

NATIONAL HIGHWAY AUTHORITY

**REGULATIONS
FOR
CONDUCT, DISCIPLINE
AND APPEALS**

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**REGULATIONS
FOR
CONDUCT, DISCIPLINE
AND APPEALS**

1. CONDUCT

- 1.1 (1) All the Heads of offices/sections shall be responsible for the conduct of their subordinates in official business. It is their duty to watch the conduct of subordinates in office business.
- (2) Each NHA employee is required to live within well-known means of his/her earnings and satisfy the authority as and when asked for it.
- 1.2 No employee of NHA shall, except with the previous sanction of the controlling Member, accept, or permit any member of his family to accept, from any person or organization any gift, which will place him under any form of official obligation to the donor. If, however, due to very exceptional reasons, a gift cannot be refused, the same may under intimation to the Member (concerned) be kept for official use.
- 1.3 Lending/borrowing money over Rs:100,000/- from a source, purchase/ construction of building/buying/selling of moveable and immovable property beyond the value of Rs.200,000/-, and buying/selling of shares, bonds, saving certificates of Rs.50,000/- or above shall be permissible to an employee with prior NOC of the Chairman, NHA.
- 1.4 If an employee of NHA shall earn total number of entries on account of Adverse Entries in ACRs, any period of absence treated un-authorized or any of penalty under discipline rules or warnings are imposed on him/her as under:-

	<u>Length of Service</u>	<u>No. Of Red Entries</u>
a.	Five or less years	Two
b.	More than five years and up to ten years	Four
c.	More than ten years and up to fifteen years	Five
d.	More than fifteen years	Six

He will be issued a letter of advice to improve his conduct. Failing which he will be treated in efficient and will be dealt under the Efficiency and Discipline Rules accordingly.

1.5 NHA employees should avoid placing extraneous influence in respect of service matters. Such employees will be put under suspension immediately and disciplinary action shall be initiated against them under the relevant disciplinary rules.

1.6 (1) All the sectional heads are required to submit absence reports of their subordinates within three days of the date of absence to administration for disciplinary action.

(2) On receipt of such report, the administration will initiate an action on the following lines forthwith with the approval of the "*Authorized Officer*": -

- i. Stoppage of salary.
- ii. Issuance of telegram to the employee at home addresses available on the record, for joining duty.
- iii. Call for explanation if absence period is less than one week and employee is not a habitual absconder/late comer.
- iv. If absence period is more than one week or the employee is habitual absconder, submit the case to "*Authorized Officer*" for formal disciplinary action.

- (3) If period of absence is three days or less, the sectional incharge officer (not below BS-17) shall decide the case and intimate all concerned for necessary action.
 - (4) All actions taken on a report will be intimated to the complaining officer.
- 1.7
- (1) When an employee fails to perform satisfactorily, he can be placed on special report with the approval of "*Authorized Officer*" as prescribed under these Regulations through written intimation. The Reporting Officer, would in such an eventuality, draw a special report on his/her work on the expiry of six months whether the ACR during this period is due or not.
 - (2) If such a special report does not indicate any improvement in the work of employee concerned, formal disciplinary action will be initiated against him/her under relevant disciplinary rules.
- 1.8
- Where NHA Regulations are silent, provision of Government Servants (Conduct) Rules, 1964 shall be applicable.
- 1.9
- Purchase of Plots/houses in housing schemes shall be governed under the Federal Government rules.
- 1.10
- (1) No official will submit/move cases related to service/official business directly to higher authority by passing his/her immediate supervising officer in any case.
 - (2) Submission of cases directly by passing the chain of command shall be treated misconduct and disciplinary action will be taken against defaulter.
 - (3) In case of emergency and when an officer within the chain is not available, the case will be moved and as soon as he will become present in office, situation will be brought to his notice at once in writing by giving justified reasons of submission of case directly.

- (4) Personal remarks in official business shall not be used, especially by subordinates for supervising/senior officers. Abusive words will lead to disciplinary action against the defaulter.
- 1.11 Unless in any case it is otherwise distinctly provided, the whole time of an employee is at the disposal of the authority, which pays him.
- 1.12 Employees of the authority shall perform duties as and when required by officer in charge.
- 1.13 No employee of the authority shall leave his/her station of posting without prior approval of the competent authority/officer incharge.
- 1.14 An attendance register in the prescribed form shall be maintained in sections for attendance of all the employees in BS-16 and below. It shall be initialed by in charge Assistant Director or Deputy Director of the section concerned fifteen minutes after the time observed by the authority for arrival in office.
- 1.15 Any member of the staff arriving after the grace-time shall have to explain his/her late arrival. "L" will be marked in the attendance register for late comer.
- 1.16 An employee coming late by thirty minutes or more will be marked "A" in the attendance register.
- 1.17 Habitual late comer shall be liable to disciplinary action under the relevant disciplinary rules.
- 1.18 In case of emergency, which will have to be proved by the employee on his report for duty. The employee is required to intimate his/her officer (not below BS-16) telegraphically or by telephone within twenty four hours, of leaving station/availing leave.

