

NATIONAL HIGHWAY AUTHORITY

**REGULATIONS
FOR
ASSETS MANAGEMENT**

INDEX

<u>S.No.</u>	<u>Head</u>	<u>Clause</u>
1.	Title	1
2.	Categories of Assets	2
3.	Purchase of Assets	3, 4, 5, 6, 12, 13
4.	Handing/Taking over/Disposal/Auction of Assets/Stores/Reserve Price	7, 8, 25, 28, 29, 45,49,50
5.	Safety/Security of Assets	9, 17
6.	Categories of Stores for the Purpose of Purchase	10
7.	Types of Store Items	11
8.	Book/Record keeping of Assets	10, 13, 14, 15, 20, 24, 33, 34, 47
9.	Issuance of Store Items	14
10.	Periodical Returns	10, 13, 16, 22
11.	Return of Store Items from employees	18
12.	Amounts received through auction/sale	19
13.	Purchases against BOQ items through consultants/contractors	21, 30, 31
14.	Transfer of assets from one office to the other	23
15.	Inspection/Audit of Stores/Assets	26, 27, 35
16.	Guiding Documents for this Regulations	29, 32
17.	Committees for Condemnation and auction of Assets	36
18.	Registration of Firms.	37
19.	When purchase/reserve price is not available	38
20.	NHA Rest Houses	39
21.	Office Crockery	40
22.	Repair/maintenance of Assets	41
23.	Office use Store Assets	42
24.	Allocation of Assets on Rent	43
25.	Hiring of Assets	44
26.	When a surplus asset is not going to be disposed off under normal procedure.	45
27.	Trading of Assets (Old versus New)	46
28.	Consolidated Records Registers	47
29.	Code Number to Assets	48
30.	Classification/Conditioning of Assets for Disposal	49
31.	Transfer of Assets to Govt. Organizations	50
32.	Procedures for hiring of houses, rental ceiling, retention, disciplinary measures in irregularities, contract employees, hiring stations.	51
33.	Forms	

NATIONAL HIGHWAY AUTHORITY

**REGULATIONS
FOR
ASSETS
MANAGEMENT**

1. In order to maintain the control and record of the purchases, documentation and disposal of assets in the National Highway Authority, "***REGULATIONS FOR ASSETS MANAGEMENT***" are hereby formulated and implemented in NHA with immediate effect.

2. NHA Assets includes: -
 - (A) **IMMOVEABLE**
 - i) Land purchased and transferred to NHA.
 - ii) Land falling within R.O.W. and Building Line of a national highway, as prescribed under the "National Highways and Strategic Roads (Control) Rules, 1998 (as amended from time to time).
 - iii) Highway/Motorway/Road declared as national highway by the Federal Government.
 - iv) Toll collection Points on national highways.
 - v) Buildings.
 - vi) Assets/amenities managed by the authority within R.O.W.

 - (B) **MOVEABLE**
 - i. Vehicles.
 - ii. Machinery (Items used in road and building construction/maintenance works).
 - iii. Equipment (Mechanical/Electrical Items used for office running).
 - iv) Fixtures in the buildings (Items fixed in a building).

- v) Stores (Items of stationery, furniture, books, files cabinets, Almirahs, boards, carpets, crockery, heaters and such other accessories being used in office working).
 - vi) Material confiscated and removed from within ROW and building line as per National Highways and Strategic Roads (Control) Rules, 1998 (as amended from time to time).
3. No asset will be purchased without allocation/availability of funds against a respective head of account in the project, regional/field office or at HQ.
4. Instructions contained in Chapter-3 of NHA Code, 1999 (as amended from time to time) about Tendering/pre-qualification and purchases Process shall strictly be followed while dealing with the stores matters.
5. Purchase of stores at NHA, HQ, regional/project offices, shall be made through purchase committees given in Table-III-9 of clause 81 of Chapter-3 of NHA Code, 1999 (as amended from time to time).
6. (1) The purchase committees should ensure that: -
- a) Purchase must be made in the most economical manner in accordance with the definite requirements of the authority keeping in view the price control imposed by the Government. Neither asset should be purchased in a small quantity nor it on undue higher side.
 - b) The committee should obtain comparative statement showing consumption of concerned item during last six months to ascertain need of quantity of item concerned. Fresh purchase shall be made strictly on indents/demands from the users and report about the available balance of store in the relevant stock Register.
 - c) Inventory accounting/costing shall be on LIFO (Last In First Out) or FIFO (First In First Out) basis.
 - d) Bin Card System will be introduced in Stores Sections.

