with National Highways, other centrally sponsored schemes.
3. All Engineers-in-Chief and Chief Engineers of Public Works Department of States/ UTs dealing with National Highways, other centrally sponsored schemes.
4. The Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi- 110 010.
5. The Chairman, National Highways Authority of India, G-5 & 6, Sector-10, Dwarka, New Delhi-110 075.
6. The Managing Director, NHIDCL, PTI Building, New Delhi-110001.
7. All CE-ROs, ROs and ELOs of the Ministry.

Subject: Guidelines/ Norms for Grant of permissions for construction of access to Fuel Stations, Wayside amenities, connecting roads, Other Properties, Rest Area Complexes & such other facilities;

Sir,

The Ministry had issued guidelines regarding Grant of permissions for construction of access to various establishments situated along the National Highways e.g. Fuel Stations, Private Properties, Rest Area Complexes and such other facilities vide circular No. RW/NH-33023/19/99/-DO-III dated 24.07.2013 and its subsequent amendments from time to time with focus on enabling smooth flow of traffic, minimum interference from vehicles entering the Right of Way of a National Highway, safety of road users etc.

2. Considering the difficulties faced and the experience gained over the years, the above mentioned Guidelines/ Norms have been revised, the details of which are separately enclosed under (Grant of permissions for construction of access to Fuel Stations, Wayside amenities, Private Properties, Rest Area Complexes, connecting roads & such other facilities).
3. These guidelines shall be followed without any deviations.
4. The contents of this letter may be brought to the notice of all concerned for necessary compliance.


1


26.6.2020

5. This Circular issues with the approval of Competent Authority.

Yours faithfully,

Enclosure: As above

 26.6.2020

(MD Shadab Imam)
Executive Engineer to the Government of India
011-23718560

Copy to:

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4. Technical circular file of S&R (P&B) Section
5. NIC-for uploading on Ministry's website under "What's new"

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Grant of permissions for construction of access to Fuel Stations, Wayside amenities, Private Properties, Rest Area Complexes, connecting roads & such other facilities/ establishments

1. Reasons necessitating revision of the existing guidelines: -

- i. Unlike developed countries, India has witnessed development of various kinds of establishments just abutting the ROW of a National Highway, most often gaining access to the Highways even before a National Highway is formally commissioned and opened to traffic.
- ii. Broadly speaking, there are two categories of establishments:-
 - a. Which already exist at such location at the time a road is notified as a National Highway;
 - b. Those which come up subsequent to the notification of such road as a National Highway and its development and commissioning/ its opening to the traffic.

Hence, the Ministry is constrained to treat the two sets of cases in different ways.

- iii. The Ministry of Road Transport & Highways has decided to take up development of all new National Highways of the configuration of divided 4-lane carriageways and above as access-controlled highways, wherever feasible, and all the green-field 4-Lane NH projects, with facility of closed tolling where access to and exit from a National Highway is allowed only at pre-determined points so as to ensure seamless movement of traffic, road safety and that a road user pays toll only for the stretch used. Hence, it is important that the State Governments/ other Infrastructure development agencies make provisions for Service Roads connecting the two points at their own expense outside the Right Of Way (RoW) of any such access controlled facility.
- iv. There are certain Highways passing through built-up/ inhabited areas where it may or may not be feasible to make provision for Service Roads along the NHs passing through inhabited areas or open stretches depending upon the availability of RoW.
- v. While it is the duty of the NH development authority to ensure that it duly provides for features/ structures to seamlessly assimilate and decelerate the traffic of all connect points at the time of development of the highway, the authority would find it difficult to keep meeting such incremental requirements of any future growth unless any such access to the highway is effectively regulated and controlled.
- vi. Once the Highway is opened to traffic, it largely witnesses unrestricted ribbon development, including instances of encroachments over the Right of Way. As a result, these places emerge as accident spots, also known as Black spots, compromising road safety. Typically, the establishments coming up along the NHs can be broadly listed in the following categories:



Sr. No.	Nature/ Type of Establishment seeking access to National Highways	Remarks on the Impact of any such establishment on the Road Safety
a.	A new urban or rural road/ connectivity to the Highway	Any new road, be it a rural road or an urban connectivity, accounts for huge traffic both ways and necessitates provisions for merging or diverging of such traffic with the highway traffic, failing which it is bound to emerge as a Black Spot. Quite often, it may require provision for a service road or an overpass or underpass or a flyover or a junction or inter-change for smooth movement and merger or demerger of the traffic generated from such connecting artery. Since this is a development after the development of the Highway, the agency (for which such a connectivity is required to be provided) is obliged to make provision for the same at its own cost.
b.	Urban Townships/ Colonies/ Industrial Townships/ Parks/ Estates	Account for generation of High Volume of traffic emanating from and to such townships and covered under (a) above.
c.	Educational Institutions/ Hospitals/ Shopping Malls/ Commercial Establishments set-up by the Public Or Private Sector.	The nature of these establishments, with huge footfalls, is bound to generate a lot of traffic, especially of vulnerable groups (e.g. young students/ patients) gaining access to and from the National Highway creating situations identical to the one mentioned under Sr. No. (a) above
d.	Way-side amenities, Fuel Retail Outlets - Petrol/ Diesel/ Gas/ Charging Stations for EVs/ Hotels/ Restaurants etc.	Involves generation of High traffic Volumes for entry and exit.
e.	Individual/ Stand-alone Industrial Establishments	Generate moderate traffic depending upon the nature of Industry
f.	Small Retail shops/ Individual Houses/ Residences/ Agri-farms etc.	Generally generate very moderate to low traffic.



2. Revised Guidelines:

2.1 Given the above background and context, it became necessary to review the existing guidelines on the subject and issue revised guidelines. Accordingly, in exercise of the powers vested in the Central Government under Sections 28 and 29 of *The Control of National Highways (Land and Traffic) Act, 2002* and the Highway Administration Rules, 2004 and its amendments notified thereunder from time to time, the Central Government hereby notifies the revised guidelines on the subject in supersession of the guidelines in force herein before.

2.2 The power to **Grant of permissions for construction of access** to the National Highways rest with the Highway Administration as per *The Control of National Highways (Land and Traffic) Act, 2002*. The establishment of Highway Administration is being notified separately. The same, as amended from time to time, shall be followed for the purpose of these guidelines. All such access permissions to the National Highways are to be granted under sections 28 and 29 (Chapter IV) and section 38 (Chapter VI) of *The Control of National Highways (Land & Traffic) Act, 2002* by the concerned Highways Administration/ Administrators notified by the Central Government as per the Guidelines and instructions issued by the Central Government under sub-section (2) of Section 28 of *The Control of National Highways (Land & Traffic) Act, 2002*.

2.3 The persons or entities requiring and applying for access to a National Highway, shall submit a self-certified proposal for obtaining access permission to the concerned Authority, to whom such Highway is entrusted, (i.e. The project Director of the National Highways Authority of India/General manager or Deputy General Manager of the National Highway Infrastructural Development Corporation Limited / Executive Engineer of the National Highway Wing of the State Public Work Departments) and shall be responsible for preparation of drawings/ layouts of the proposed locations/ nearby details and other features of the establishment (i.e. Fuel Stations/ Private Properties Rest Area Complexes and such other facilities) in conformity with the norms prescribed under these guidelines. The term "Fuel Station" shall include Petroleum & Diesel Retail Outlets, CNG/ Gas Retail Outlets, Electrical Vehicle (EV) Charging Stations, bio fuel pumps etc. The Oil/ Gas Companies/ Applicants/ Property Owners may, if so required by them, engage any consultant/ architect for preparation of layout drawings. The authorized representative of the Oil/ Gas company/ applicant/ owner of the property shall remain responsible at all times for correctness of the documents submitted with the proposal and execution of the work as per the approved drawings, including its video recordings (before & after completion of the construction work). In case the execution of the access is not carried out as per the prescribed norms, the fuel station shall be de-energized and access of fuel station/ property shall also be disconnected.

2.4 On breach of any of the conditions imposed by the Highway Administration, the officer authorized by such Administration on its behalf may terminate the lease or license, as the case may be. However, before any such action is taken, a notice shall be issued to the concerned person describing the specific violation/ non-compliance of such condition(s), giving him an opportunity to rectify the same within a reasonable time, not exceeding 60 days from the date of issue of such notice. In cases where the rectification entails a longer time, permission for the period exceeding 60 days may be granted by the next higher authority. However, the access shall remain suspended during the



period exceeding 60 days. In cases where the person/ entity concerned does not respond to the notice issued by or on behalf of the Highway Administration, the access permission may be withdrawn on completion of 60 days without any further notice and the access disconnected by whatever means deemed appropriate by the concerned Highway Administrator. Further the district authority shall also be requested to withdraw the permission granted by them for operation of such retail outlets. Re-grant of access permission in such cases shall entail payment of the applicable License fee and the processing fee.

2.5.1 After payment of the fee prescribed for processing the application and the fee for Provisional permission, the application will be processed in the 'online' system only, subject to submission of complete set of documents to the proposing Authority, to whom such Highway is entrusted (i.e. The project Director of the National Highways Authority of India/General manager or Deputy General Manager of the National Highway Infrastructural Development Corporation Limited/ Executive Engineer of the National Highway Wing of the State Public Work Departments). List of documents to be submitted for getting approval for installation of new Fuel Station/ Way-side Amenity/ Establishment along National Highways is at Annex-I to Appendix-I & List of documents to be submitted for permission for new access to property along National Highways is at Annex-II to Appendix-II. On receipt of application in the on-line mode, the proposing authority examine/check the application/proposal thoroughly and if at first hand any further documents/clarification is required same shall be sought from the applicant within 30 days time after receiving the application.

2.5.2 The officer concerned of the proposing Authority, shall examine the documents either inspect the site himself or cause the same to be inspected by any of his subordinate officers, assess the suitability of the proposal, take the photographs, prepare his recommendations and forward the same on-line to the Highway Administration (i.e. Regional Officer of the Ministry of Road Transport & Highways and the Regional Officer of the National Highways Authority of India and Executive Director of the National Highway Infrastructural Development Corporation Limited) within a maximum period of 30 days. The Highway Administration may seek comments of Proposing Authority within 15 days of receipt of proposal / recommendation of the online application and the time-line for submission of comments by Proposing Authority shall be 15 days from the date of receipt of the communication from the Highway Administration. The Highway Administration shall issue provisional permission or reject the application within 15 days after the receipt of comments of the Field Officers. The entire process shall be 'Online' only and it shall be completed excluding timeline for submission of clarification in response to the Authority's comments, within 45 days in any case. This provisional permission for access should not be used for any other purpose including for changing the land use pattern. The Fuel Station shall not be energized during this intervening period of provisional permission and the grant of regular access permission. For the purpose of Access permission the proposing authority and Competent Authority shall be as under:



Section of the Act	Functions and Responsibilities	Project Director of the NHA/ General Manager or Deputy GM of the NHIDCL/ Executive Engineer of the National Highway Wing of the State PWD in respect of their respective territorial jurisdictions	Regional Officer of the Ministry/ NHA/ Executive Director of NHICL, as per their respective territorial jurisdictions
28	Grant of Right to Access to the Highway	Proposing Authority	Competent Authority

2.5.3 For defense infrastructure etc. or other important critical and strategic infrastructure, their permission shall be granted by DG (RD) &SS/MD (NHIDCL)/Chairman (NHA) as the case may be.

2.6 The Oil/ Gas Company/ Owner of the property may construct or develop the Fuel Station/ Private Property along with its access as per approved drawings at their own cost within 12 months from the date of issue of Provisional **permission for access**. After construction/ development of the retail outlet/ private establishment as per approved drawings, the applicant may apply on-line for issue of the final **permission for access**. The Highway Administration may within 7 days of receipt of the application, seek the comments of Proposing Authority about the completion/ construction of the retail outlet/ private property as per approved drawings and the Field Officers shall forward their comments to Highway Administration within 30 days from the date of receipt of such communication. The final approval shall be granted by the authorised Highway Administration within 15 days of the receipt of comments from the Proposing Authority confirming the satisfactory completion of construction of the retail outlet/ private property as per approved drawings and License Deed may be signed by the Competent Authority (i.e. Highway Administration). Regional Officer of the Ministry/ NHA/ NHIDCL may grant 1 Year time extension to the validity of provisional **permission for access** based on justifications for delay submitted by applicant.