- 1.19 Merely submission of leave application should not be treated as an authorized leave. No employee shall leave the office unless leave applied for is sanctioned by the competent authority and properly conveyed. Leave can not be claimed as a matter of right.
- 1.20 An employee of NHA who remains absent beyond his authorized leave shall not be entitled to any remuneration for the period of such absence. On regularization of such absence by the competent authority double the period of such absence will be debited against his leave account. Such debit, if there is in-sufficient credit in the leave account, be adjusted against future earning.
- 1.21 In all other matters not specified in this Administrative Manual, conduct of NHA employees in respect of leave, transfers, temporary duties (TA/DA), promotions, retirement (pension matters) will be dealt under Federal Govt. Rules/instructions as issued/amended from time to time..
- 1.22 Director (Personnel Admn) at NHA HQ and Deputy Director/Assistant Director (Admn) in the field offices shall check attendance registers of different offices/sections from time to time and make such entry in the attendance register. They will also pay surprise visits to the offices/sections and ensure proper attendance of the staff.
- 1.23 All types of leave applications shall be forwarded after sanction by the competent authority to the administration for record. If no leave application is forwarded to administration and visiting officer finds absent an employee during surprise visit, that employee shall be treated absent and disciplinary action will be initiated.
- 1.24 To decide the cases of leave expeditiously, all the employees will have to submit their applications in advance as under: -
- | | | |
|------|------------------------|---------|
| i. | Ex-Pakistan leave | 30 days |
| ii. | Leave beyond one month | 20 days |
| iii. | Other leaves | 10 days |

2. DISCIPLINE

- 2.1 The departmental proceedings against NHA employees on account of misconduct, inefficiency or on any other valid ground, shall be dealt and finalized under NHA (Efficiency & Discipline) Rules, 1995 and rules specifically notified by the federal government for disciplinary actions. However, proceedings against deputationists and contract employees shall be finalized under the rules and terms and conditions applicable to them.
- 2.2 Explanation and warning shall be within the competency of Officer Incharge of BS-17 or above for his subordinates.
- 2.3 (i) Warnings etc. shall be formally marked by all concerned to the Deputy Director (Personnel) NHA Head Quarter which will be placed in the Personal and ACR files of the employee concerned.
- (ii) Copies of all bad entry references, training's and awards shall be kept in Personal as well as ACR Files of employees.
- 2.4 "Authority" and "Authorized Officer" under NHA (Efficiency & Discipline) Rules, 1995 shall be as follows:-

<u>S.No.</u>	<u>Basic Scale of Employee</u>	<u>Authority</u>	<u>Authorized Officer</u>
1.	BS-20 and above	President, NHC.	Secretary Communications.
2.	BS-16 to 19	Chairman, NHA	DG (Admn).
3.	BS-11 to 15	DG (Admn)	Regional/Project GM/Director (Admn) for NHA HQ.
4.	BS-1 to 10	Regional GM/ Director (Admn)	Dy. Director (Admn)

Note: -If any of the above "Authorized Officers" is not available, the "Authority" shall nominate any other officer of same status as "Authorized Officer" in a case.

- 2.5 (1) If an employee defaults or commits an offence warranting disciplinary action, supervising officer shall submit detailed report along with relevant

documents/evidence to the administration. A case containing brief of complaint, rules position and suitable suggestions shall be prepared for the "Authorized Officer" by administration.