- e) Before recommending purchase of an asset, the purchase committees should see that: -
 - i) Administrative or Technical sanction has been obtained from the competent authority.
 - ii) Sanction of the competent authority for authorising expenditure has been obtained.
 - iii) A properly detailed design and estimate has been approved.
 - iv) The competent authority provides funds for purchase of such asset.
 - v) Letters are issued to all firms given in clause-6(3) for invitation of quotations.

- 6 (2) As far as possible the purchase of assets shall be ensured from government based companies or authorised firms/dealers of the companies. Necessary proof on record shall be kept if such company or firm either not available on the station or not ready to provide required service.

- 6 (3) For purchase of an asset Government based company, Authorised Dealers of a company and all NHA Registered firms will be issued letters for calling quotations at least ten days before the date of opening of sealed quotations.

- 6 (4) A BS-17 officer dealing with purchases shall give a certificate to the Purchase Committee that letters were issued to all the government based firms available at the station or their authorised dealers, NHA registered/ panel firms in time. Response so received up to due date is placed on file for consideration of the committee.

- 6 (5) The interested bidders shall be required to provide sample of item to be supplied with their bid/quotation. The Purchase Committee shall check/ evaluate the quality of the stores in question before recommending its

purchase. The samples shall be matched with the stores actually received. AD (Admn/Stores) will give a certificate on the back of each bill as under:-

“The store item(s) mentioned in the bill is/are received and entered in the stock receipt register of Store. The item supplied is as per sample quoted in the bid”.

7. (1) No asset will be disposed off till: -
 - i) It is declared surplus or condemned by a respective committee.
 - ii) It is taken on stock.
 - iii) Its historical cost, depreciation and reserve price is available.
 - iv) It is an asset of NHA with ownership documents.
 - v) It is not useful in NHA anywhere.
 - vi) The competent authority approves its disposal.
- (2) In case of junk, price of, which is not possible to be worked out item-wise, will be disposed off through open auction by calling offers on lump sum basis.
8. (1) No immovable asset will be disposed off without the approval of NHA Executive Board/Chairman, NHA as provided in NHA Code.
- (2) Instructions given in Chapter-9 of NHA code (as amended from time to time) shall be observed while disposing off the assets of NHA. A permanent Register of Disposal of Assets will be maintained head wise in *Form-8(b)*.
- (3) A movable asset declared surplus/condemned by the committee should be offered first to the employees of NHA by adding 3 % more to the reserve price plus G.S.T. as per rules by circulating within the authority and calling rates from the employees on competitive basis.

- (4) On retirement with good service record, entitled officers may be allowed to purchase an official vehicle having five years or more life at the Written Down Book Value to be worked out by the Finance Wing with the approval of Chairman, NHA.
- (5) On availability of sufficient/suitable piece of surplus land, the authority with the approval of NHA Executive Board may use that land for a beneficial project i.e. housing scheme for NHA employees, rest house, office building or NHA hospital etc.
- (6) Assets to Government/Semi Government/Autonomous Bodies shall be transferred on payment of book value with the approval of the Chairman, NHA.
- (7) After auction of an asset, pay orders/ bank Drafts of 1st, 2nd and 3rd position holder bidders shall be retained till finalisation of auction process and others will be released under the stamp and signature of Deputy Director concerned immediately.
- (8) An asset can be sold on single bid basis if the bid price is equal to or above the reserve price.
- (9) (i) Reserve price of an asset (except land) for auction will be assessed on the basis of following formula: -

One of the Reserve Price (which ever is higher) worked out as per formulas of government and method give in NHA Financial Manual.	+	Current market value of same make, model and condition asset.	Divided by 2=	NHA Reserve Price
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- (ii) Price of land will be same as per existing market value but not less than the rate prescribed by land revenue authorities.
- (iii) In case of surplus building, reserve price of building and land will be worked out separately.

- (10) On completion of auction the Auction Committee will submit its proceedings to DG (Admn) for approval of the Competent Authority.
- (11) After approval of competent authority a letter of acceptance of bids shall be issued by Dy. Director (Admn) with necessary instructions.
- (12) In case of land and vehicles, these assets will be handedover to the bidder after completion of process of transfer of ownership. (By Revenue Authorities in case of land and by E.T.O/registration authority in case of vehicles). Expenses incurred on account of transfer of asset shall be borne by the bidder. Following steps will be taken in this case:-
 - (i) Bidder will be instructed to deposit full amount of bid along with Tax payable under the rules in NHA account through Bank Draft.
 - (ii) On clearance of bank Draft in favour of NHA a letter of N.O.C in the name of bidder will be issued to authority concerned for transfer of asset in the name of bidder.
 - (iii) On transfer of asset by the concerned quarters, the copy of transfer documents shall be kept on NHA record and the asset will be handed over to the bidder.
- (13) Bid Forms will be filled by the bidders in *Form No. 8(13-1)* for vehicles and for other items in *Form No. 8(13-2)* which will be issued by Administration to the interested parties free of cost or on payment as decided by the Chairman, NHA.
- (14) The Auction Committee will prepare comparative statement in *Form No. 8(14-1)* and *No. 8(14-2)*.
- (15) No item will be destroyed through un-fair means.

