

NATIONAL HIGHWAY AUTHORITY

Admn Wing – Personnel Bureau

No.7(3)-Admn(P-I)/NHA/2018/9470

Islamabad, the 16 October, 2018

CIRCULAR

Sub: **SOP for Implementation of NHC Decision Regarding Incentives for the Contract Employees – Leave encashment of Contract employees**

1. National Highway Council (NHC) in its 20th meeting held on 13.07.2007, while approving Incentives for Contract Employees, also approved provision for leave encashment of un-expired portion of earned leave for contract employees of NHA, subject to certain conditions.

2. Subsequently, detailed SOP for implementation of NHC decisions, was circulated vide No. 7(3)-Admn(P4)/NHA/07/5722, dated 13th November, 2008. However, the instructions regarding submission of monthly statement of leave availed by contract employees are not being followed as required under Para-4 of the Procedure for Leave Encashment of the said SOP.

3. It is reiterated that no case for leave encashment of contract employees, working in the offices of General Managers other than those at NHA HQ, will be entertained, if the monthly statement by the 5th of each month, showing leaves granted to contract employees on the following proforma is not provided to this office:-

Leave Proforma for Contract Employees						
Name & Designation:- _____				Place of Posting:- _____		
Date of Appointment:- _____				Date of Expiry of Contract: _____		
S#	Month	Leave Earned	Leave at Credit	Leave Availed	Leave Period	Balance

4. All concerned are therefore, requested to strictly abide by the said instructions in letter and spirit for smooth processing of the leave encashment cases of contract employees, please.

5. This issues with the approval of Director (Personnel).

(ISHTIAQ AHMAD)
Director (Personnel-II)

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