- (2) An officer in charge (not below the rank of GM) or "Authorized Officer" may order preliminary/fact findings inquiry on a complaint, received against his sub-ordinate/employee before taking formal action.
- 2.6 Keeping in view the provisions of NHA (Efficiency and Discipline) Rules, 1995 the "Authorized Officer" shall order necessary action as deemed fit by him, or submit the case to the "Authority" for getting approval for suspension of accused employee.
- 2.7 Suspension shall only be ordered where it is likely that one of the following penalties can be imposed or the accused may be able to get undue benefit of his official position which will effect the process of departmental proceedings: -
- a. Dismissal from Service.
 - b. Removal from Service.
 - c. Compulsory Retirement.
 - d. Reduction to a lower post or time scale.
- 2.8 (1) Suspension order shall be signed by the "Authorized Officer" with the approval of "Authority" in Form-2.8.
- (2) Orders under E&D Rules, shall be issued by the officers as under: -
- | | |
|-----------------------|---------------------------|
| - For BS-20 and above | Director (Admn) |
| - For BS-17 to 19 | Deputy Director (Admn) |
| - For BS-16 and below | Assistant Director (Admn) |
- (3) The "Authorized Officer" shall approve draft of every order.
- 2.9 The "Inquiry Officer" so appointed should not be;
- i. Complainant.
 - ii. Officer junior to the accused.
 - iii. Immediate boss of the accused.
 - iv. Relative officer of the accused.

- v. An officer where there is any reported service/personal dispute between him and the accused.
- vi. Relative officer of the complainant.
- vii. Immediate boss or subordinate of complainant.

2.10 The Inquiry officer must be at least one step higher in post/scale to the accused officer. However, in case of Inquiry Committee, the Chairman of the Committee must be one or more step higher to the accused. The Member (s) may be of the status of accused subject to the conditions given in clause-2.9.

2.11 If the accused officer has objection in appointment of inquiry officer, he should submit a written request to the "*Authorized Officer*" within one week of the issuance of charge sheet with valid grounds and proof, and if "*Authorized Officer*" is satisfied with the observations of accused, he will appoint an other officer as inquiry officer, otherwise the accused will be informed accordingly.

2.12 If "*Authorized Officer*" has decided to hold an inquiry, Charge Sheet in Form-2.12 will be issued to the accused and an Inquiry Officer or Inquiry Committee shall be appointed. The accused officer will submit reply to the charge sheet to Inquiry Officer/Committee within stipulated period, which will not be less than Ten (10) days.

2.13 If "*Authorized Officer*" is satisfied that sufficient proof/evidence is available on the record and there is no need to hold inquiry, he will record reasons for waiving off the process of inquiry and shall issue Show Cause Notice to the accused in Form-2.13. The accused will submit reply to the Show Cause Notice to the "*Authorized Officer*" within prescribed time period, which will not be less than Ten (10) days.

2.14 The extension of suspension beyond every three months will require the approval of "*Authority*".

- 2.15 The inquiry officer will be provided following documents for inquiry process: -
- i. Copy of charge sheet and statement of allegations.
 - ii. Copy of complaint along with relevant papers.
 - iii. List of witness from prosecution side.
 - iv. Any other document as and when desired by him.
- 2.16 The "*Authorized Officer*" shall nominate a suitable and impartial officer, as departmental Representative (D.R) for assistance of inquiry officer as and when desired by him. Departmental Representative will play a role of intermediary between department and inquiry officer. He will neither be treated as witness nor a party from any side. He will obtain required record and information from the administration for provision to the inquiry officer.
- 2.17 All correspondence from one station to the other during entire process of departmental proceedings will be moved through Registered Post mail or Special Courier Services only.
- 2.18 Before passing final order for award of a penalty, the accused will be heard in person by "*Authority*" or "*Authorized Officer*" as the case may be.
- 2.19 Departmental proceedings will pass through the following main stages: -
- a. Complaint/Charges.
 - b. Provision of reasonable opportunities to the accused.
 - c. Investigation of charges/collection of valid proof.
 - d. Inquiry report.
 - e. Personal hearing.
 - f. Decision/final order.
 - g. Appeal to the departmental appellate authority.
 - h. Appeal in the Courts of Law.
- 2.20 On receipt of inquiry report or reply to the Show Cause Notice, the "*Authorized Officer*" will act upon in accordance with the provisions of NHA (Efficiency and Discipline) Rules, 1995.

2.21 The accused can ask for perusal of record to defend his case within seven days of the receipt of Charge Sheet or Show Cause Notice. However, noting sheet shall not be demanded/perused by the accused. The "Authorized Officer" will grant such permission

2.22 In addition to the provisions of NHA (Efficiency and Discipline) Rules, 1995, the Inquiry Officer will examine the following and mention in his report accordingly: -

- a. Charge Sheet.
- b. Relevant record/Reply to the Charge Sheet.
- c. Complainant.
- d. Witness of prosecution side.
- e. Accused.
- f. Defence witnesses of the accused.
- g. Check sheet of day to day progress of inquiry.