9. The General Manager (Region/Project) in the field and the DG (Admn) at NHA, HQ shall ensure safe and secure placement of assets. They should carry out physical inspections of stores at least once on quarterly basis and record observations in Inspection Register to be maintained by Store Keeper in the following form: -

- i) Date of Inspection
- ii) Name and Designation of Inspecting Officer
- iii) Observations to be recorded (if any)
- iv) Signature of Inspecting Officer and Store Keeper

10.

CATEGORIES OF STORES.

1. **Stores to be purchased through Head Office (Category-A).**
 - a) All items having cost of more than rupees 0.1 million (per item).
 - b) All types of vehicles.
 - c) Machinery.
 - d) Equipments.
 - e) Immoveable items.
2. **Stores to be purchased at Regional level but with prior approval of the Head Office (Category-B).**
 - a) All items having cost of or more than rupees 0.05 million, but less than rupees 0.1 million.
 - b) Computers.
 - c) Fax Machine.
 - d) Photocopier Machines.
 - e) Electricity Generators.
 - f) Air conditioners.
 - g) Cyclostyle Machines.
 - h) Television/Dish Antenna.

- i) Electric Typewriters.
- j) Telephone Exchange more than 25 lines.

3. Stores to be purchased at regional level without involving the Head Office in the matter of approval (Category-C).

- a) All items other than those as shown in category-A&B above having cost of less than rupees 0.05 million.
- b) Stationery items.
- c) Electricity accessories.
- d) Furniture.
- e) Fixtures.
- f) Equipments of daily use nature.
- g) Telephone Exchange below 25 lines.
- h) Any other item not covered in category-A & B above.

4. Monthly return of purchases of consumable Stores.

A centrally controlled Register about the purchases of consumable Store Items will be maintained at Main Store NHA HQ and all Regional/Field offices will send quarterly return of such purchases to Director (Admn) HQ in **Form No.10 (4-A)** by the 5th of each March, June, September and December and HQ Store will maintain a Register in **Form No.10(4-B)** item-wise.

11. Store items are divided in to two types as under: -

- i. Consumable Items; Includes the store items issued to an official for day to day office work and are being consumed and will not be returned to the store i.e. papers, lead pencils, paper pins, stapler machine pins, dusters etc. etc.
- ii. Non-consumable (Dead Stock items) Includes the store items allocated to an office for day-to-day works but are not consumable and remain on the stock of store. These items will be on the charge of office concerned and will be returnable to store. These items will be under proper charge and if custodian is not going to return the items to store, he will either pay the cost equal to reserve price (to be worked out) or after proper enquiry loss will be written off with the approval of competent authority.

12. The Regional/Field offices will submit their proposals to NHA HQ in the following format for purchase of an asset: -

- a) Name of item.
- b) Cost (Attach Quotations/Tender, as the case may be).
- c) Item available in store.
- d) Date and number of item purchased previously.
- e) Whether item is country made or not.
- f) If it is required to be imported or it is not available in the market and its cost is more than rupees seventy five thousand, under mentioned certificate duly signed by GM will be given:

“It is certified that I am satisfied that the article(s) included in the demand/indent for purchase, is/are not at present available in stock made in Pakistan and can not be made available within the time. As such, these articles are required to be brought in to service by import from abroad”.

- g) Is required budget available?
- h) If budget is not available, what will be the source of funds for purchase?
- i) Detail of consumption of item previously purchased.
- j) Recommendations and constitution of purchase committee.
- k) Justification for purchase of item in the interest of public works.
- l) Comparative statement of rates offered by different firms.

13. (1) All non-consumable items purchased will be entered in the store record/Stock Register at Head Office and managed by HQ properly under proper watch from purchase, to utilisation and its final disposal. Store Section of NHA, HQ will be intimated by Regional Offices about the purchases on monthly basis by 5th of each month in *Form No.13(1)*, for maintenance of record of all assets. Each “Stock Entry” should suffice with a Gazette Officer’s dated signature in the relevant Stock Register.

(2) While making a payment against any purchase, it will be ensured by the Accounts section concerned that cash memos/invoices bills and vouchers are containing entry details of Stock Register duly certified by the Store Officer.