2.7 The Highway Administration reserves the right to carry out inspection at all times for checking any deviations from the prescribed/approved norms after signing of the License Deed. Wherever any default/ deviation is observed during inspection of the Highway or otherwise by the field level, such officer shall point out such default/ deviation to the concerned party, advising/ instructing him to rectify such deviation/ default within a period of 60 days. Failure to rectify the identified deficiencies within the prescribed time would lead to de-energization of the fuel station by the concerned Oil Company and access of such fuel station/ property to the Highway shall be cut-off. The access would be restored only upon complete rectification at the cost of the defaulting party and on the authorization by the authorised Highway Administration. In such cases, appropriate action shall also be taken against the Proposing Authority who certified the completion of access as per approved drawings.

2.8 The Highway Administration will maintain a register of Fuel Stations, Private Properties, Rest Area Complexes and such other facilities, for which access permissions have been granted. This will also be regularly updated on the website by the Highway Administrator concerned.

2.9 In the case of existing fuel stations/ private properties, for which approval was earlier obtained from the District administration/ State Government and the retail outlet/ private property

was constructed on the road before its declaration as NH, renewal of the access permission may be obtained from the concerned Highway Administrator by simply depositing the processing fee only, subject to the condition that to ensure road safety for the users, applicant will construct acceleration lane and Deacceleration lane (only in rural area) for getting access to the proposed outlet depending on the availability of ROW.

2.10 In case there is a proposal under consideration/ implementation for capacity augmentation (i.e. widening to 4 or more lanes etc.) of a newly declared National Highway, the applicant shall be required to submit a fresh proposal meeting the requirements keeping in view the proposed improvement.

2.11 License Fee, Processing Fee and Penalties

The details of the license fee/ processing fee/ penalty for unauthorized access or abuse of the permission granted for different types/ categories of access permissions shall be as under:

Sr. No.	Subject	Amount	Remarks/ Conditions
A.	Way-side amenities, Fuel Retail Outlets - Petrol/ Diesel/ Gas/ Charging Stations for EVs/Biofuel Pumps etc.		
i.	Non-refundable Processing Fee per Application (to be deposited along with the Application)	Rs. 10,000/-	
ii.	Grant of provisional approval/ permission subject to the application being found in order/ conforming to the prescribed specifications. (non refundable)	Rs. 20,000/-	The provisional approval shall be valid for a period of one year, which may further be extendable by one more year. However, the owner/ promoter of such facility shall not put it to commercial operations and release traffic on the NH until the provisional approval is converted into final access permission.
iii.	Bank Guarantee towards successful completion of access as per the prescribed norms/ specifications before final approval is obtained.	Rs. 2,50,000/-	Valid for a period of three years. The BG shall be released by the Highway Administrator within 30 days of the grant of regular access permission. In case the access construction is not completed even within the extended period, the Highway Administration may encash the Bank Guarantee.
iv.	One-time License fee for Access permission for a Fuel Station/ Way-side Amenity (with or without Rest areas)	Rs. 2,50,000/-	Access permission would be renewable after 15 years on payment of processing fee only.
v.	Penalty for operating energized fuel stations/ commercial operations of a Way-side amenity, which fulfil the prescribed norms, without obtaining prior permission for grant of access from the Highway Administrator.	Rs. 2,50,000/-	The access permission shall be granted only upon payment of the License Fee, Processing Fee and the Penalty Amount.

vi.	In case the Fuel Station/ Way-side amenity is existing on a road developed earlier but which has been newly notified as a National Highway and approval for access to such road was earlier obtained from the competent Authority in the State/ UT	Rs. 10,000/- Processing Fee	<p>i. Requisite permission documents shall be submitted and only the processing fee of Rs. 10,000/- shall be charged subject to the condition that it fulfils the prescribed access conditions;</p> <p>ii. However, if the existing access facility is found deficient, the owner will have to modify/ make the access facility conform to the prescribed Standards within 12 months subject to availability of land.</p>
vii.	In case the Fuel Station/ Way-side amenity/ property is existing on a road developed earlier but which has been newly notified as a National Highway without any access permission from the competent authority of the State/ UT concerned.	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee +Rs. 2,50,000/- as penalty.	The owner of the facility shall have to apply for access permission as if it is a fresh case and conform to the access standards as prescribed. Further, the owner shall have to take the requisite action (i.e. apply for access permission) within a period of one year of the Notification of such road as a NH, failing which the access shall be disconnected.
viii.	Renewal of Access Permission for a Retail Outlet/ Way-side Amenity	Rs. 10,000/-	Only the Processing fees will be paid. However, any violations made during the intervening period since grant of access earlier granted will have to be necessarily rectified.
B.	Private Properties/Other Establishments (other than Fuel Station)		
i.	Individual Residential properties/ small individual shops/ agricultural farms in Open Stretches in Rural or the Urban areas	-Nil-	Subject to the condition that any such establishment shall access any divided carriageway of 4-lane or higher configuration only through a service/ slip road. In case of two lane, access would be through acceleration and de - acceleration lane. Wherever such access is without a service road, acceleration / de-acceleration lane, the same will be disconnected.
ii.	Bank Guarantee towards successful completion of access as per the prescribed norms/ specifications before final approval is obtained.	Rs. 2,50,000/-	Valid for a period of three years. The BG shall be released by the Highway Administrator within 30 days of the grant of regular access permission. In case the access construction is not completed even within the extended period, the Highway Administration may encash the Bank Guarantee.

iii.	A residential Colony/ Sector/ Multi-storeyed Apartments developed by Government/ Society/ Private developers.	Rs. 10,000/- towards processing fee and	<p>i. The Access to a National Highway of divided carriageway of 4-lane or higher configuration shall be only through a Service/ Slip Road. In case of two lane, access would be through acceleration and de-acceleration lane. In case the available RoW is available for construction of the Service Road, the Project executing agency shall construct the service road for the purpose as a deposit work (including any variation and revision of cost till the completion of work) . In case the RoW is not available for provision/ development of a Service Road, the applicant shall have to make provision for such service road from out of its own land and construct such service road for safe connectivity to the Highway as per the prescribed standards.</p> <p>ii. In cases where Highway stands developed and the establishments requiring access to the Highway come up after the CoD of such Highway, and the traffic generated from these establishments necessitates provision for a vehicular underpass/ Flyover/ Junction/ interchange/ in the interest of road safety, the applicant will have to bear the cost of development of such facility including the cost of land required/ acquired for the purpose.</p> <p>iii. Wherever such a facility (VUP/ Flyover/ Junction/ Interchange/) is liable to be used by more than one establishments, present or in future, the applicant seeking access to the NH shall have to bear the expenditure equally incurred in development of such a facility.</p>
iv.	Institutions/ establishments such as Hospitals, Educational Institutions, Hotels, Restaurants etc. developed by any Society/ Private developers or promoters/ government or government agency.	Rs 20,000/- for provisional approval and	
v.	Individual Industrial Units/ Establishments	Rs. 2,50,000/- as License fee	
vi.	Industrial Parks/ Estates/ Logistics Centres/ Marketing Yards developed by the State/ para-statal agencies or private promoters, which necessitates provision of a facility of VUP/ Flyover/ Junction/ Interchange on the National Highway.	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and	The Applicant will have to bear 100% of the cost of development of the facility of a VUP/ Flyover/ Junction/ Inter-change/ on the Highway. The decision as to the kind/ nature of facility required at such connecting point shall rest with the Highway Project Authority.



		Rs. 2,50,000/- as License fee	
vii.	A new road connecting to the Highway which necessitates provision of a facility of Interchange/ VUP or flyover on the NH whether developed by the State/ UT or a private entity	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee	The Authority, government or private, developing such a connecting road will have to bear 100% of the cost of development of facility of a VUP / flyover / junction / interchanges. The decision as to the kind/ nature of facility required at such connecting point shall rest with the Highway Project Authority.
Notes	i. The License fee and penalties as mentioned above shall be applicable for the Calendar Year 2020 as the Base Year. The same shall be increased @ 5% every subsequent Calendar year. ii. Construction of a Service Road, wherever required to be developed by the applicant within the ROW of a NH, can be either done as a Deposit work through the Project Development Authority or by the applicant agency in accordance with the design and standards prescribed by the Authority in this behalf. No Departmental charges will be levied by the Project Authority for the purpose however the supervision charge as applicable shall be levied. iii. Similarly, development of a facility of VUP/ Flyover/ Junction/ Interchange, wherever required, can be taken up by the Applicant himself as per the prescribed standards and drawings or got done through the Project Development Authority as a Deposit work. No Departmental charges will be levied by the Project Authority for the purpose however the supervision charge as applicable shall be levied.		

2.12. The owner/management of fuel stations/ other properties is not bound to get the acceleration/ deceleration lanes, including other ancillary appurtenances, constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It shall be the prerogative of the owner/ management of fuel stations/ other properties to construct the acceleration/ deceleration lanes, including other ancillary appurtenances, either through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations/ other properties or by himself/ by themselves through any other agency, subject to the same conforming to the standards prescribed by the Authority.

2.13. The access roads including acceleration/ deceleration lanes shall be constructed within available ROW of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, owner/management of fuel stations/ other properties shall acquire the required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the



owner/ management of fuel stations/ other properties at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/ management of fuel stations/ other properties at their cost.

2.14. Proposals in stretches under BOT/ HAM/ TOT Concessions: -

- (i) In case of access permissions/ approvals on stretches of National Highway, which are under any BOT/ HAM/ OMT/ TOT concession agreement, the concerned proposal Processing Authority (i.e. Proposing Authority) shall invariably consult the concerned Concessionaire before recommending the proposal to the Competent Authority.
- (ii) On receipt of online application from the highway administration, the proposal Processing officer shall forward copies of such application (preferably the soft copies) to the concerned Concessionaire and the IE to submit their comments within 15 days of receipt of such applications.

2.15 In case of Expressway and access controlled Highways above guidelines of access permission will not be applicable. In such cases no access permission shall be given and access shall only be given at pre decided location as provided in the design of Expressway and access controlled Highways with proper access/service road.

2.16. Norms as stipulated in Appendix-I shall be applicable for retail outlets and those stipulated in Appendix-II shall be applicable for all other private properties/ establishments.



Norms for Location, Layout and Access to Fuel Stations along National Highways

1.1 The term "Fuel Station" shall include Petroleum Retail Outlets, CNG/ Gas Retail Outlets, Electrical Vehicle (EV) Charging Stations, bio fuel pumps, wayside amenities etc.

1.2 When the cross slope of the country is more than 25%, the terrain shall be classified as hilly or mountainous terrain. Where National Highway passes through a town of population of 20,000 and more (census 2011 will apply), the stretch shall be categorized as urban stretches.

2.1 Norms on Existing Service Road/ Slip road

Irrespective of the terrain, no norm shall be applicable if the retail outlet is proposed on the existing service roads/ slip road. However, permission for retail outlet proposed on the existing service roads/ slip roads needs to be obtained from Highway Administration to regulate other requirements such as drainage facilities, plot size, drinking water, toilet facilities, signs, markings etc.

However, no access permission shall be granted for establishment of a retail outlet on the entry/ exit ramp of service/ slip road.

2.2 Location Norms on Rural stretches of National Highways

Sr. No.	Items	Norms applicable
1.	Acceleration/ Deceleration lane	Need to construct 100m acceleration lane and 70m deceleration lane
2.	Distance of any Intersection with any category of road and median gap	300 m
3.	Any barrier including that of Toll Plaza and Railway Level Crossing	1000 m
4.	Distance from the Start of approach road of Road Over Bridge (ROB)	200 m
5.	Start of approach road of Grade Separator/ flyover	300 m
6.	Distance between two fuel stations	Undivided carriage way- 300m * Divided Carriageway- 1000m * *including deceleration and acceleration lanes However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than above distance may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.

