

NATIONAL HIGHWAY AUTHORITY
Admn (Personnel) Wing

No. 7(3)-Admn(P4)/NHA/07/5722

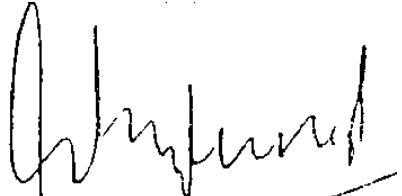
Islamabad, the 13th November, 2008

C I R C U L A R

Subject: **SOP For Implementation of NHC Decision Regarding Incentives for the Contract Employees**

1. In order to ensure uniform implementation of the NHC decision vide item 10.13 of the minutes of 20th Meeting held on July 13, 2007, the Chairman, NHA has been pleased to approve the enclosed SOP, on the recommendations of a duly constituted committee.

2. All Offices / Wings are requested to process the case accordingly.


(ABDUL WAHEED)
Director (Personnel)

Distribution:-

- Secretary NHA
- All GMs (HQ / Regions / Projects)
- Director (Accounts-I, II & III) NHA HQ
- Director (Legal) NHA HQ
- Director (Establishment) NHA HQ
- Director (Inspection) NHA HQ

Copy to:-

- ✓ PS to Chairman NHA
- ✓ PS to All Members
- ✓ PA to DG (Admn)



NATIONAL HIGHWAY AUTHORITY
(Internal Audit Wing)
27-Mauve Area, G-9/1,
ISLAMABAD

No. 53/NHA(IA)/Admn(Q&M)/SOP/NHC/

16th October, 2008

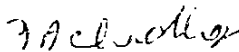
Director (Personnel)

Admn (Personnel) Wing
NHA, HQ,
Islamabad.

Subject: **FORMULATION OF SOP FOR IMPLEMENTATION OF NHC DECISION REGARDING INCENTIVES FOR CONTRACT EMPLOYEES**

Please refer to your office letter No 13(4)-Admn(P)/NHA/02/5131, dated 23rd August, 2008 on the above subject.

2. Kindly enclosed herewith the required Standards Operating Procedure (SOP), duly signed by all the members of the committee constituted through above referred letter, for your further necessary action.


(MUHAMMAD AFZAL)
Deputy Director (Audit)

Distribution:-

- Mr Khurram Mahmood, Director (Accounts)
- Mr Abdul Hameed Qureshi, Deputy Director (Finance)
- Mr Asghar Ali, Assistant Director (Personnel-II)
- PS to Chairman NHA
- PA to Secretary NHA
- PA to General Manager (Audit)

Subject: **FORMULATION OF SOP FOR IMPLEMENTATION OF NATIONAL HIGHWAY COUNCIL (NHC)**

National Highway Council (NHC) in its 20th meeting approved some incentives for the employees of National Highway Authority (NHA). Under item 10.13 of the minutes of the NHC meeting, following incentives were approved for contract employees of NHA:

- a. Payment of gratuity equal to one month pay for each completed year of service.
- b. Leave encashment for un-expired of earned leave.
- c. Protection of pay in case of re-appointment against regular / contract posts without break in service. However, this would be without any right to seniority.
- d. Institution of CPF equivalent to 10% of basic salary (payable only on serving the full contract period).

In order to prepare a Standard Operating Procedure (SOP) for judicious implementation of the NHC decision on committee was constituted by the Chairman NHA which was notified vide National Highway Authority (Admn Wing) office order No 13(4) Admn(P)/NHA/02/5131 dated 23 August, 2008. The Committee consisted of the following officers of NHA:-

- a. Mr Shoaib Ahmad Khan, General Manager (Internal Audit).
- b. Mr Khurram Mahmood, Director Accounts.
- c. Mr Abdul Hameed Qureshi, Deputy Director (Finance).
- d. Mr Asghar Ali, Assistant Director (Personnel-II)

The Committee examined the incentives from different angled and formulated a Standard Operating Procedure (SOP) for proper implementation of these incentives. The main issue which cropped up was creation of certain anomalies due to implementation of these incentives from 13th July, 2007 onwards. So it has been tried to remove these anomalies by introducing certain provisions in the SOP. Following SOP has been prepared in this respect.