(3) Following sections/offices will initiate/process examine cases for purchase/repairs of items as shown against each: -

i)	Land/Buildings	Land Management Section
ii)	Hiring/repairs of office and NHA own residential buildings	Administration Wing
iii)	Engineering Equipment/ Machinery	Operation Wing
iv)	Vehicles	Administration Wing
v)	Computers	Computer Section
vi)	Office Equipment/Furniture	Administration Wing
vii)	Other office use stores	Store Section
viii)	Any other item	Wing Concerned

14. (1) Store items already available in the stock or the items declared surplus shall be issued on demand in prescribed form in triplicates as provided in NHA Code Chapter-21 of Chapter-III duly signed by a BS-16 officer or PA/PS to an officer/office with the approval of the officers as under in the same station office: -

i)	An item having cost more than Rs.10,000/-.	Member/DG (Admn)/ Regional GM
ii)	An item having cost less than Rs.10,000/- but over Rs.2500/-.	Regional GM/ Director (Admn)
iii)	An item having cost of Rs.500/- to Rs.2500/-.	Dy. Director (Admn)

- | | | |
|-----|---|----------------------------------|
| iv) | An item having cost less than Rs.500/-. | Asstt. Director
(Stores/Admn) |
| v) | An item having cost less than Rs.50/-. | Superintendent
(Stores/Admn) |

Note: - *Above monetary limit will increase at 10% after every five years.*

- 14 (2) Demand for same item shall be entertained once a week and thrice in a month. In case of special assignment the approval of next higher authority with justification will be obtained.
- 14 (3) The Storekeeper will maintain Issue Register for each section of the office separately with full details of items issued.
- 14 (4) The Store Keeper will maintain section wise register in **Form No.14(b)** about such items which are required to be returned to store either in case of replacement or transfer of an officer.
15. Registers of Assets will be maintained for Head Office, each Region and field office separately, by NHA, HQ Store.
16. All Regional/field offices will submit a monthly return about Assets by 5th of each month in **Form No.16** being recommended surplus/B.E.R.
17. (1) Director (Establishment) at NHA, HQ and all Regional GMs and field office Incharge officers should take special care for arranging safe custody and proper placement/space for stores, for keeping the stores in good working condition and protecting them from loss damage or deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. They should ensure maintenance of accounts and inventories in accordance with the books of stores.
- (2) Wherever deemed necessary suitable security staff would be posted for security and safety of an asset.

- (3) All concerned should safeguard over NHA assets by keeping in view the following guidelines:-
- i) There must be a system of adequate safeguards to protect assets from fraud, waste and abuse.
 - ii) Subsidiary records of fixed assets and stocks should be kept up to date.
 - iii) Periodic physical inventories of fixed assets and stock be prepared and maintained properly.
 - iv) Valuable assets like vehicles are sufficiently covered by insurance policy with the approval of the competent authority.
 - v) Responsible officers make periodical inspections regularly and reports should be submitted to the competent authority from time to time.
18. (1) As a result of transfer, retirement, resignation or removal from service of an official, the storekeeper will ensure that all the returnable items issued to an outgoing employee are received back to store. Returnable items of store will be like: -
- a) Computer and all accessories
 - b) Typewriter
 - c) Table items set
 - d) Calculator
 - e) Office instruments
 - f) Transport (To be taken by transport Section)

And all other items to be deemed as such by the store officer.

- (2) A Storekeeper on his transfer will not be relieved without proper handing over and taking over as well as getting clearance certificate from Stores Incharge officer (Not below BS-17).

- (3) Office room of such transferee, retiring etc. employee will be locked and taken in possession by administration.
19. Amounts received through auction/sale of assets shall be deposited in "*Receipt Account*" at Headquarter.
20. Besides maintenance of record of purchase and disposal of assets in Main Store, NHA HQ, following sections/offices will also maintain record of assets being controlled by them properly and keep ready for inspection at any time: -
 - a) Project/Regional GMs
 - b) Directorates (Land Management)
 - c) Projects/Regional Accounts Offices
 - d) Highways/Motorways Wing HQ.
21. (1) All the purchases against B.O.Q. items made through consultants/contractors at Projects should be informed to NHA, HQ Store so that a proper inventory of each project assets can be completed.
- (2) Proper stock record of all purchases through contractors/ consultants and use by them at site will also be verified and maintained by PD concerned at site.
- (4) On completion of a project, a list of moveable items shall be circulated to all offices of NHA to give their demand if any item is required to them. The remaining items duly declared surplus/condemned through respective committee shall be auctioned at site and only useable items will be shifted to the places where they are required. Otherwise GM of Regional concerned will take-over the charge of entire stock through his office administration and copies of handing/taking over will be countersigned by GM and PD jointly. Such report will also be sent to Director General (Admn) HQ for updating the record.