2.3 Location Norms for Urban/ Mountainous stretches of National Highways

Sr. No.	Items	Norms applicable
1.	Acceleration/ Deceleration lane	The deceleration and acceleration lanes may be dispensed with for the fuel station located along urban roads and roads in hilly and mountainous terrain.
2.	Intersection with any category of road and median Gap	100 m
3.	Any barrier including that of Toll Plaza and Railway Level Crossing	1000 m
4.	Start of approach road of Road Over bridge (ROB)	200 m
5.	Start of approach road of Grade Separator/ flyover	300 m
6.	Distance between two fuel stations	300 m* - For both divided and undivided carriageway *(including deceleration and acceleration lanes). However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than 300m may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.
Notes:	<p>a. All the dimensions are to be measured from the boundary of the Fuel Station</p> <p>b. In case of distance from intersection with any category of road, the roads means paved carriageway (Bituminous/ concrete/ Interlocking Concrete block) of 3.0m width and having length of Minimum 300m and above irrespective of the category of road.</p> <p>c. The minimum distance between two fuel stations on both sides of the highway is applicable for undivided carriageway. In case of divided carriageway, with no gap in medians, the distance restriction is for same side and is not applicable on the opposite side of the fuel Station. However, access for fuel stations at closer proximity may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.</p> <p>d. Distance between the Fuel Station and the structural barrier (i.e. toll plaza, railway level crossing, check barrier etc.) shall not apply if such barriers are located on service road only and are separated from the main carriageway.</p> <p>e. The gap in the Central Median shall be treated as Intersection.</p>	

3.0 General Conditions of Siting

- Rest areas should have various amenities for users e.g. fuel stations, places for parking, toilets, restaurants, rest room, kiosks for selling sundry items, bathing facilities, repair facilities, crèche etc. These aspects should be incorporated while planning for improvement

and up-gradation of highways and/or planning for new fuel stations along the highways. The rest area complex may be planned subject to their commercial viability.

- ii. It should be ensured that the location of the proposed fuel station does not interfere with future improvements of the highway and the nearby intersections/ junctions.
- iii. The fuel stations would be located where the highway alignment and profile are favourable, i.e. where the grounds are practically level, there are no sharp curves not less than those specified for minimum design speed or steep grades (more than 5%) and where sight distances would be adequate for safe traffic operations. The location should not interfere with the placement and proper functioning of highways signs, signals, lighting or other devices that may affect traffic operation.
- iv. If two or more fuel stations are to be sited in close proximity for some reasons these would be grouped together to have a common access through a service road of 7.0m width and connected to the highway through acceleration, deceleration lanes. Any objection from the existing fuel station owner against granting of access permission from NH for the proposed new fuel station are to be overruled and access to all fuel stations in case of clustering, shall invariably be from the service road only. Wherever longer service road exists, which may itself act as deceleration/ acceleration lane, no separate deceleration/ acceleration lane is required. New entrant would be responsible for construction and maintenance of the common service road, deceleration & acceleration lanes, drainage and traffic control device. Wherever available ROW is inadequate to accommodate such service roads, deceleration/ acceleration lanes etc., the additional land by the side of ROW to accommodate such service roads shall be acquired by the new entrant Oil Company.

4.0 Plot size for Fuel Station:

- i. The minimum size and shape of the plot for fuel station should primarily be laid down by the Company/ Establishment concerned, for which they would need to consider suitable accommodation of all the facilities e.g. fuel pumps, offices, stores, compressor room, air pump and kiosks etc. The Highway Administration steps in primarily keeping in view that no hindrance is caused to the movement of vehicles of expected maximum dimensions, within the fuel station and in the access area. Sufficient space would need to be available to accommodate the number of fuel pumps to cater to the expected number of vehicles in peak time at this location so that the vehicles do not spill over to the access area. The air pump and kiosks for pollution control measurements be installed at some distance from the fuel pumps so that the vehicles requiring these services do not cause hindrance to the free movement of vehicles entering or exiting the fuel station.
- ii. Keeping the above considerations in view, the minimum size of the plot for a fuel station along National Highways shall be as follows:-

Sr. No.		Frontage (In Metre)	Depth (In Metre)
(i)	On Rural stretches in plain and rolling terrain	35	35
(ii)	On Urban stretches in plain and rolling terrain	30	30
(iii)	In hilly and mountainous terrain	20	20
Note:	The proposed plot of new fuel stations should be such that the minimum frontage is achieved within the minimum total area as stipulated above.		

- iii. For fuel station being part of the rest area complex, the area required for other facilities such as parking, restaurant, rest rooms, toilets, kiosks for selling sundry items, bathing facilities, repair facilities, shops etc. would be extra but there would be a single access/ egress.

5.0 Access for new fuel station along divided/ undivided carriageway sections

- i. The access to fuel station along divided/un-divided carriageway for rural stretch of National Highways shall be through acceleration and deceleration lane. The acceleration and deceleration lane may be dispensed with for urban/ hilly and mountainous roads.
- ii. The deceleration lane would take-off from the edge of the paved shoulder taken up to the edge of the Right of Way (ROW) of National Highway, beyond which, the boundary of fuel station shall start. Its minimum length would be 70 m measured along the travel direction of highway. Its width would be minimum 5.5m. The shoulder of 2.25 m would be provided towards the outer side of the access/ egress (i.e. on the side farthest from the carriageway) for this deceleration lane.
- iii. The acceleration lane would take-off from the edge of the fuel station on exit side having minimum length of 100 m. Its width would be minimum 5.5m. Its starting stretch of 70 m length would be with a curvature of minimum radius of 650m and the remaining 30m length would be tapered so as to facilitate vehicles coming out of fuel station, merging with fast moving through traffic on main carriageway, in a safe and efficient manner. Wherever, available ROW is inadequate to accommodate the service roads and/ or deceleration / acceleration lanes in plain and rolling terrain of non-urban stretches, the additional marginal land by the side of ROW to accommodate the deceleration/ acceleration lanes shall be acquired by the owner of the fuel station. In cases of widening to 4/6 lanes in near future, the matter shall be dealt on case-to-case basis.
- iv. A separator island would be provided in front of the fuel station. The length of this separator island would be determined on the basis of the intersecting points of the edge line of the separator island with the line drawn along the edge of chevron marking, as indicated in Figures 1 and 2 for undivided carriageway and Figure 3 and 4 for divided carriageway, of these norms. Its shape for isolated fuel station would be as shown in Figure 1/ Figure 3 and that for the cluster of fuel stations with common service roads, as shown in Figure 2/ Figure 4. It would have minimum width of 3m. The width of approaches connecting deceleration and acceleration lanes, along the separator island should be 5.5m.
- v. There would be buffer strip from the edge of the ROW and would extend minimum 3m inside the fuel station plot. Its minimum length would be 12 m. In Urban/ hilly or mountainous areas, minimum length of buffer strip may be reduced to 5m keeping minimum width of opening at entry and exit to 7.5 m. No structure or hoarding except the approved standard identification sign on pole, would be permitted inside the buffer strip. The buffer strip as well as the separator island should be provided with kerb of minimum 275 mm height to prevent vehicles from crossing it or using it for parking purposes. The buffer strip in the approach zone should be suitably shaped or cover extra area in the approach zone after provision of acceleration, deceleration lane and connecting approaches and should be properly turfed for aesthetic landscaping.
- vi. The radius for turning curves would be 13 m and that for non-turning curves should be from 1.5 to 3 m, so as to check over speeding while entering or exiting the fuel station. Wherever, available ROW is inadequate, the additional marginal land by the side of ROW shall be acquired by the owner of fuel station to provide prescribed turning radius.



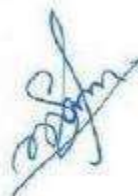
- vii. The pavement of the access roads including deceleration, acceleration lanes and connecting approaches would have sufficient design strength for the expected service lane traffic. It would have minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.
- viii. The typical access layout for the new fuel station with relevant details for deceleration/ acceleration lanes connecting approaches, separator Island buffer strip, drainage, signs and marking on carriageway sections of National Highways would be as shown in Figure 1/ Figure 3 of these norms.
- ix. The typical access layout for cluster of fuel stations, with details for deceleration lane, service road and acceleration lane etc. would be as shown in Figure 2/ Figure 4 of these Norms.
- x. The typical layout for fuel stations and signs and markings along National Highways in Hilly/Mountainous/Urban stretches is given in Figure 5.

6.0 Drainage

There shall be adequate drainage system on the access to the fuel station and inside its area so as to ensure that surface water does not flow over the highway or any water logging takes place. For this purpose, the fuel station and access area would be at least 300 mm below the level at the edge of the shoulder on the highway. The surface water from fuel station/ facility and access road would need to be collected in a suitable underground drainage system (e.g. slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway) and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available. The applicant has to prepare separate detailed drawings indicating the drainage arrangements and to be submitted along with the application for permission.

7.0 Enforcement of Right of Way and Building Line

While planning the layout for various facilities inside the fuel stations/ establishments, it has to be ensured that fuel pumps are located beyond the building lines as prescribed in IRC:73, 'Geometric Design Standard for Rural (Non-Urban) Highways' or (as notified by the State Government concerned) or 10m away from ROW boundary whichever is less. The fuel station office building etc. shall be located at a safe distance as prescribed by the Fire Department or other authorities. The buffer strip would extend minimum 3m inside the fuel station plot, beyond the available ROW. The future widening of the Highway shall also be kept in view while setting up and preparing the layout plan of the proposed fuel station. The owner of the fuel station shall acquire additional land, if required, to accommodate access/ egress roads for fuel station, service roads, acceleration/ deceleration lanes, etc.



8.0 System for Signages and Markings

- i. An adequate system for signs and marking would be provided at the locations of fuel stations for the guidance of the highway users. The pavement markings would be in the form of chevron at entry and exit locations, give way for the exit from the fuel station. Information signs for fuel station would be provided at 1km ahead, 500m ahead and at the entry point within the NH ROW.
- ii. On undivided carriageway, additional signs for the regulation of entry and exit of the vehicular traffic should be provided on the separator island. Also, an informatory sign should be installed showing the distance of the nearest Fuel station located in the direction of travel in order to avoid any need for right turnings for accessing the Fuel Station located on the opposite side. This sign should be installed at a location of about 200 m ahead of the opposite side fuel station within the NH ROW.
- iii. The pavement markings shall conform to IRC:35, 'Code of Practice for Road Markings' and the Road Sign to IRC:67, 'Code of Practice for Road Sign's and IRC:SP:55, 'Guidelines on Safety in Road Construction Zones'.
- iv. These should be as per Section 801 and 803 of Ministry's Specifications for Road and Bridge Works, as updated from time to time.
- v. The system for signs and markings with their type and locations would be as shown in Figure 1,2,3,4 & 5 for the chosen access layout.

9.0 License Deed

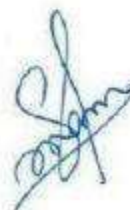
- i. A License Deed would be required to be signed between the Oil Company wanting to install the Fuel Station (Licensee) and Government of India through their designated officers (Highway Administration). The specimen copy of the license deed is enclosed at **Annexure-III to Appendix-I**.
- ii. The license deed would be drawn on a non-judicial stamp paper and all expenses in this regard be borne by the licensee.
- iii. **The validity of the license for the use of National Highway land for access to fuel station would be for a period of fifteen years** and on the expiry of lease after which the same would be required to be renewed which could be for a similar period. During this validity period, the owner shall maintain in good condition the deceleration / acceleration lanes, service roads (free from any potholes/patches), toilet & drinking water facilities, drainage arrangement (clean conditions to allow full discharge of storm water), signs and markings (existing at identified location with clear required visibility).

10.0 Payment

The payment of fee etc. would be payable by the licensee to the Highway Administration in consideration of this Agreement for the access for which the license is issued. There would be no need to register the license deed. This fee would be paid on-line in favor of the concerned **Pay & Accounts Officer** of the Ministry of Road Transport and Highways and would be credited to the **Major Head 1054 (Revenue Receipt Head)**. The license deed shall be executed only after the online payment has been remitted in the concerned P&AO office and successfully realized in the Consolidated Fund of India.