(Closed)



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General Conditions

1. These incentives are primarily for the contract employees of NHA.
2. These decisions will be applicable from 13th July, 2007 onwards.
3. In certain cases where, in order to avoid any anomalies, some benefits have been allowed before 13th July, 2007, financial benefit will be admissible from 13th July, 2007 onwards and no arrears will be given from the period from this date.
4. The contract employees who are subsequently appointed on regular posts in NHA will have financial benefit of pay protection only and will have no right of seniority in service. Their seniority will be determined from the date of their appointment on regular post in NHA.
5. These incentives are for only contract employees who are posted against the posts of Basic Pay Scale (BPS) scheme of the Federal Government, as adopted by NHA, and are drawing salary according to this BPS scheme. Contract employees appointed on special pay package are not allowed these incentives.

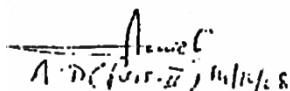
SOP for different incentives is given below:-

a. Gratuity

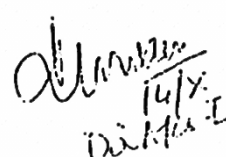
- Payment of gratuity equal to one month pay for each completed year of service.

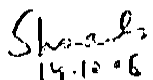
Conditions

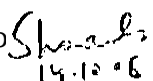
1. Service rendered from 13th July, 2007 onward will come into account for payment of gratuity.
2. Continuous service of one year of the initial contract will be required for eligibility of gratuity will be made on pro-rata basis (To be worked out on number of days basis).
3. Those contract employees, who have completed minimum one year's continuous service of their initial contract before 13th July 2007, will be allowed gratuity from 13th July, 2007 onwards on pro-rata basis.
4. Those contract employees, whose initial contract has started before 15th July, 2007 and they have completed continuous service of one year after 13th July, 2007 will be allowed gratuity from 13th July, 2007 onwards on pro-rata basis.
5. Payment of gratuity will be made on completion/termination of contract.


A. D. (13.12.06) 14/12/06


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Procedure

After completion / termination of the contract, the employee will submit a format request to Director General (Admn) through his/her officer incharge for approval of his claim. After fulfilling the required formalities, Director General (Admn) will accord approval of the claim and will the case to CPF/Pension Section for scrutiny. Concerned section of Finance Wing will further process the case for payment.

b. Leave Encashment

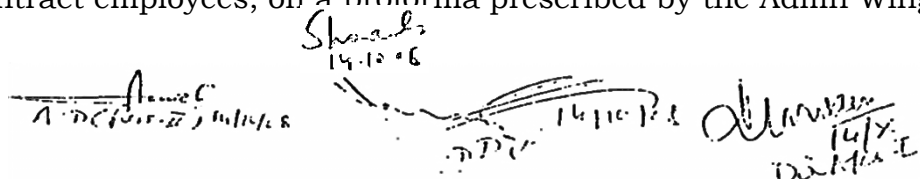
- Leave encashment for un-expired portion of earned leave.

Conditions

1. Leave earned from 13th July, 2007 onwards will be counted for encashment.
2. After completion of the whole month, the employees will be entitled to earn leave for that month according to his entitlement as per contract agreement.
3. Minimum one month's service is required for payment of leave encashment.
4. Leave encashment will be paid at the end of each year of service or resignation/termination of the contract whichever is earlier.
5. It will be compulsory for the employee to get the encashment of the earned leave at the end of each year of service. He will not be allowed to carry forward the encashment to the next year. The un-utilized encashment will be considered as lapsed.

Procedure

1. Admn Wing of NHA will maintain data of the leave of the contract employees.
2. At the time of taking leave, the employee will provide a Leave Availability Certificate to the leave sanctioning authority issued by Admn Wing.
3. Sanctioning authority will forward the sanctioned leave to the Admn Wing for their record.
4. General Managers, other than those at the headquarters, will forward a monthly statement by the 5th of each month, showing leaves granted to contract employees, on a proforma prescribed by the Admn Wing.

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5. The concerned General Manager shall also maintain the record of leave of the contract employees. In case of conflict between the record of the concerned General Manager and Admn Wing, the decision of Director General (Admn) will be final.
6. For encashment of leave, the employee will submit his request at the end of each year of service or his resignation/termination, whichever is earlier, to the Director General (Admn) alongwith detail of his leave balance duly endorsed by the concerned General Manager for approval. Director General (Admn) will process the case, and after according approval, will send the case to Accounts Section for payment.

c. Pay Protection

- Protection of pay in case of re-appointment against regular / contract posts without break in service. However, this would be without any right to seniority.