- (4) Purchases made through Imprest Accounts shall be reported to Store Section/Admn of respective office. The Accounts offices can only make re-imburement on receipt of entry in Store Section, on each bill liable to be taken on stock.
22. Annual assets return regarding fixed assets containing detail of purchases/disposal during the last year shall be submitted to NHA Headquarters main store by 15th January.
23. Transfers of all assets having purchase cost of Rupees ten thousand or more from one project/office to the other shall be intimated to Main Store of NHA, HQ along with necessary detail and approval of competent authority.
24. (1) All NHA Regional Offices will provide information regarding immovable assets and particularly land, roads, bridges and buildings in detail to NHA, HQ (Land Management, Admn, highways and Finance Wing) for maintenance of record.
- (2) Roads assets record will be maintained/provided as per *Form No.24(b)*.
- (3) Assets in the shape of buildings will be updated in *Form No.24(c)*.
25. No stock taking or disposal or handing/taking over of an asset shall be carried out without the following: -
- i) Date of purchase
 - ii) Price of purchase
 - iii) Ownership Documents of NHA
 - iv) Reserve price
26. Stores inventories should be checked physically by the Director (Admn) and Regional GM half yearly and a certificate of the result of check should be recorded. Necessary certificates will be submitted to the DG (Admn) NHA, HQ for perusal and necessary action if any, by 15th of July and December each year.

27. In making physical checking of stores, the following instructions should invariably be observed:-
- a) Verification/checking must be made in the presence of the Store Incharge officer.
 - b) All discrepancies should be brought to the notice of DG (Admn) through Director (Admn) and Regional GM
 - c) Shortage and damages, as well as unserviceable stores, should be reported to the authority competent to write off the loss as prescribed in NHA Code, 1999, Chapter-10 (as amended from time to time).
28. Balance of stores should not be held in excess of the requirements of a reasonable period as experienced from time to time. Stores remaining in stock for over a year should be declared surplus and auctioned unless there is any good reason to treat them otherwise.
29. Instructions given in the following chapters of NHA Code (as amended from time to time) shall strictly be followed while dealing with the matters of NHA assets under these Regulations: -
1. Chapter-3 Tendering/Pre-qualification and Purchase Process.
 2. Chapter-7 Land Acquisition
 3. Chapter-8 Management of R.O.W. of National Highways
 4. Chapter-9 Disposal of NHA Property.
 5. Chapter-10 Procedures and Powers to Write off Losses.
 6. National Highways and Strategic Roads (Control) Rules, 1998.
30. Some times in PC-I, cost of certain fixed Assets like Vehicles, Furniture and Fixture and others is built up both for the NHA as well as for the Supervising consultants/Design consultants/General consultants to be re-

imbursed to the contractors on submission of the IPCs. Under such a situation the Project Admn (GM/PD) should keep a record for assets and inform the NHA, HQ Admn accordingly. The Accounts shall only release payments after verifying and certification on the back of such invoices showing that such and such assets purchased have been taken on the charge of project asset register and necessary information has been conveyed about the purchase of asset to NHA, HQ administration. At the close of the project proper handing and taking over assets charge must be carried out and a report should also be given to the Accounts and NHA, HQ Admn on the final payment to the contractor/consultant.

31. Some times the design consultants hired by NHA through Member (Planning) purchase certain fixed Assets as agreed in the Consultancy Agreement. Under such situation the same procedure should be followed as mentioned in para-30.
32. Instructions/orders passed by the National Highway Authority and Federal Government from time to time for corporate bodies in this regard shall be applicable to the National Highway Authority.
33. Record of losses written off regarding NHA assets shall be maintained in a register as a Permanent Record in the *Form No.33* at Central Store at NHA, HQ, wing/office concerned. All the losses written off shall be reported to all concerned.
34. (1) For maintaining Right of ownership of assets following documents must be kept on the record of NHA: -
 - a) *Land and Buildings.*
 - i. All the Notifications and Awards passed under Land Acquisition Act, 1894.

- ii. List/Record of owners who received compensation of land.
- i. Record of mutation of land.
- ii. Assessment record of cost of land by Land Revenue Authorities.
- iii. Registration of building in the name of NHA.
- iv. Lease Record
- v. Sale deed of building.

b) Other Assets.