11.0 Responsibilities of Oil Companies/Owners

- i. The Ministry of Petroleum and Natural Gas/ Oil/ Gas companies, while entertaining any application for the installation of a Fuel Station, would supply a copy of these norms to the applicant so that he may assess his position to fulfil the requirements of these Norms. Ministry of Petroleum and Natural Gas/ Oil & Gas Companies would ensure that the plot identified by the applicant conforms to the requirements of these norms in terms of its location, access layout and signs and markings. It shall also be the responsibility of the applicant/ owner of Fuel Station to provide the prescribed layout for access as given in Fig.1/2/3/4/5, as the case may be, while preparing the layout.
- ii. After obtaining provisional **permission for access**, Oil Companies/ Owners shall be responsible for the construction and maintenance of deceleration/ acceleration lanes, service roads, channelizers, drainage arrangement, drinking water and toilet facilities, signs and markings in accordance with the approved layout and specifications conforming to these norms, at his own cost. The drinking water and toilet facilities shall be accessible to the public round the clock. In order to inform the public about these, a display board showing availability of such facilities shall be installed before the entry to the fuel station. On completion of the construction in accordance with checklist and conforming to the approvals, a Completion Certificate would be issued by the field unit of NHAI/ PWD/ BRO/ NHIDCL or any other agency (as the case may be) for getting approval of Highway Administration. **The concerned Oil Company would be allowed to energize the fuel station only after the final approval i.e License Deed signed by the Highway Administration.**
- iii. Inspections for determining the deviations from prescribed Norms shall be done at any time, even after signing of the License Deed, by the Highway Administration. In cases of defaults/ deviations found during inspections by Highway Administration, each deficiency shall be immediately rectified, which in no case should exceed 60 days from the date of inspection and notification of such deficiencies to the owner. The failure to rectify the identified deficiencies within the prescribed time would lead to de-energizing the fuel station by the concerned Oil Company. The re-energizing would be done only on complete rectification and on the authorization by Highway Administration. The action against the oil companies shall also be taken if the rectification of the identified deficiencies has not been done within the prescribed timeline even after reminders to the oil companies.
- iv. Access permission allowed to owner/ management of fuel stations may in some cases lead to substantial vehicular/pedestrian traffic movements on the highway/ access so constructed/allowed. In such cases there may arise a need to construct a cross-over facility such as Underpass/ Overpass/ FOB/ Service lane etc. for ensuring road safety. The cost of such cross-over facility etc. shall be borne by the owner/ management of fuel stations.
- v. The owner/ management of fuel stations is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the highway authority or the contractor/ concessionaire for the project in the particular stretch of National highways. It shall be the prerogative of the owner/management of fuel stations to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations or by themselves through any other agency.



- vi. The access roads including acceleration/ deceleration lanes shall be constructed within the available ROW of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, the owner/ management of fuel stations shall acquire the required additional land at their cost for construction of such facilities.
- vii. The toilet facility is to be provided as per the standard layout at figure 6 demarking separately gents and ladies and duly equipped with lighting, water and requisite cleaning accessories etc. The necessary alterations in the case of existing retail outlets may be done as felt necessary in accordance with the standard layout. A separate access to all road users of the National Highways with traffic signages of the availability of toilet facility along National Highways may be provided and the toilets are kept open round the clock.



**List of documents to be submitted for getting approval for installation of new Fuel Station/
Way-side Amenity/ Establishment along National Highways**

1. Signed copy of license deed. The draft is at Annex III.
2. Certified copy of location plan of the Fuel Station along the National Highway showing details of Right of Way (ROW) of National Highway, existing intersections and the intersecting roads, including existing public roads and other developments, falling within a reach of 1.1 km in each side of the Fuel Station and carriageway.
3. Certified copy of plan of the proposed Fuel Station showing details of deceleration, acceleration lanes, service road (if provided), buffer strip, fuel pump, office, kiosk, lubritorium, air and water supply, toilet & drinking water facilities, drainage details, signages and markings conforming to applicable figures enclosed with these norms.
4. Certified copy of sectional view showing elevation of Fuel Station with respect to National Highway and slopes to be provided for adequate drainage and preventing water logging on the National Highway.
5. Drainage plan of the Fuel Station.
6. Detail of the material for pavement composition for deceleration lane, service road and acceleration lane.
7. Undertaking from the oil company that the oil company would pay necessary fee for the use of the National Highway land whenever the fee is demanded by the Highway Authorities in future.
8. Undertaking from Oil Company that necessary alteration including complete removal/ shifting of the approach roads at its own cost if so required by Ministry, for the development of National Highway or in the interest of safety in this section.
9. Undertaking from Oil Company that they shall take all the action as prescribed in Appendix - I to ensure conformity of these Norms.
10. Undertaking from the Oil Company that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.
11. Documentary evidence of additional Land Acquisition details (if required) beyond the available ROW (to accommodate service roads, deceleration / acceleration lanes, turning radius etc.) done by the owner of the fuel station. [NOTE--- It needs to be specifically mentioned if the same is not applicable /required.]



CHECKLIST

Check list for getting approval for installation of new Fuel Stations along National Highways

General Information:

i.	National Highway Number	
ii.	District and State	
iii.	Location	
iv.	(Chainage in Km)	
v.	Side of NH (Left or right side of NH towards: Increasing Chainage/ km/ direction]	
vi.	Name of Highway Authority (NHAI/ State PWD/ NHIDCL)	
vii.	Highway Administration address	
viii.	Name of the Oil Company (as applicable)	
ix.	Whether the Fuel Station is part of a Rest-area complex	



Stipulated Norms for Fuel Stations on National Highways

A. For Retail Outlet on existing service road/slip road

Sr. No.	Item	MORTH Norms	Measurement at site	Whether complying with MORTH Norms**
1	Whether the retail outlet is on service road/ slip road (and not on entry/ exit ramp of service road/ slip road)	YES		Yes/No
2	Size of plot			
	Rural stretch	35m x 35m		Yes/No
	Urban area stretch	30m x 30m		
	Hilly/ Mountainous	20m x 20m		Yes/No
3	Whether the retail outlet satisfy the general condition of sitting, access condition, drainage, building line, sign boards etc. depending upon the availability of land.	YES		Yes/No

B. Retail Outlet in Rural Stretches

Sr. No.	Item	Measurement at site	MORTH Norms	Whether conforming to MORTH Norms**
1	Acceleration lane		Minimum 100m	Yes/No
2	Deceleration Lane		Minimum 70m	Yes/No
3	Distance from intersection:			
	Intersection with any category of road/ Median Gap		Minimum 300 m	Yes/No
4	Distance from Check barrier/Toll Plaza/Railway level crossing		Minimum 1000m	Yes/No
5	Distance from start of approach road of Road Over Bridge		Minimum 200m	Yes/No
6	Distance from start of Grade Separator/ Flyover		Minimum 300m	Yes/No
7	Distance from nearest Fuel Station Undivided carriageway (for both side of carriageway), or Divided carriageway (with no gap in median at this location)		300 m- Undivided carriage way 1000m-Divided carriage way However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further,	Yes/No



			access for fuel stations at closer proximity than 300m/1000m may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.	
8	Provision of service/ connecting road		Necessary at clustering of retail outlet/ intersection with any category of road less than 300m/1000m	Yes/No
	i. Length of the service road including deceleration and acceleration lanes.		[Mention the lengths in m]	
	ii. Whether additional Land acquisition is required (for service road/ turning radius)			Yes/No
	iii. If Yes, mention the extent of additional L.A. required		[Mention Area (sq.m.)]	
	iv. Whether additional Land Acquisition as above has been done by oil company			Yes/No/ Not Applicable
	v. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
9	Gradient of Highway section		Maximum 5%	Yes/No
10	Slope of Fuel Station Premises/Service Area for drainage purpose		Minimum 2%	Yes/No
11	Width of Frontage of Plot		Minimum 35m	Yes/No
12	Depth of Plot		Minimum 35m	Yes/No
13	Length of Buffer Strip		Minimum 12m	Yes/No



14	Width of Buffer Strip extending inside ROW		Minimum 3m	Yes/No
15	Height of kerb for buffer strip		Minimum 275mm	Yes/No
16	Radius of Turning Curve		Minimum 13 m	Yes/No
17	Radius of Non-turning curve		Minimum 1.5m Maximum 3m	Yes/No
	i. Whether additional Land acquisition is required by the side of ROW (to provide prescribed turning radius) by the owner of the fuel station.			Yes/No
	ii. If Yes, mention the additional L.A. required to be done by the owner of the fuel station.		[Mention Area (sq.m.)]	
	iii. Whether additional Land Acquisition as above is required by the side of ROW (to provide prescribed turning radius) has been done by the owner of the fuel station.			Yes/No/ Not Applicable
	iv. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
18	Minimum downward slope of access roads towards the fuel station.		Minimum 2%	Yes/No
19	Difference in level between the highway and the fuel station and access area measured at the edge of the shoulder on the highway.		Minimum 300 mm	Yes/No
20	Provision of Culvert, designed for drainage according to IRC:SP-13		Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or	Yes/No



			led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	
21	i. Provision of drinking water and toilet facilities ii. Provision of proper drainage arrangement for fuel station premises		Drawing showing these arrangements as per satisfaction of highway authorities to be submitted	Yes/No
22	Provision of adequate signs, display board and markings as per the drawings		Minimum requirement as shown in the Drawing	Yes/No
23	Whether the oil company has certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.		—	Yes/No

C. Retail Outlet on Urban/ Hilly/ Mountainous Stretches

Sr. No.	Item	Measurement at site	MORTH Norms	Whether complying with MORTH Norms**
1	Distance from intersection: Intersection with any category of road/ Median Gap		100 m	Yes/No
2	Distance from Check barrier/ Toll Plaza/ Railway level crossing		Minimum 1000m	Yes/No
3	Distance from start of approach road of Road Over Bridge		Minimum 200m	Yes/No
4	Distance from start of Grade Separator/ Flyover		Minimum 300m	Yes/No
5	Distance from nearest Fuel Station Undivided carriageway (for both side of carriageway) and Divided carriageway (with no gap in median at this location)		300 m. However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than 300m may be allowed provided entry/ exit for both the Fuel Stations are provided	Yes/No

			through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.	
6	Provision of service /connecting road		Necessary at clustering of retail outlet/ intersection with any category of road less than 300 mtr	Yes/No
	i. Length of the service road including deceleration and acceleration lanes		[Mention the lengths in m]	
	ii. Whether additional Land acquisition is required (for service road/ turning radius)			Yes/No
	iii. If Yes, mention the extent of additional L.A. required		[Mention Area (sq. m.)]	
	iv. Whether additional Land Acquisition as above has been done by oil company			Yes/No/ Not Applicable
	v. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
7	Gradient of Highway section		Maximum 5%	Yes/No
8	Slope of Fuel Station Premises/Service Area for drainage purpose		Minimum 2%	Yes/No
9	Width of Frontage of Plot		Minimum 30 m for Urban area, 20m for Hilly/ Mountainous area	Yes/No
10	Depth of Plot		Minimum 30m for Urban area, 20m for Hilly/ Mountainous area	Yes/No
11	Length of Buffer Strip		Minimum 5m	Yes/No
12	Width of Buffer Strip extending inside ROW		Minimum 3m	Yes/No



13	Height of kerb for buffer strip		Minimum 275mm	Yes/No
14	Radius of Turning Curve		Minimum 13 m	Yes/No
15	Radius of Non-turning curve		Minimum 1.5m Maximum 3m	Yes/No
	i. Whether additional Land acquisition is required by the side of ROW (to provide prescribed turning radius) by the owner of the fuel station.			Yes/No
	ii. If Yes, mention the additional L.A. required to be done by the owner of the fuel station.		[Mention Area (sq.m.)]	
	iii. Whether additional Land Acquisition as above is required by the side of ROW (to provide prescribed turning radius) has been done by the owner of the fuel station.			Yes/No/ Not Applicable
	iv. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
16	Minimum downward slope of access roads towards the fuel station.		Minimum 2%	Yes/No
17	Difference in level between the highway and the fuel station and access area measured at the edge of the shoulder on the highway.		Minimum 300 mm	Yes/No
18	Provision of Culvert, designed for drainage according to IRC:SP-13		Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall	Yes/No



			sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	
19	i. Provision of drinking water and toilet facilities ii. Provision of proper drainage arrangement for fuel station premises		Drawing showing these arrangement as per satisfaction of highway authorities to be submitted	Yes/No
20	Provision of adequate signs, display board and markings as per the drawings		Minimum requirement as shown in the Drawing	Yes/No
21	Whether the oil company has certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.		—	Yes/No

It is certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced. Further, we bear full responsibility for genuineness of the site particulars mentioned above and for adherence to the stipulated norms.