Conditions

1. Pay protection will be allowed to those contract employees of NHA who are re-appointed against contract/ regular posts after they have rendered continuous service in NHA during the receding contract period.
2. The pay of those contract employees will also be protected who have been re-appointed on regular/contract posts prior to 13th July, 2007 provided that they fulfil the above mentioned criteria. However, they will be entitled to financial benefit from 13th July onwards and no arrears will be allowed to them for the period before 13th July, 2007.
3. If pay of a contract employee is protected on his re-appointment on contract/regular post, he will also be entitled to special allowances which were admissible during his contract period.
4. Pay protection will also be allowed to those regular employees of NHA who take appointment on a contract post.

[Handwritten signature]
A. D. C. (Admn) NHA

[Handwritten signature]
14/10/06

[Handwritten signature]
14/10/06
NHA

5. The contract employees who are appointed on regular posts will get financial benefit of pay protections only and they will not have any right to seniority. Their seniority will be fixed from the date of their appointment on the regular post.

Procedure

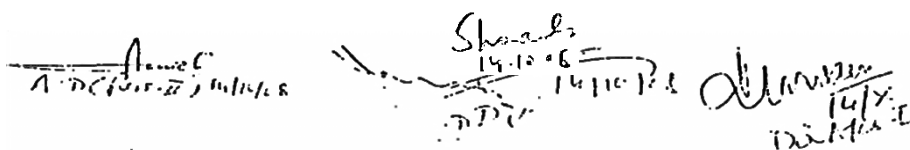
1. The employee after his/her re-employment on contract/ regular post will put up his case for protection of previous pay to Director General (Admn) through his General Manager.
2. Director General (Admn) will process the case and will accord sanction for the pay protection.
3. After according the sanction, Director General (Admn) will send the case to the Accounts (Establishment) Section for fixation of the pay.
4. The case will be sent to Internal Audit Wing for vetting after fixation of the pay by the Accounts (Establishment) Section.
5. After vetting by Internal Audit Wing, the Accounts (Establishment) Section will send the case to the concerned accounts section for payment.

d. CP Fund

- Institution of CPF equivalent to 10% of basic salary (payable only on serving the full contract period).

Conditions

1. Continuous service for full period of the initial contract will be required for eligibility of Employer (NHA) share. After completion of initial contract period, the payment of Employer (NHA) share will be made on pro-rata basis.
2. In case of his resignation/termination of his contract during initial period of contract, he will be allowed only his own (Employee) share alongwith profit/interest at the rate prevalent in NHA at that time.

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3. His duties will be cleared on termination of his/her service in with NHA.
4. Other terms and conditions will be settled in accordance with CPF regulations.

Procedure

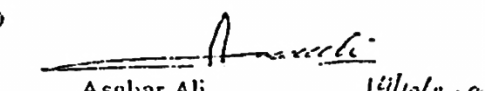
1. After termination of his/her service with NHA, the employee will put his/her case for payment of CPF dues to Director General (Admn) through concerned General Manager.
2. The Director General (Admn) will process the case and accord administrative approval for payment of his CPF dues.
3. The Director General (Admn) will send the case to CPF/ Pension Section for further processing.
4. CPF/Pension Section will calculate the dues of the employee and send the case to Internal Audit Wing for vetting.
5. Internal Audit Wing will send the case to CPF/Pension Section after vetting.
6. CPF/Pension Section will accord approval and send the case to Accounts Section for payment.

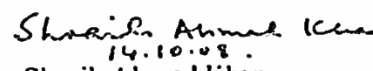
Note:- If any further ambiguity arises, the case will be referred to the following committee for clarification/decision.

General Manager (Audit) NHA	-	Chairman
Director (Accounts)	-	Member
Deputy Director (Finance)	-	Member


 Khuram Mahmood
 Director (Accounts)
 (Member)


 Abdul Hameed Qureshi,
 Deputy Director (Finance)
 (Member)


 Asghar Ali
 Asstt Director (Personnel-II)
 (Member) 14/10/2028


 Shoaib Ahmad Khan
 14.10.08
 General Manager (Audit)
 (Chairman)