- i. Newspapers published Notice (when required)
- ii. Quotations (when required)
- iii. Comparative statement of Rates received through quotations.
- iv. Approval of competent authority.
- v. Sanction Memo
- vi. Stock Register(s)
- vii. Registration Book of vehicles
- viii. Insurance/Token Tax Payment Papers of vehicles.

(2) Similarly record in respect of disposal of assets will be as under: -

- i. Stock Taking Report.
- ii. Surplus/Condemnation Committee Report.
- iii. Circular to NHA offices for calling demands.
- iv. Final list of Items recommended for disposal.
- v. Reserve Price Fixation Committee report.
- vi. Published Notice/Bid/Tender Documents.
- vii. Bids/Tenders/offers received.
- viii. Comparative Statement.
- ix. Auction/Disposal Committee recommendations.
- x. Approvals of competent authority.

35. The Internal Audit will carry 100% inspection and physical verification of all stores/assets record at headquarters and regions etc. with special emphasise upon "Stores/Assets Record Keeping".

36. (1) Following committees will assess the assets for their classification/conditioning, fixation of reserve price for the purpose of condemnation/auction/disposal: -

(A) NHA, HQ.

- | | | |
|----|-------------------------|------------------|
| 1. | GM (Audit) | Chairman |
| 2. | Director (Admn) | Member |
| 3. | Director (Accounts) | Member |
| 4. | Director (C&S) | Member |
| 5. | Dy. Director (Gen.Admn) | Member/Secretary |

(B) Regional Offices.

- | | | |
|----|---|------------------|
| 1. | GM (Region/Project) | Chairman |
| 2. | Director (Admn) HQ. | Member |
| 3. | Director (Maint) or
PD in case of Project. | Member |
| 4. | Dy. Director (Accounts) | Member |
| 5. | DD/AD (Admn) | Member/Secretary |

(2) Following committees will finalize auction/bids of surplus assets:-

(A) NHA, HQ.

- | | | |
|----|--|------------------|
| 1. | GM (Construction) | Chairman |
| 2. | Dy. Director (Internal Audit) | Member |
| 3. | Dy. Director (Gen.Admn) | Member |
| 4. | Asstt. Director (Stores)
(for assets other than transport
and Asstt. Director (Transport)
in case of vehicles). | Member/Secretary |

(B) Regional Offices.

- | | | |
|----|-------------------------------|------------------|
| 1. | GM (Region/Project) | Chairman |
| 2. | Dy. Director (Internal Audit) | Member |
| 3. | DD/AD (Accts)Region/project | Member |
| 4. | DD/AD (Admn) Region/project | Member/Secretary |

(3) Notice for calling bids in respect of auction of NHA assets for publication in newspapers shall be as per **Form No.36(3)** to this Regulation. Detail instructions for bidders shall be given in bid documents.

37 (1) Registration of firms/workshops for supply and repair/maintenance will be made on three years basis after inviting applications through public notice in the press.

(2) On receipt of application from an interested firm for registration with NHA, the pre-qualification committee prescribed in NHA Code will examine the case keeping in view the following requirements: -

- i) Status/capacity of the firm for stores.
 - ii) Necessity in NHA.
 - iii) Registration with other government organisations.
 - iv) Stock quality and quantity.
 - v) Statement of Financial position and its resources.
 - vi) GST payer certificate.
 - vii) Last year Income Tax Statement.
 - viii) Any other detail as deemed necessary.
- (3) The dealing Dy. Director or Assistant Director concerned will inspect the applicant firm and submit inspection report to the committee.
 - (4) The firms on pre-qualification will be registered with NHA on payment of registration fee at the rate to be fixed with the approval of the Chairman, NHA.
 - (5) The firm's registration will be renewed with the approval of DG (Admn) after every three years subject to satisfactory performance on payment of renewal fee at the half of the amount of the existing initial registration fee.
 - (6) Once a firm is depanelized, it will not be considered for registration till three years.
 - (7) The firms shall be categorised for supply of stores as under: -

<u>Category</u>	<u>Value Rang for Purchase of Stores.</u>
I.	Over Rs.10.00 million.
II.	Over Rs.5.00 million and less than Rs.10.00 million.
III.	Over Rs.1.00 million and less than Rs.5.00 million.
IV.	Over Rs.0.5 million and less than Rs.1.00 million.
V.	Less than Rs.0.5 million

Note: - *In case of land, buildings, trees and crops, Director (Land Management) HQ will be added as Member with all the above mentioned committees.*

- 38 (1) When Purchase/Market price of an asset is not available, the following committee will workout reserve price of the same for auction/disposal:-