**[Name, Designation and Signature
Of the authorized representative of the
Concerned Oil Company]**

Note: - If norms are not satisfied, detailed explanation needs to be given, otherwise the application will not be considered. In all cases supporting documents as per Annex-I have to be submitted, otherwise the case will be summarily rejected.

The Right Of Way (ROW) of the National Highway available at the proposed location from the centre line of the nearest carriageway is [___] m.

The above particulars along with the drawings and documents have been verified and are certified as correct as per the prevailing site conditions.

**[Name, Designation and Signature
of the concerned field authority of
NHAI/State PWD/BRO]**



LICENSE FOR THE USE OF NATIONAL HIGHWAY LAND

AGREEMENT TO construct an approach/access road with necessary provisions for drainage, signage and markings, to _____ located on plot no. _____, Survey No. _____ of the village/town _____ in the Taluka of _____ in the District _____ abutting on NH _____ in kilometer _____.

AN AGREEMENT made this _____ day of _____ Year Two thousand _____ between the President of India (hereinafter called the Government which expression shall, unless excluded by or repugnant to the context, include his successors in Office and assigns) of the **First** part and (name and address of Oil Company) hereinafter called "the Licensee"/"the Licensees" (which expression shall, unless excluded by or repugnant to the context, include the said licensee's successor/Licensees successors, heirs, executors, administrators and assigns) of the **Second** part.

2. WHEREAS THE Licensee has/licensees have applied to the Government for permission to construct on the Government land an approach road with necessary provisions for drainage, signs and markings to his/their **Retail Outlet** located in plot no. _____, Survey No. _____ in the village _____, Taluka _____ and District _____ abutting on the boundary of NH _____ in Kilometer _____, more particularly described in the Schedule annexed hereto and shown in the drawing attached hereto (herein after referred to as "the **Retail Outlet**").

3. AND WHEREAS THE GOVERNMENT has agreed to grant such permission on the terms and conditions hereinafter mentioned.

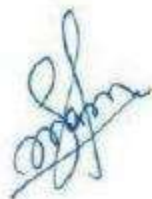
4. Now, this Agreement witness that, in consideration of the terms and conditions hereinafter contained and on the part of the licensee/licensees to be observed and performed, the Government hereby grants to the licensee/licensees permission to construct an access/approach road with necessary provisions for drinking water and toilet facilities, drainage works, signs and markings to the said **Retail Outlet** as per approved drawings attached, subject to the following terms and conditions, namely:-

- i. That the licensee/ licensees shall within **twelve months** from date of receipt of the provisional **permission for access**, but without interfering in any way with the highway traffic, complete the construction of the approach road (including deceleration/ acceleration lanes) and shall make provisions for drinking water, toilet facilities, drainage, signs, markings etc. at his own cost and to the full satisfaction of the Highway Administration according to the approved drawings and specifications. The drinking water and toilet facilities shall be accessible to the public round the clock. In order to inform the public about these facilities, a display board showing availability of such facilities shall be installed before the entry to the Fuel Station. The



said approach road shall not be brought into use after its completion until the field officers of NHAI/ NHIDCL/ State PWDs gives a completion certificate after satisfying himself that it has been completed as per the sanctioned drawings and specifications. The Fuel Station would be energized by the concerned oil company only after issue of the completion certificate by the Highway Administration.

- ii. That on the completion of the said work, that part of the approach road, which lies within the limits of Government land together with any culvert or drain therein constructed shall become the absolute property of the government, subject to the rights of the licensee/licensees to use the same for ingress and egress.
- iii. The licensee/ licensees shall at his/ their own cost keep the said approach road, and any culvert or drain therein, in proper repair and condition to the satisfaction of the Highway Administration. The approach roads would be considered in proper conditions when they are free from potholes and patches. The culverts and drains would be kept in clean conditions to allow full discharge of the storm water, signs and markings to be kept at their respective locations and in clean condition for visibility at all times.
- iv. That within six months of a notice duly given to the licensee/ licensees in this behalf, the licensee/ licensees shall at his/ their own cost remove the said approach road or any drainage work constructed in connection therewith and restore the land to its original condition when required to do so by the Government or by any person duly authorized on its behalf. The licensee/ licensees shall not be entitled to any compensation on account of such removal and restoration.
- v. That the approach road shall not be used for any purpose other than that of access to any egress from the Retail Outlet of the licensee/ licensees on to the Government road.
- vi. That the licensee/ licensees shall not, without the prior permission in writing of the Government/ NHAI/ NHIDCL, in any way extend or alter the said approach road or any culvert or drainage therein.
- vii. That the licensee/ licensees shall at all times permit any duly authorized officer of the Government/ NHAI/ NHIDCL to inspect the said approach road including any culvert or drainage therein. He shall keep the said approach road clear from **all obstruction** and shall not be entitled to close any right of way over or in respect of the same against Government, or any member of the public.
- viii. That the licensee/ licensees shall be liable for any loss or damage caused to the Government by obstruction of drain or any other similar causes due to the said approach road or the drainage work.
- ix. That the permission granted by this license shall not in any way be deemed to convey to the licensee/ licensees any right into or over, or any interest in Government land other than that herein expressly granted.
- x. That in case the said approach road is destroyed, this license shall automatically become redundant and the licensee/ licensees shall not be entitled to claim any right to construct another approach road in lieu of that so destroyed.
- xi. That during the subsistence of this license, the said approach road including the road drainage shall be deemed to have been constructed only by the consent and permission of the Government so that the right of the licensee/licensees to use the same shall not become absolute and indefeasible by lapse of time.
- xii. In cases of defaults/ deviations found during inspection by Highway Administration, each deficiency shall be immediately rectified, which in no case should exceed 60 days from the date of inspection. The failure to rectify the identified deficiencies within the prescribed time would lead to de-energizing the fuel station by the concerned Oil



- Company. The re-energizing would be done only on complete rectification and on the authorization by Highway Administration.
- xiii. That the licensee/ licensees shall not sell, transfer or otherwise dispose of the license without obtaining from the transferee a duly executed agreement with the Government embodying the terms and conditions therein before.
- xiv. The Oil Company shall have to enter into an Agreement for signing the license deed for **fifteen years** with the Highway Administration (as per Highway Administration Rules 2004), for the use of NH land. The license shall be issued to the Oil Company on payment of Rs. <_____ (Rupees (In words)_____ only)> as per the applicable policy only as one-time license fee for the calendar year in which this Circular is issued, alongwith the processing fee, with license fee and penalty to be increased by 5% on every subsequent year. A non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand) only per application shall also be deposited alongwith the application. A Bank Guarantee of Rs. 2,50,000/- (Rupee two lakh and fifty thousand only) valid for a period of 3 years for successful completion of access before final approval is obtained. In case the access construction is not completed even in the extended period, the BG shall be encashed by the Highway Administration.
- xv. The owner/ management of fuel stations is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It shall be the prerogative of the owner/management of fuel stations to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations or by themselves through any other agency.
- xvi. The access roads including acceleration / deceleration lanes shall be constructed within available Right of Way (ROW) of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, owner/management of fuel stations shall acquire required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the owner/management of fuel stations at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/management of fuel stations at their cost.

5. On the expiry of lease, the access permission may be renewed by the Highway Administration on payment of Rs. _____/- (Rupees _____) only as renewal fee, if it conforms to the stipulated norms of the Ministry. In case of existing fuel stations constructed as per Ministry's norms but for which prior approval have not been obtained from the Ministry, a penalty of Rs. _____/- (Rupees _____) shall be imposed on the Oil Company to regularize such fuel stations along with payment of the License Fee and Processing Fee. In case of fuel stations already existing on newly declared National Highways for which approval for access to such road was earlier obtained from the Competent Authority in the State/ UT, such Oil Company shall have to pay the processing fee of Rs. _____/- (Rupees _____) only to the Highway Administration and will be granted 12 months



time to comply with the Ministry's norms; however, in case of fuel stations already existing on newly declared National Highways for which approval for access to such road was not obtained earlier from the Competent Authority in the State/ UT, the proposal shall be processed as if it was a fresh case for which the owner/ company shall have to take requisite action to apply for access permission within a period of one year of the notifications of such road as a National Highways along with payment of processing fee and license fee & penalty fee.

- i. That if and when parallel service roads are constructed, the access to fuel station shall be from the service road alone and no claim/ compensation shall be entertained on that account.
 - ii. That this Agreement shall remain in force for fifteen years from the date of execution in the first instance and be terminable by a notice of 6 month and the permission may be renewed after expiry of the said period.
 - iii. That the license hereby granted shall not be transferable.
 - iv. That the licensee/licensees shall bear the cost of Stamp and attestation of this Agreement.
6. Situations given below would be treated as violations of the license deed agreement and the Government would be within its right to ask the concerned Oil Company to de-energize the Fuel Station;
- i. Non-maintenance of deceleration lane, acceleration lane, service road, drinking water and toilet facilities, drainage system, channelisers, markings, signs and other traffic control devices in good operating conditions (as specified in Para 4(iii)), during the period of license deed and not rectifying the short comings within the specified period.
 - ii. Non-compliance for revising the layout of access as directed by the Highway Administration in writing within specified period.
7. Notwithstanding anything contained in clause 4, this license can be cancelled at any time by the Highway Administration for breach of any of the terms and conditions of license and the licensee/licensees shall not be entitled to any compensation for loss caused to him/them by such cancellation nor shall be absolved from any liability already incurred by him/them under this Agreement. The licensee/licensees shall at his/their own cost remove approach road lying within the boundary of the Government land and restore the Government land to its original condition in the event of licensee/licensees refusing to do so, the restoration of the Government land to its Original condition shall be done by the In charge Executive Engineer/Divisional Engineer, at the cost of licensee/licensees and the expenditure incurred shall be recoverable from the licensee/licensees as an arrear without prejudice to any other remedies which may be fixed by Government in this behalf.



8. This Agreement may be executed in two counterparts, each of which when executed and delivered shall constitute an original of this Agreement.

IN WITNESS WHEREOF this agreement is executed in two parts by the parties hereto on the date first above mentioned.

