

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Establishment Dte)

No.1(1) /Dir(Estab)/NHA/18/6712

Islamabad, the August 09, 2018

SUBJECT: **AUSTERITY MEASURES FOR SAVING THE GOVERNMENT FUNDS**

Reference: Letter No.1(1)/NHA/Dir(Estab)/2017/391, dated 19.09.2017.

1. In-continuation to above-referred letter, all controlling officers/sectional heads are requested to provide details of following information (head-wise) as deem relevant to concerned Section/Wing, duly filled-in as per format that follows:-

S.No.	Name of Head(s)	S.No.	Name of Head(s)
i.	Purchase of Summary Papers	viii.	POL Charges
ii.	Purchase of Stationery/Store Items	ix.	Repair Maintenance of Vehicles
iii.	Purchase, Repair/ Maint. of Computers, Furniture & Fixtures/Sanitary & Electric items, Photocopier/Fax etc.	x.	Inventory of late sitting staff/checking of switching on unnecessary lights/electric appliances after office hours at HQ and Regions/Projects
iv.	Utility Bills	xi.	Postal & Courier Services Charges
v.	Printing & Publication	xii.	Publicity & Advertisement Charges
vi.	Law Charges, Rates & Taxes	xiii.	Consultation Charges
vii.	Entertainment & Gift Charges	xiv.	NHA's Rest Houses charges or any expenses (as deem necessary)

S. #.	Head (s)	Expenditures incurred during 2015-16	Expenditures incurred during 2016-17	Expenditures incurred during 2017-18	Justification in-case of excess consumption
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2- The above-mentioned detail may be furnished to this office **latest by 17.08.2018 positively** for kind perusal of Member (Admn) NHA. In-addition, a monthly comparative statement of last and current month's expenditure (showing justification in case of excess consumption) w.e.f. 1st July, 2018 onward may also be forwarded through **Email: diwestab@nha.gov.pk** on/before **1st week of each month regularly.**

Enclosure: As Above.


(Muhammad Hasan Shafqaat)
Director (Establishment)

Distribution:-

- All Members NHA, HQ/Regions/Projects
- Secretary, NHA
- All GMs, HQ/Regions/Projects
- Security Officer & All Care-takers, NHA, HQ/Regions/Projects

Copy for information:-

- Director (Roads) MOC, Islamabad
 - Director (MIS) NHA
 - SPS to Chairman, NHA
- To be uploaded on NHA website.

NATIONAL HIGHWAY AUTHORITY
Establishment Directorate


Islamabad, the 19th Sept, 2017

AUSTERITY MEASURES FOR SAVING THE GOVERNMENT FUNDS

Reference this office letter No. 1(1)/NHA/Dir(Estab)/17/8341 dated Sept 7th, 2017 issued regarding austerity measures for saving of government funds.

2 It is observed that the measures for use of ~~both side~~ of summary ~~measures~~ as well as switching off the unnecessary lights and other electric appliances are not being adopted by several offices of HQ / Regions / Projects.

3 Therefore, all controlling officers /sectional heads are requested to ensure implementation of above said measures in their offices strictly for saving the government funds.


(SAJJAD AHMED KHAN)
General Manager (Establishment)

Distribution:-

- All Members NHA, HQ/ Regions/ Projects
- Secretary NHA
- All GMs. HQ/ Regions / Projects
- All offices at NHA, HQ

Copy for information:-

- SPS to Chairman NHA
- SO to Member (Admin)


2/1/17