2.23 (1) The Inquiry Officer will submit report to the "Authorized Officer" within thirty days with following record in addition to the documents received with the order of appointment of Inquiry Officer: -

- a. Statements of complainant/accused and witnesses of both sides.
- b. Copies of record examined.
- c. Inquiry report with facts and findings.
- d. To scrutinize the conduct of the person who is alleged to have committed any of the acts or omissions warranting disciplinary action and record recommendations after providing reasonable opportunity of hearing to such person, as to punishment or other appropriate action;

Provided such opportunity of hearing shall not be given where the inquiry officer/committee (as the case may be) is satisfied that in the interest of security of Pakistan or part thereof, it is not expedient to give such opportunity.

(2) The Inquiry Officer/Committee shall not endorse copy of inquiry report to any quarter.

- (3) An inquiry report shall generally contain the following details:-
- a) **INTRODUCTION** The inquiry officer will give the brief history and circumstances/charges leading to the inquiry.
 - b) **FACTS** of the case as per record and statements of accused, complainant and witnesses.
 - c) Examination/Analysis of facts.
 - d) **FINDINGS** of the case as to what extent and how much the allegations are proved.
 - e) **RECOMMENDATION** to the effect that what action is justifiable and against whom and up to what extent a person is responsible. What remedial measures be taken for future action.

2.24 The Inquiry Officer will hear the case regularly without break and summon any person or record connected with the inquiry process. In case of non-cooperation by any person he should report in writing to the "Authorized Officer". Adjournment shall not be for more than a week subject to the reasons to be recorded in writing and intimated to the "Authorized Officer".

2.25 Nothing will be considered verbally but all activities during investigation will be in writing and the Inquiry Officer will endorse copy of every reference to the "Authorized Officer" so that he should know about the day to day progress of the case.

2.26 No counsel will be allowed during departmental proceedings.

2.27 The "Authority" under NHA (E & D) Rules, 1995, may call for the record of any case pending before or disposed off by the "Authorized Officer" and pass such order in relation thereto as it may deem fit.

2.28 (1) In case, "Authority" or the "Appellate Authority" consider the penalty imposed upon the accused is inadequate and decides to enhance the

penalty, a fresh show cause notice and personal hearing will be given to the accused.

- (2) When the "Authority" or "Authorized Officer" disagree with the recommendations of the inquiry officer/committee, he may order an other inquiry by recording reasons through officer/officers senior to the member(s) who conducted inquiry earlier.
- (3) No matter however will be enquired more than thrice because repeated enquiries will give benefit of doubt to the accused in the count of law.
- 2.29 The publication of notices in the newspapers in departmental proceedings is not necessary or obligatory under the rules. It should be restored to in very rare cases where the competent authority is not in a position to record reasons for its satisfaction as to the practicability of affording the accused an opportunity of showing cause. There, a lack of response to such notice may induce that authority to be so satisfied.
- 2.30 The employee facing departmental proceedings should not leave station without approval of the "Authorized Officer". Such application shall be routed through Inquiry Officer or Chairman of the inquiry committee.
- 2.31 No employee shall be entitled to use official stationery and service postage stamps in replying to the charges or making other correspondence in connection with his defence in departmental proceedings. Cost in this regard shall be borne by the accused official himself.
- 2.32 In the matters (mentioned below) pertaining to departmental proceedings, instructions of Federal Government will be followed:-
- | | | |
|----|--|--|
| a. | Framing of additional charge during currency of disciplinary proceedings. | Sl.No.117 (Estacode) under Govt. Servants (E&D) Rules, 1973. |
| b. | Scope of departmental proceedings under the Efficiency and Discipline Rules in cases referred to the Courts. | Sl.No.118 |
- 2.33 The "Authority" and "Authorized Officer" shall ensure quick and speedy disposal of departmental proceedings. Following measures should strictly be observed in this regard:-
- a. The departmental proceedings must be completed against the

accused employee:-

- i. Within three months.
 - ii. At least thirty days before reaching the age of sixty years.
- b. The Inquiry Officer shall be selected carefully keeping in view competence and capability to hold the inquiry of an officer for this purpose.
 - c. Until the inquiry is completed, the Inquiry Officer (s), the accused as well as witness concerned should not be permitted to proceed on leave, training course or transfer in or out side Pakistan except in real need to the satisfaction of "Authority". However, ex-Pakistan leave shall not be allowed to the accused officer in any case.
 - d. A check sheet, recording the day to day progress, should be maintained by the Inquiry Officer (s) and will be included with inquiry report.