- | | | |
|------|--|------------------|
| i. | Financial Advisor and in his absence, GM (Finance) | Chairman |
| ii. | Director (Audit) | Member |
| iii. | Director (Admn) | Member |
| iv. | Director (Legal) | Member |
| v. | Director (C&S) | Member |
| vi. | Dy. Director (Gen.Admn) | Member/Secretary |

(2) The committee will workout the reserve price, keeping in view the;

- a) Historical cost
- b) Life of asset
- c) Condition
- d) Salvage Value
- e) Demand and price in the market in existing condition

Note: - *In case of land, buildings, trees and crops, Director (Land Management & IS) HQ will be added as Member to all the committees given in clauses-36 and 37 above.*

39. NHA rest houses shall be maintained as per requirements of the authority with the approval of the Chairman, NHA subject to the following terms and conditions: -

1. A building to be hired/constructed for rest house must contain the following: -
 - a. Five bedrooms with attached toilet/bath room.
 - b. TV lounge.
 - c. Drawing/Dinning Hall.
 - d. Kitchen Room.
 - e. Servants Quarter.
 - f. A store room.
 - g. Suitable grassy lawn.
 - h. Parking for at least three vehicles.
2. Repair/maintenance of a rest house will be the responsibility of Regional GM.
3. The locality of the rest house should be central, secured and preferably close to NHA office and airport.

4. All utility services i.e. electricity, water, gas, telephone, sewerage etc. should be available.
5. Regional GM for a rest house shall arrange suitable staff.
6. The HQ with the approval of Chairman shall reserve 75% rooms in a rest house through DG (Admn) and 25% rooms shall be allocated with the approval of Regional GM.
7. Following will be entitled for reservation of rooms in NHA rest house:-
 - i. Officers of NHA and Communications Division (BS-19 and above) and their families.
 - ii. Members of NHA Executive Board.
 - iii. Any Government officer in BS-19 and above in exceptional cases only subject to satisfactory proof and prior permission of the competent authority.
 - iv. Retired officers of NHA.
9.
 - i. Reservation will be subject to availability of room on first come first serve basis.
 - ii. The maximum duration of his stay in a rest house will be one week. However, it can be extended further in exceptional cases.
10. In case of arrival of a senior officer in emergency, two juniors will be accommodated in one room and the senior will be allotted a room.
11. Every guest will be issued a formal receipt of amount received from him on account of rent, telephone and food charges.
12. Following items will be made available for guests during stay in NHA rest house:-
 - i. Holly Quran
 - ii. Jai Namaz
 - iii. Soap
 - iv. Rubber Chapple.
 - v. Towel.

13. The regional GMs will nominate at least a BS-11 official to look after the services, repair, maintenance, record completion, allocation of rooms, accounts record etc. in the rest house in the capacity of Care Taker.
14. A sufficient food material will be available all time at the rest house. Amount in this regard from guests will be charged on actual basis. A good quality/quantity of cooking utensils and crockery will be available in the kitchen.
15. Proper registers and receipt books will be maintained on account of amount received and expenditures for rent, food, telephone, electricity, water, repair/ maintenance etc. charges separately.
16. Reservation of a room on account of private visit will not be for more than three days. However, for additional day's approval of the Chairman, NHA will be required
17. NHA rest houses will not be allowed for use of marriage/birthday or other parties/functions.
18. The rent of rest house shall be fixed by the Chairman, NHA by classifying the guests as under:-
 - i. Official Visits of NHA officers and Members of Executive Board.
 - ii. Private Visits of NHA officers and Members of Executive Board.
 - iii. Others

Note: - *Rent shall be revised with the approval of Chairman, NHA from time to time and will be circulated by administration wing HQ.*

19. The caretaker will ensure that no un-authorized person is allowed to stay in the rest house.
20. GMs will send a monthly statement of receipts and expenditures in respect of every rest house to Administration wing HQ by 15th of each month in the *Form-39(20)*.
21. On vacation, the occupant will hand over the items provided by NHA for his use properly to the staff of the rest house. The guest, will make good the loss if any.

22. Inventory list will be displayed in every room duly signed by the caretaker.

40 (1) The officers who are allowed entertainment allowance as per NHA policy shall be provided following crockery officially on three years basis subject to requirement: -

i. Chairman/Members

- Tea Set with Twelve Cups Saucers.
- Water Set with Twelve Glasses.
- Electric Tea Cattle.
- Tea Spoons Fourteen.
- China plates six.
- Teacup Mats Twelve.
- Towels Two.
- Tissue Papers Two Packets per month.
- Air Freshener one per month.
- Soap one per month.

ii. Others

- Tea Set with Six cups and saucers.
- Water set with six glasses.
- Electric Tea Catle.
- Tea Spoons Eight.
- China plates Three.
- Towel one.
- Soap one per month.
- Tissue Papers one packet per month.