Signed by Shri (Name in full) the licensee/
licensees

Signed by Shri (Name in full) for and
on behalf of the President of India

In the presence of

1. Name in full (signature) with designation

1. Name in full (signature) with designation

2. Name in full (signature) with designation

2. Name in full (signature) with designation

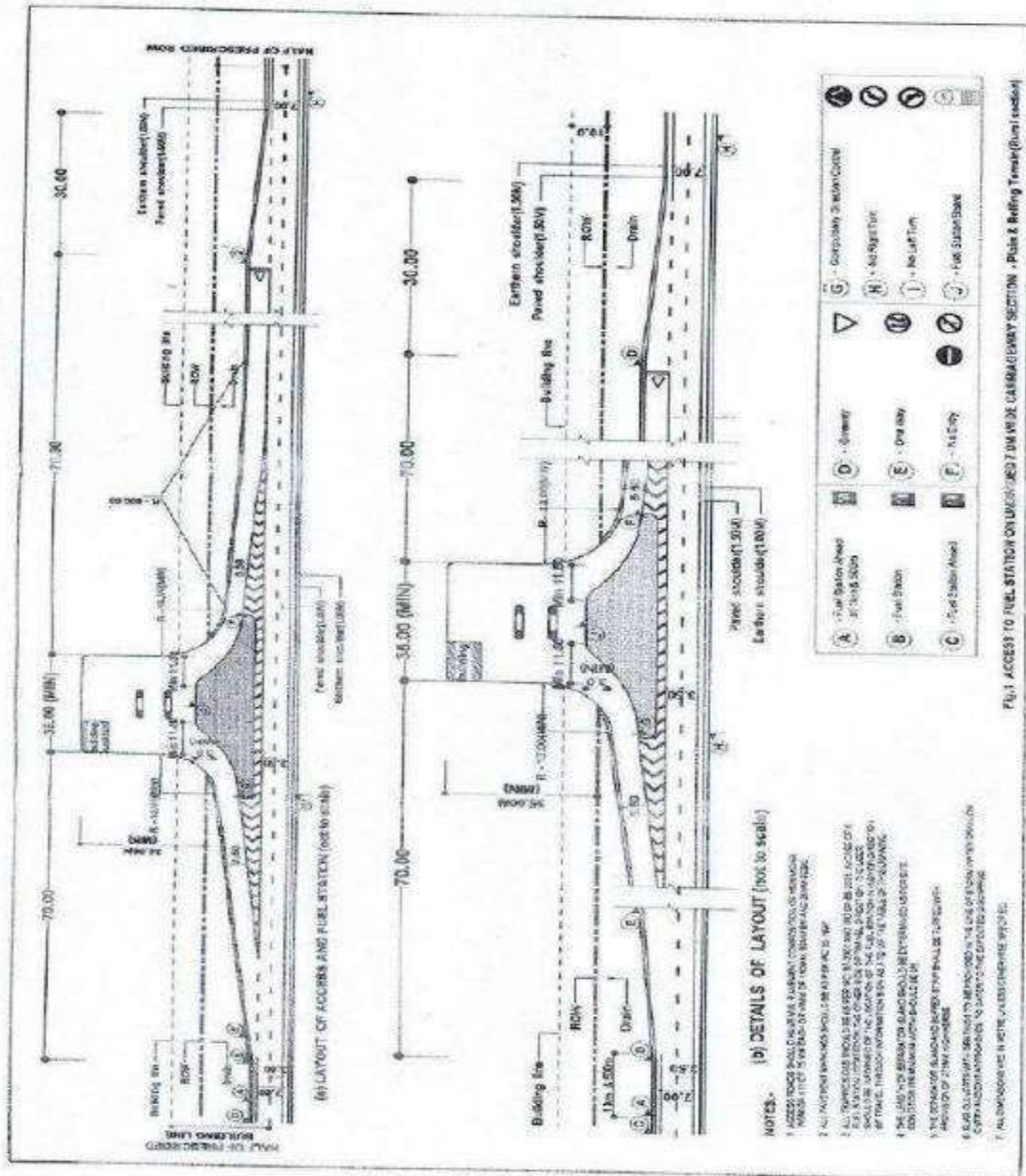
N.B wherever alternative such as his/their Licensee/Licensees has/have etc. are given, only applicable portions should be typed in the fair license deed.



SCHEDULE

(Here type the schedule referred to in clause 2)

Fig:1



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Fig:2

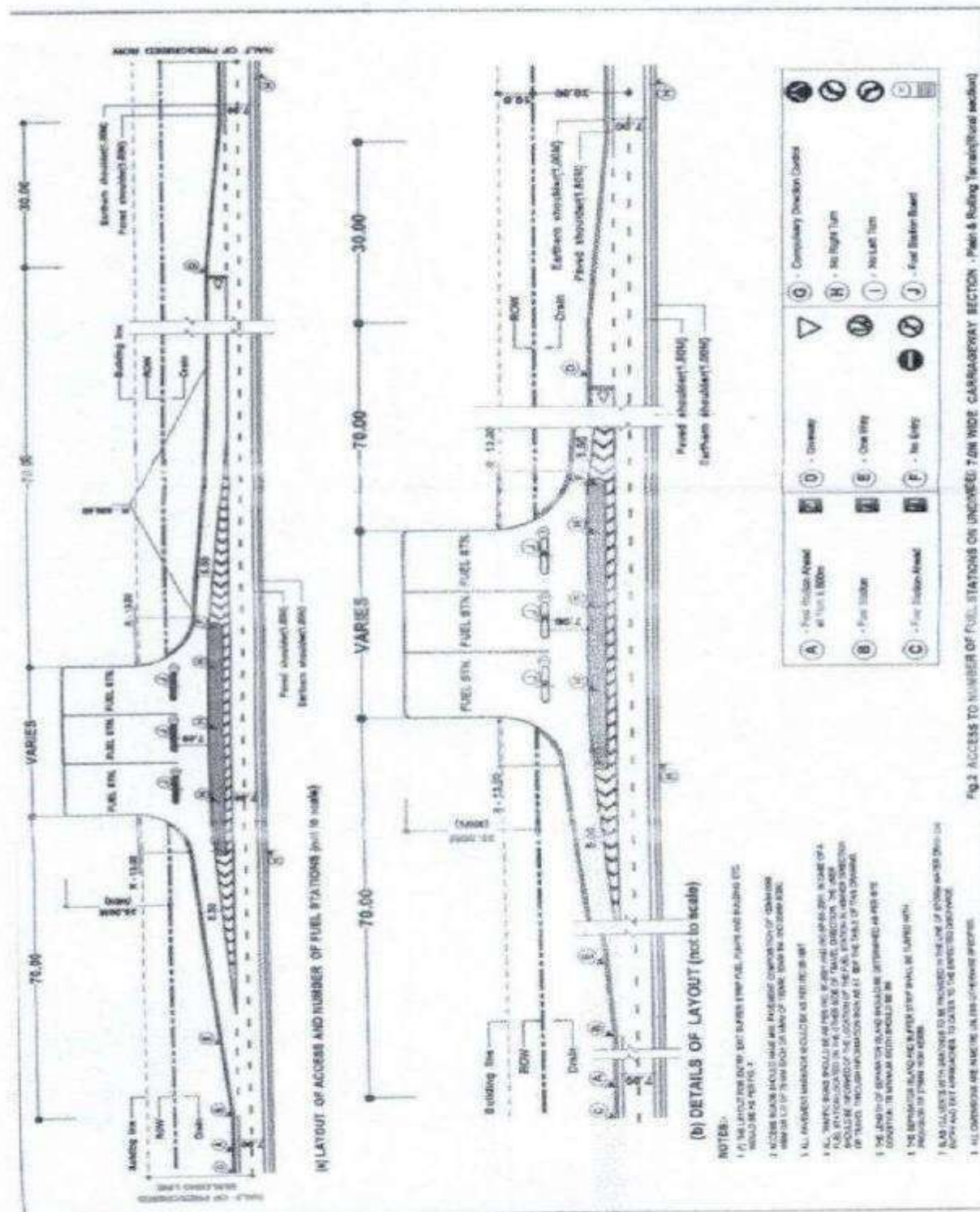


Fig.2 ACCESS TO NUMBER OF FUEL STATIONS ON UNCOVERED 7M WIDE CARRIAGEWAY SECTION - Main & Rolling Terrain (Fuel section)