2.34 Entire proceedings during inquiry shall be carried out in presence of parties. However, if even after issuance of three notices (with one-week break in each) a party is not attending the proceedings, inquiry will be completed without issuing further notice.

2.35 Anonymous complaints should ordinarily not be considered for action and the Director concerned should destroy it. But in case when some specific allegations have been made having a ring of truth, a discreet inquiry may be made in such cases if it is permitted by the "Authority" under NHA (E&D) Rules, 1995.

2.36 (1) In the case of a public complaint containing address and name of the complainant, the Director (Admn) at HQ and GM at Regional HQ will call the complainant to confirm it by supporting documents and should record his statement before two BS-18 witness officers. Then the Director (Personnel Admn) should initiate a formal case for inquiry and submit it to the "Authorized Officer" for orders. In case, the complainant is not responding the references of GM or Director (Personnel Admn) and complaint is not confirmed, such application should be treated anonymous and destroyed.

- (2) Copies of correspondence on a complaint shall also be endorsed to the complainant for information.

2.37 Selection grade and move-over shall not be construed to be promotion to the posts of higher basic pay scale as an officer who is placed in the selection grade or granted move-over continues to perform the duties of the same post. He cannot, therefore, be treated to have been promoted to a higher post.

In view of the above position "*Authority*" "*Authorized Officer*" and "*Inquiry Officer*" by virtue of move-over or selection grade will not be changed but will remain same as in previous scale.

2.38 The officers/officials placed under suspension or posted as O.S.D shall be entitled to subsistence grant comprising of full pay and allowances last drawn by him immediately before his suspension and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension and as prescribed by the federal government from time to time.

2.39 There will be a register of Major Penalties of Dismissal, Removal and Compulsory Retirements from service in Form No. 2.39 to be maintained by administration.

2.40 The Chairman, NHA shall be empowered to frame Standing Operating Procedures to provide guidance to all concerned for standardized proceedings in the disciplinary cases against the accused employees of NHA. These SOPs will be formulated in the light of rules/regulations implemented by the NHA and Federal Government for disciplinary proceedings against the employees of Autonomous/Corporate Bodies from time to time.

3. APPEALS

- 3.1 (1) For the purpose of appeals against award of penalties under NHA (E&D) Rules, 1995 Civil Servants (Appeal) Rules, 1977, as amended from time to time shall be applicable to NHA employees.
- (2) Following instructions will however, be followed by NHA employees in making applications, representations and appeals:-
- i. NHA employee is entitled to appeal to the appropriate appellate authority, through proper channel within a period of thirty days of the communication of the order passed by an authority or otherwise as provided in Rules-4 of the Appeal rules, 1977.
 - ii. Where no provision for appeal or review exists under the rules, in respect of any order or class of orders, an employee aggrieved by any such order, may within thirty days of communication to him of such order, make a representation against it, through proper channel, to the authority next above the authority which made the order, provided that, no such representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to higher post or grade.
 - iii. All NHA employees should refrain from sending advance copies of their appeals/petitions/representations, direct to the higher authorities, and that appeals/petitions shall be submitted to the prescribed authority and through proper channel.
 - iv. The appeals/petition/representation should be only on their own behalf. Joint representations shall not be entertainable.
 - v. The NHA employees should discourage their wives/wards and relatives to address the petitions/applications in respect of service matters on their behalf.
 - vi. The employees should refrain from using intemperate and inappropriate language in their petitions/representations etc. as use of such language constitutes misconduct and render them liable to disciplinary action against them.
 - vii. The rules envisage only one appeal/petition/representation etc. from an employee in respect of particular order by which he is aggrieved. Once an appeal or representation etc. is rejected by the competent authority. The employee can go to Federal Services Tribunal but he has no right to submit further appeal/petition/representation/application or a series of it to the appellate authority. Appeals/representations submitted in repetition shall be

withheld without any action.

- Viii. Each representation/appeal/petition etc. should be accompanied by a prescribed proforma (*Form No.3.1(2-viii)*) duly completed by the administration. This will enable the competent authority to properly attend to and finalize the matter quickly. In cases where the competent authority has already rejected the first appeal/petition/representation need not necessarily be replied to.
- ix. Submission of departmental appeal, representation and application in service matters without proper channel or through relatives or repeatedly shall be liable to be rejected summarily or disciplinary action under NHA (E&D) Rules, 1995.
- x. On expiry of thirty days of an order/decision, no appeal/representation shall be maintainable.

