

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel Bureau)

No. 7(3)/Admn(P-1)/NHA/18/951

27-Mauve Area, G-9/1,
Islamabad, the August 28th, 2018

CIRCULAR

Subject: **OBSERVANCE OF OFFICE TIMING**

It is circulated for information of all concerned that the Federal Government has decided that the working hours would be from 09:00 a.m. to 05:00 p.m. with immediate effect.

2. It is requested that the above official timings may be strictly adhered to by all the officers / staff working at HQ as well as field offices. Supervisory officers will be responsible for strict implementation of office timings through Biometric Attendance Machines.


(BARKAT ALI)
Director (Personnel)

Distribution:-

- All Members (HQ/Zones/MWs).
- Secretary NHA/PC.
- All GMs (HQ/Regions/Projects).
- All Directors/PDs (HQ/Regions/Projects).
- All DDs/ADs (Admn) HQ/Zones/Regions/Projects.
- Dir (Establishment).... He is directed to install Biometric Attendance Machines/system at all offices where the said machines have not yet been installed immediately.

Copy to:

- SPS to Chairman NHA.