Fig:3

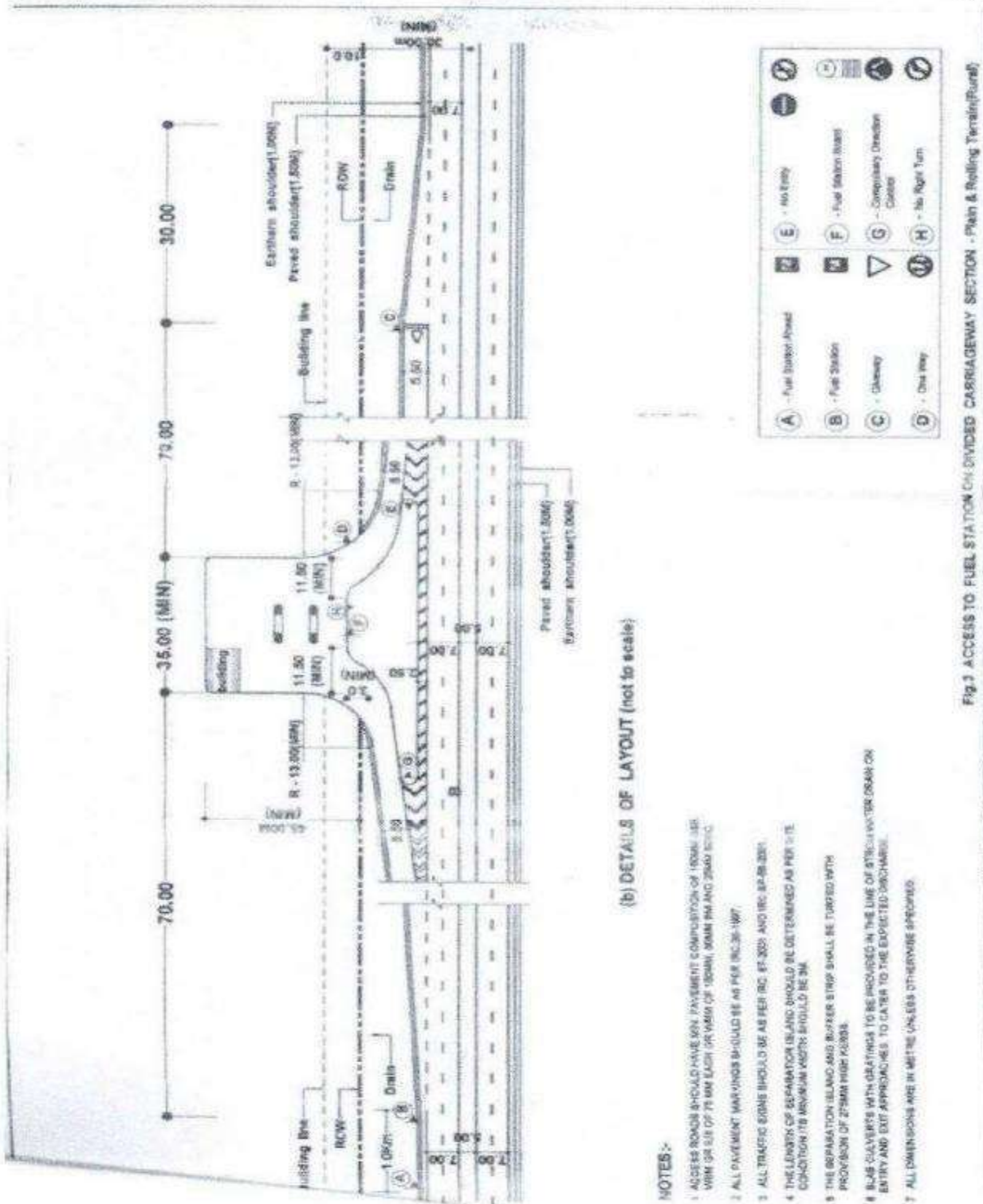




Fig:5

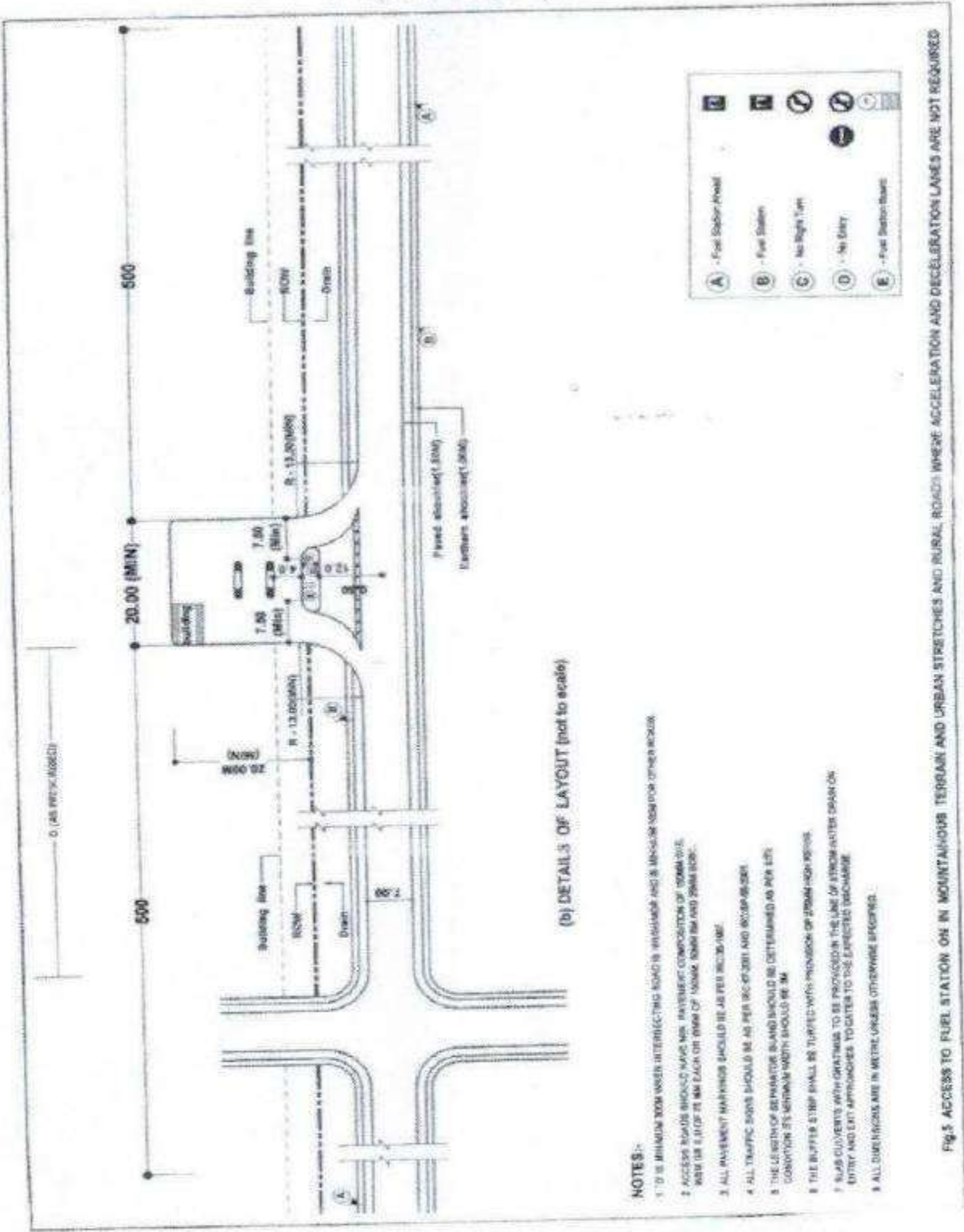
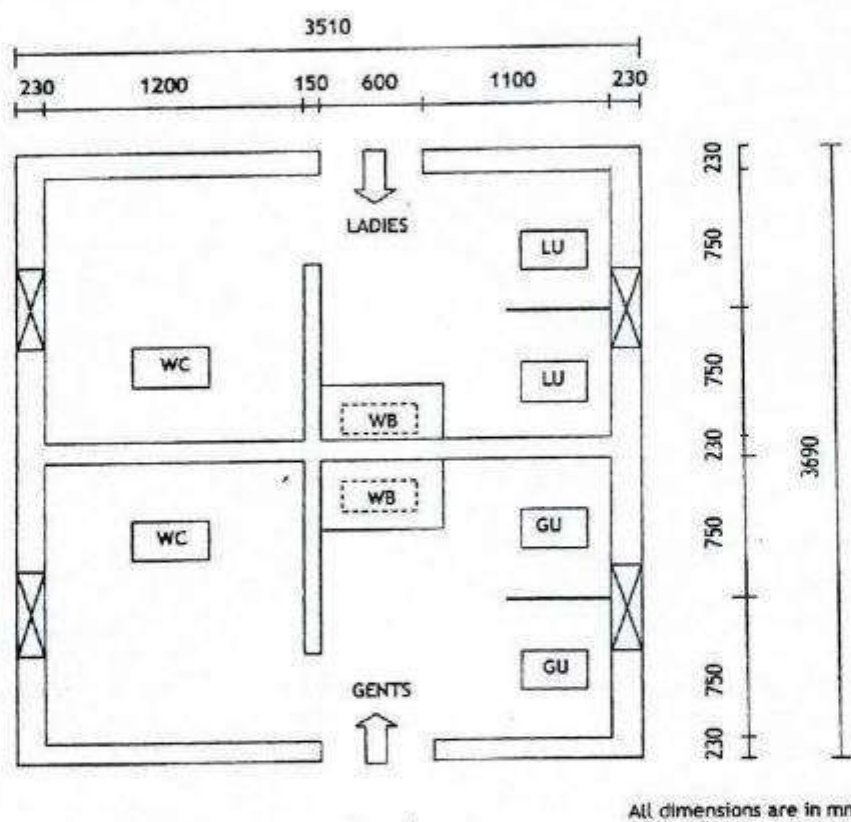


Fig:6



Legend:
WB: Wash Basin
WC: Water Closet
LU: Ladies Urinal
GU: Gents Urinal

Toilet Layout Plan

GUIDELINES FOR GRANT OF PERMISSIONS FOR CONSTRUCTION OF ACCESS TO PRIVATE PROPERTIES/ OTHER ESTABLISHMENTS (OTHER THAN FUEL STATIONS) ALONG NATIONAL HIGHWAYS

Separate provisions are specified for Other & Residential Properties in Urban & Rural reaches.

- **The Residential Properties (RPs)** shall mean individual plots with no more than 4 dwelling units.
- **The Other Properties/ Establishment (OPs)** whether private or Government, shall include (except Fuel Retail outlets for which separate guidelines exist) all other properties such as Industrial Units, Hotels, Motels, Hospitals, School, Educational / Research Institutes, Housing Complexes, Hotels Recreational Centers, Religious structures etc.
- For the purpose of these guidelines, the Urban Reaches are defined as National Highway Reaches falling under Territorial jurisdiction of Municipal Council/Nagar Palika.

1. For Other Properties (OPs):-

- i. There shall be no direct access to the National Highway. The access shall be through the service road (which will include deceleration and acceleration lanes) in case of both Rural and Urban reaches. **However before allowing the access through service roads the possibility of providing the access through nearby cross roads should be explored and only if it is not feasible then the permission for access through service road at limited possible location may be permitted.**
- ii. If the land for Acceleration Lane, Deceleration Lane & Service Road is available in ROW, the land will be provided for their construction; otherwise land shall be provided/ acquired by the concerned organization, owner of OP seeking the access permission.
- iii. The service road shall be constructed and maintained by the concerned organization/owner of OP seeking the access permission.
- iv. Fee as specified by the Government shall be paid by the property owner for access permission.
- v. The service road (excluding deceleration and acceleration lanes) shall have a minimum length equal to the plot length of concerned property along the National Highway. No access connection shall be allowed on deceleration and acceleration lanes. Where the concerned property is near junction / median opening etc. the length of the service road shall be increased appropriately.
- vi. The location & layout, road signs & markings requirements for access permission for OPs in Urban & Rural reaches are specified in Annex I.

2. For Residential Properties (RPs):-

- i. As far as possible, in Urban reaches there shall be no direct access to the National Highway; the access be through service road only. **However before allowing the access through service roads the possibility of providing the access through nearby cross roads should be explored and only if it is not feasible then the permission for access through service road at limited possible location may be permitted.**

- ii. The service road in Urban / Rural reaches may be constructed by the Highway Authority, subject to availability of funds.
- iii. The location & layout, road signs & markings for access permission for RPs in Urban & Rural reaches are specified in **Annex I**.

3. Payment:

A payment of one-time license fee to the Highway Administration, as specified in the guidelines, would be payable by the licensee to the Government in consideration of this Agreement for the land for which the license is issued. The license deed is not required to be registered. This fee amount would be paid online in favor of the concerned **Pay & Accounts Officer** of the Ministry of Road Transport and Highways and would be debitable to the **Major Head 1054 (Revenue Receipt Head)**. The license deed shall be executed only after the online payment has been remitted in the concerned P&AO office and successfully realized in the Consolidated Fund of India.



Location & Layout, Drainage, Road Signs and Markings requirements for Access connection to Residential Properties (RP) and other Properties (OP) in Urban, Built up & Rural Reaches
(Refer Fig. at Annex—IV)

(A) For Private properties on existing service road/slip road

Sr. No.	Item	Measurement at site	MORTH Norms	Whether complying with MORTH Norms
1.	Whether the Private Property is on service road/slip road (and not on entry/exit ramp of service road/slip road)		YES	Yes/No
2.	Whether the Private Property satisfy the general condition of access, drainage, building line, sign boards etc. depending upon the availability of land.		YES	Yes/No
3.	Total traffic (incoming and outgoing) per day			

(B) For Individual Private Properties where service road does not exists

Sr. No.	Description	Urban/Built up reaches	Rural reaches	Remarks
1.	Minimum Distance between merging points of a service road including acceleration & deceleration Lanes of 100m and 70m respectively.	Limited to plot size+ acceleration & deceleration Lanes only	Limited to plot size+ 50m on either side +acceleration & deceleration Lanes only	For Individual Private Residential Properties.
2.	Minimum Distance between merging points of two access (take off/ end point of acceleration/ deceleration/ service lane) on the same side of carriage way.	100m	300m	If the distance is less than the distance specified, service road to be extended/provided to cover both the access.
3.	Minimum Distance between take off point of access /service road and median gap / intersection with any road	100m	300m	If less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
4.	Minimum Distance from Check Barrier	1000m	1000m	If distance is less than the distance specified, service road to be provided /

				extended (which can left with a dead end also.)
5.	Minimum Distance between start of Grade Separator/Flyover/Road Over Bridge/ Railway level Crossing and entry/take off point of the access	300m	300m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
6.	Width of entrance / exit	Minimum 9m Maximum 12m	For Other Properties only	
7.	Radius of Turning curve	Minimum 13m Ruling 30m		
8.	Radius of Non-Turning curve	Minimum 1.5m Maximum 3m		
9.	Width of acceleration lane	5.5 m minimum		
10.	width of deceleration lane	5.5 m minimum		
11.	Width of Service Road	5.5 m - 7m		
12.	Crust composition of Service Road Acceleration & Deceleration lane	Minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.		
13.	Crust composition of access connection / extended service road to Residential Properties	At least Gravel road	For Residential Properties only	
14.	Width of access connection / extended service road to Residential Properties	Minimum 3.5m		
15.	Radius of Turning curve	Minimum 13m Ruling 30m		

Road Signs (According to IRC:67)		
16.	Road signs are to be provided as per IRC:67 such as Side Road sign on NH before Deceleration lane, Appropriate facility information sign (i.e Hospital, Eating place etc.) One way signs on left side of the Deceleration & Acceleration lanes, No Parking sign on left side of the Deceleration & Acceleration lane, No entry sign on right side of the Deceleration lane at its connection with service road, Appropriate No. of right turn prohibited signs on right side of service road in front of Property Plot (facing the property), Give way sign with Give way line marking according to IRC:35 on left side of the acceleration lane at 30 m before its connection with NH, No left turn sign on NH before its connection with Acceleration lane, No right turn sign on right side of NH in case of undivided carriageway	For Other Properties only
17.	Marking for deceleration and acceleration lane are to be provided as per IRC:35	For Other Properties only
Drainage Requirements		
18.	Provision of Culvert for drainage in accordance with IRC SP-13	For both residential and Other Properties
	Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	
19.	Provision for intercepting drain with vertical Drain system for Rain water harvesting at the downstream end of intercepting drain (According to Appendix A-2 of IRC:SP:50)	
20.	Downward slope of the access road towards the intercepting drain	Minimum 2%
Total Traffic		
21.	Total traffic (incoming and outgoing) per day	



(C) Access to Private Properties through common service road.

Minimum Service Road.

Sr. No.	Description	Urban/Built up reaches	Rural reaches	Remarks
1.	Minimum Distance between merging points of a service road including acceleration & deceleration Lanes of 100m and 70m respectively. (Length of the Service Road)	Limited to plot size+ acceleration & deceleration Lanes only	Limited to plot size+ 50m on either side +acceleration & deceleration Lanes only	Clustering of Private Properties/Large Scale Private Properties
2.	Minimum Distance between merging points of two access (take off/ end point of acceleration/ deceleration/ service lane) on the same side of carriage way.	1000m	1000m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
3.	Minimum Distance between take off point of access /service road and median gap / intersection with any road	100m	300m	If less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
4.	Minimum Distance between start of Grade Separator/Flyover/Road Over Bridge/ Railway level Crossing and entry/take off point of the access	300m	300m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
5.	Width of entrance / exit	Minimum 9m Maximum 12m		For Other Properties only
6.	Radius of Turning curve	Minimum 13m Ruling 30m		
7.	Radius of Non-Turing curve	Minimum 1.5m Maximum 3m		
8.	Width of acceleration lane	5.5 m minimum		
9.	width of deceleration lane	5.5 m minimum		
10.	Width of Service Road	5.5 m - 7m		
11.	Crust composition of Service Road Acceleration & Deceleration lane	Minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.		



