

IMMEDIATE

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Establishment Dte)

No.1(1) Dir(Estab)/NHA/18/6630

Islamabad, the 1st August 2018.

C I R C U L A R

It is observed with great concern that a number of file(s)/case(s) of different Wings/Sections of NHA are being submitted in violation of Policies/SOPs for soliciting approval of competent authority. Therefore, it is informed to all concerned that in future, clear-cut instructions of policies/SOPs be highlighted in noting(s)/letter(s) duly flagged for reference and early disposal of official business.

2. Any violation, misinformation and suggestions/statements not in accordance with SOPs/Rules will be dealt with strict disciplinary action under E&D rules.
3. This issues with the approval of Member (Admn) NHA, please.



(Muhammad Hasan Shafqaat)
Director (Establishment)

Distribution:-

- All Members (HQ/Zones/MWs/PC) NHA.
- Secretary NHA.
- All GMs (HQ/Region/Project)
- Director (Legal/HRD/PR/HRTC/Rectt/Audit) NHA.
- Director (Personnel) NHA.
- SPS to Chairman, NHA.
- DD (Confidential/Pers-II) NHA.
- DD (Accts-Estab) NHA.
- DD (Welfare/Transport/Store & GA) NHA.
- AD (HRMIS) NHA.
- Security Officer, NHA-HQ, NHA.

CC:-

- SO (Roads) MOC, Islamabad.
- Director (MIS) NHA, HQ. - To be uploaded on NHA website.