(2) The committee consisting of the following will check the record and ascertain requirements of the crockery in each office:-

At Headquarter.

- i. Dy. Director (Audit)
- ii. Asstt. Director (Stores)
- iii. PS/PA of the officer concerned.

At Regional Offices.

- i. Dy. Director (Accounts)
- ii. Superintendent (Admn)
- iii. PS/PA if the officer concerned.

Note: -PS/PA will maintain Stock Register of Crockery.

Repair/maintenance of Assets.

- 41 (1) On Cash Payment.
- a) Repair/maintenance of NHA assets on cash payment will be subject to provisions of NHA Code. It shall normally be avoided. However, in case of emergency or urgency or when NHA Panel Firms either are not available or they are not in a position to provide the required service on time, OR
 - b) When it appears that Panel firms are giving higher rates in quotation as compared to open market rates, repair on cash payment with prior approval of the competent authority, by giving full justification for cash payment, shall be allowed by drawing advance amount (to be adjusted on completion of work).
 - c) For cash payment at least two quotations out of panel firms will also be obtained and be kept on file with quotations of panel firms.
 - d) Offer for repair/maintenance of an asset on cash payment will also be given to panel firms for competition.

(2) Steps for repair of an asset.

Following steps will be taken for repair of an asset: -

- a) Defect report by concerned officer to respective authority.
- b) Check the necessity of repair by respective authority.
- c) Recommendations/report of checking official with suitable proposal in the light of NHA Code with rough cost estimate to the competent authority for administrative approval.
- d) After administrative approval Bids/quotations shall be called through press or from all Registered Firms (if major repair is required). Major repair means where quotations/bids are required to be called for a work. In case of minor repair, registered firms will be involved to carryout the work.
- e) Opening and verification of bids/quotations and comparative statement by respective committee.

- f) Submission of case for financial approval to the competent authority.
- g) After approval, work order will be issued by dealing Assistant Director to lowest bidder and action will be finalized as per provisions of NHA Code.
- h) As far as possible repairs be carried out through public sector, corporations/company or Authorized/Registered Dealers of the companies. Necessary proof on record will be kept if such company or firm either is not in a position to provide required service or not available on the station.
- i) On completion of work, the firm will submit a bill within fifteen days. The bill will be entered in respective books (stock, MB, Logbook etc).
 - i. On the back of bill following certificate will be recorded by officer concerned i.e. whose asset is repaired (not less than BS-17):-

“The work has been completed as per approved specification/work order/rates. Entries have been made in the record concerned as per entry given on the face of bill. The payment is recommended to be released to M/S _____”.

Signature: _____

Designation: _____

Date: _____

- (3) In case of emergency repairs/maintenance, cases will be submitted to the competent authority with full justification for approval after carrying the required work for re-imburement of bills within 24 hours. The competent authority may order inquiry for ascertaining factual position, if deem necessary.
- (4) Repair/maintenance and usage details of vehicles, Photocopier Machiners and Computers or any other such equipment as directed by the Director General (Admn), will be noted in their Log Books.

- (5) In case of purchase/repair of an asset through public sector, company/firm or authorized dealers of such companies, repair/purchase can be carried out on single quotation.

42 (1) Office Items/Furniture for office use shall be issued as under:-

(a) **Officers in BS-20 and above.**

i)	Office Table with Glass & Flalane Cloth (3.25' X 6.25')	1
	- Revolving Chair	1
	- Visitors chairs	6
ii)	Seven Seaters Sofa Set with centre Tables	1
iii)	Wooden Stand Hanger	1
iv)	Pakistan Flag	1
v)	Quaid-e-Azam's Photograph Frame	1
vi)	Good Quality wall Board with blazer (8' X4')	1
vii)	Officers Posting Board (18' X36')	1
viii)	Best quality Marble Table Set with Pen Holder	1
ix)	Best quality Ball Point Pens	1 Set
x)	Stapler Machine Best Quality	1
xi)	Steel Foot Scale	1
xii)	Pencil Sharpner Machine	1 each
xiii)	High Lighter Set	1
xiv)	Punch Single and Double	1 each
xvi)	Wall Clock	1
xvii)	Emergency Light Tube Rod	1
xviii)	Wall Calendar	1
xix)	Table Diary	1
xx)	Book Shelf	1
xxi)	File Cabinet or Almirah	1
xxii)	Table Lamp	1
xxiii)	Dak Bags	2
xxiv)	Files Rack	1
xxv.	Fridge	1
xxvi.	Television	1