Road Signs (According to IRC:67)		
12.	Road signs are to be provided as per IRC:67 such as Side Road sign on NH before Deceleration lane, Appropriate facility information sign (i.e Hospital, Eating place etc.) One way signs on left side of the Deceleration & Acceleration lanes, No Parking sign on left side of the Deceleration & Acceleration lane, No entry sign on right side of the Deceleration lane at its connection with service road, Appropriate No. of right turn prohibited signs on right side of service road in front of Property Plot (facing the property), Give way sign with Give way line marking according to IRC:35 on left side of the acceleration lane at 30 m before its connection with NH, No left turn sign on NH before its connection with Acceleration lane, No right turn sign on right side of NH in case of undivided carriageway	For Other Properties only
13.	Marking for deceleration and acceleration lane are to be provided as per IRC:35	For Other Properties only
Drainage Requirements		
14.	Provision of Culvert for drainage in accordance with IRC SP-13	Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.
15.	Provision for intercepting drain with vertical Drain system for Rain water harvesting at the downstream end of intercepting drain (According to Appendix A-2 of IRC:SP.50)	For both residential and Other Properties
16.	Downward slope of the access road towards the intercepting drain	Minimum 2%
17.	Total Traffic	
	Total traffic (incoming and outgoing) per day	



Note:

1. All the dimensions are to be measured from the boundary of the private property
2. In case of distance from intersection with any category of road, the roads means paved carriageway (Bituminous/ concrete/ Interlocking Concrete block) of 3.0m width and having length of Minimum 300m and above irrespective of the category of road.



List of Documents to be submitted to Highway Administration by the applicant for permission for new access to property along National Highways

1. Signed copy of license deed. The draft is at Annex-III.
2. Self -Certified copy of drawings showing requirements as per norms i.e., Location & Layout, Road Signs, Road Markings, Drainage plan & Crust composition of access road etc.
3. The location drawing shall show the relevant details of reach for 1.1 km along National Highway on either side of property.
4. Undertaking from the Owner that the Owner would pay necessary fee for the use of the National Highway land whenever the fee is asked by the Highway Authorities in future.
5. Undertaking from Owner that necessary alteration including complete removal/shifting of the approach roads at its own cost if so required by Ministry, for the development of National Highway or in the interest of safety in this section.
6. Undertaking from Owner that they shall take all the action as prescribed in Appendix II to ensure conformity of these Norms.



AGREEMENT TO construct an access road with necessary provisions for drainage, Road signs and markings to the premises having Plot No....., Survey No.of the village/TOWN..... in the Taluka of in the Districtabutting NH..... in kilometer.....

AN AGREEMENT made this _____ day of _____ Year Two thousand _____ between the President of India (hereinafter called the Government which expression shall, unless excluded by or repugnant to the context, include his successors in Office and assigns) of the one part and (name and address of Owner of Property) hereinafter called "the Licensee"/"the Licensees" (which expression shall, unless excluded by or repugnant to the context, include the said licensee's successor/Licensees successors, heirs, executors, administrators and assigns) of the other part.

2. WHEREAS THE Licensee has/licensees have applied to the Government for permission to construct on the Government land an access road with necessary provisions for drainage, signs and markings to his/their property having Plot No....., Survey No.of the village in the Taluka of in the District abutting NH..... in kilometer.....more particularly described in the Schedule annexed hereto and shown in the drawing attached hereto (hereinafter refer to as "the said premises").

3. AND WHEREAS THE GOVERNMENT has agreed to grant such permission on the terms and conditions hereinafter mentioned.

4. Now, this Agreement witness that, in consideration of the terms and conditions hereinafter contained and on the part of the licensee/ licensees to be observed and performed, the Government hereby grants to the licensee/ licensees permission to construct an access road to the said premises as per approved drawings attached, subject to the following terms and conditions, namely:-

- i. That the said access road shall not be brought into use after its completion until the Highway Administration gives a completion certificate after satisfying himself that it has been completed as per the approved drawings and specifications and issue duly signed License deed by Highway Administration.
- ii. That on the completion of the said work, that part of the access road which lies within the limits of Government land together with any culvert or drain therein constructed, shall become the absolute property of the Government subject to the rights of the licensee/ licensees to use the same for ingress and egress.
- iii. The licensee/ licensees shall at his/ their own cost keep the said access road and any culvert or drain therein, in proper condition and repair to the satisfaction of the Highway Administration.



- iv. That within six months of a notice duly given to the licensee/ licensees in this behalf, the licensee/ licensees shall at his/ their own cost remove the said access road or any drainage work constructed in connection therewith and restore the land to its original condition when required to do so by the Government or by any person duly authorized on its behalf. The licensee/licensees shall not be entitled to any compensation on account of such removal and restoration.
- v. That the access road shall not be used for any purpose other than that of access to and egress from the premises of the licensee/ licensees to the Government road.
- vi. That the licensee/licensees shall not, without the prior permission in writing of the Highway Administration in any way extend or alter the said access road or any culvert or drainage therein.
- vii. That the licensee/ licensees shall at all times permit any duly authorized officer of the Government/ NHAI/ NHIDCL to inspect the said access road including any culvert or drainage therein. He shall keep the said service road/ access road clear and shall not be entitled to close any right of way over or in respect of the same against Government, or any member of the public.
- viii. That the licensee/ licensees shall not object to any future extension or improvement of service road/ access road or any shifting of its connection with highways.
- ix. The Licensee/ Licensees shall have to enter into an Agreement for signing the license deed with the Highway Administration (as per Highway Administration Rules 2004), for the use of NH land. The permission shall be granted to the Licensee/ Licensees on payment of Rs. <____*> (Rupees <____*> Lakh) only as one-time license fee for the calendar year in which this Circular is issued, alongwith the processing fee, with license fee to be increased by 5% on every subsequent year. A non-refundable processing fee of Rs. <____*> (Rupees <____*> Lakh) only per application shall also be deposited alongwith the application. A Bank Guarantee of Rs. <____*> (Rupees <____*> Lakh) only valid for a period of 3 years for successful completion of access before final approval is obtained. In case the access construction is not completed even in the extended period, the BG shall be encashed by the Highway Administration.

[* - to be appropriately included]

- x. That the licensee/licensees shall be liable for any loss or damage caused to the Government by obstruction of drain or any other similar causes due to the said access road or the drainage work.
- xi. That the permission granted by this license shall not in any way be deemed to convey to the licensee/ licensees any right into or over or any interest in Government land other than that herein expressly granted.
- xii. That in case the said access road is destroyed, this license shall **automatically become redundant** and the licensee/ licensees shall not be entitled to claim any right to construct another access road in lieu of that so destroyed.
- xiii. That during the subsistence of this license, the said access road including the road drainage shall be deemed to have been constructed only by the consent and permission of the Government so that the right of the licensee/licensees to use the same shall not become absolute and indefeasible by lapse of time.
- xiv. The owner/ management of other properties is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It

- shall be the prerogative of the owner/ management of other properties to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/ management of other properties or by themselves through any other agency.
- xv. The access roads including acceleration/ deceleration lanes shall be constructed within available Right of Way (ROW) of the National Highways. However, in case of non availability of adequate ROW for construction of these facilities, owner/management of other properties shall acquire required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the owner/management of other properties at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/management of other properties at their cost.
- xvi. The license /licensees shall at his/their own cost remove access road lying within the boundary of the Government land and restore the Government land to its original condition. In the event of licensee/licensees refusing to do so, the restoration of the Government land to its original condition shall be done by the Highway Administration, at cost of licensee/licensees and the expenditure incurred shall be recoverable from the licensee/licensees as and arrear without prejudice to any other remedies which may be fixed by Government in his behalf.
- xvii. That, if the licensee fails/licensees fail to execute any work which he has/ they have agreed under this agreement to the full satisfaction of the Highway Administration, the work shall be executed by the Highway Administration at the cost of licensee/ licensees and the expenditure so incurred shall be recoverable from the licensee/ Licensees as an arrear of land revenue without prejudice to any other remedies which may be open to Government in this behalf.
- xviii. That the licensee/ licensees shall not sell, transfer or otherwise dispose of the premises without obtaining from the transferee a duly executed agreement with the Government embodying the terms and conditions herein before.
- xix. That if and when parallel service roads are constructed, the access to premises shall be from the service road alone as determined by the Highway Administration and no claim for compensation shall be entertained on that account.
- xx. That this Agreement shall, **in normal circumstances**, remain in force for forever from the date of execution and may be terminable by a notice of 6 months, **if required, for traffic safety or other causes as mentioned in clause (iv) above.**
- xxi. That the license hereby granted shall not be transferable.
- xxii. That the licensee/ licensees shall bear the cost of Stamping for execution of this Agreement.

Notwithstanding anything contained in clause (4) above, this license can be cancelled at any time by the licensor through the Highway Administration, for breach of any of the terms and conditions of the license and the licensee/ licensees shall not be entitled to any compensation for loss caused to him/ them by such cancellation nor shall be absolved from any liability already incurred by him/ them under this Agreement.



SCHEDULE

(Here type the schedule referred to in para 2)

IN WITNESS WHERE OF this agreement is executed in two parts by the parties hereto on the date first above mentioned.

Signed by Shri (Name in full) the licensee /
Licensees
India

Signed by Shri (Name in full) for
and on behalf of the President of

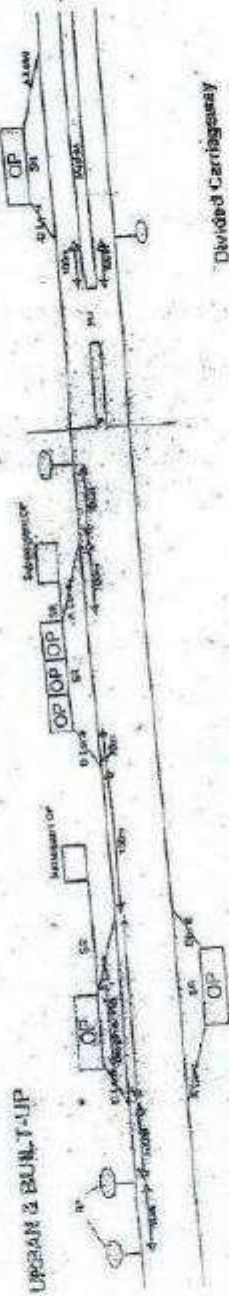
In the presence of

- | | |
|--|--|
| 1. Name in full (signature) with designation | 1. Name in full (signature) with designation |
| 2. Name in full (signature) with designation | 2. Name in full (signature) with designation |

N.B wherever alternative such as his/their, Licensee/Licensees, has/have etc. are given, only applicable portion should be typed in the fair license deed.

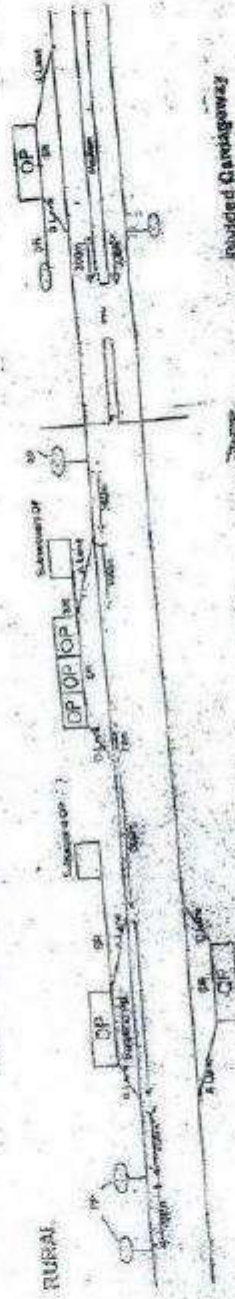


Annex-IV
Enclosure to Ministry of Road Transport & Highways Circular No. RW/114/2013 dated 24-7-2013



Divided Carriageway

Undivided Carriageway



Divided Carriageway

Not to Scale

Abbreviations
 OP Residential Property
 SR Second Road
 A Lane Acceleration Lane
 D Lane Deceleration Lane
 M/G M/G
 M/G M/G

[Handwritten signature]