3.2

“*Appellate Authorities*” in NHA will be as under:-

<u>Orders Passed By</u>	<u>Appellate Authority</u>
1. Director (Admn)/ Regional General Manager	DG (Admn)
2. DG (Admn)/GM	Chairman, NHA
3. Chairman, NHA	President, NHC
4. President, NHC	Federal Services Tribunal
5. Federal Services Tribunal	Supreme Court of Pakistan

3.3

If an employee is re-instated to service in pursuance of an appeal against the orders of his dismissal, removal or compulsory retirement from service, the revising authority may grant to him for the period of his absence from duty:-

- a. If he is honorably acquitted, the fully pay to which he would have been entitled if he had not been dismissed or removed or compulsory retired, and by an order to be separately recorded, any allowance of which he was in receipt prior to award of penalty; OR
- b. If otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.

In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty.

In a case falling under clause (b), it will not be treated as a period spent on duty unless the revising or appellate authority so directs.

Explanation:- 1) The “*Revising Authority*” means the “*Authority*” or “*Authorized Officer*” as defined in these Regulations, which

passes the final order on the case and not the authority that passes an order "on appeal".

- 2) Revision of an order shall be subject to the condition that (i) the accused has not moved any appeal before the "Appellate Authority". If an appeal is submitted, orders from "appellate authority" shall be awaited, and (ii) the request for revision of orders is submitted within a week after the orders are issued.

3.4 On re-instatement to service the employee shall give an affidavit to the effect that during intervening/absence period he has neither served any where nor has gained any financial benefit through services, for deciding intervening/absence period.

3.5 An employee may submit any application/representation/appeal directly to an authority subject to the following conditions:-

- a. His request is not entertained by the office concerned upto a period of thirty days for sending through proper channel.
- b. After thirty days, he may submit a reminder to same authority to whom original request was submitted with a copy of original request to decide his case/forward to relevant authority.
- c. After expiry of fifteen days to reminder, he may again send a reminder with copy in advance to the next higher authority along with a copy of original application/representation/appeal and first reminder with the request to instruct the lower office to finalize or forward his case to the competent forum.
- d. On expiry of fifteen days to second reminder, if his case is not yet taken-up, he shall be at liberty to send application/representation/appeal directly to the competent authority.

Note:- *"In case of change of nomenclature of posts mentioned in the Regulations due to re-organization, the newly created posts shall replace the old one and the officers so posted with new designations will exercise powers as are vested in existing posts of same status".*

Form No.2.8

NATIONAL HIGHWAY AUTHORITY

REGULATIONS FOR CONDUCT, DISCIPLINE AND APPEALS

SUSPENSION ORDER

No.

Islamabad, the

OFFICE ORDER

In pursuance of powers conferred on him under rule ----- of -----
---rules/ordinance, the _____ in his capacity of "Authority" under the said
rules, has decided to place Mr. _____, presently posted as _____ at
_____ under suspension, with immediate effect.

(_____)
Authorized Officer

Distribution:

1. Officer Incharge.
2. Accused.
3. Any other office.

Form No.2.12

NATIONAL HIGHWAY AUTHORITY

REGULATIONS FOR CONDUCT, DISCIPLINE AND APPEALS

CHARGE SHEET

REGD. POST
Confidential

No.

Islamabad, the

To,

Mr. _____

_____.

Subject:- **CHARGE SHEET.**

Whereas, you _____ presently/while posted as _____ at _____ are charged for commission and omission of the following acts which amount to misconduct/corruption/inefficiency under -----rules/ordinance:-

- i.
- ii. Brief of each allegation will be given here.
- iii.

Detailed statement of Allegations is attached.

2. Now therefore, you are hereby directed to submit your defence reply to the above charges in writing to Mr. _____ who has been appointed as an Inquiry Officer in your case, within _____ days of the issuance of this charge sheet, failing which it shall be presumed that you have no defence to offer and an ex-parte action will be initiated against you without any correspondence.

3. It may also be mentioned clearly in your reply to the charge sheet whether you want to be heard in person by the "_____". List of defence witness may also be provided to the inquiry officer in your defence.

4. In case you may desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, you may do so with prior arrangement with the undersigned within _____ days of the receipt of this charge sheet.

5. If above mentioned charges are proved or no defence reply is received within the stipulated period mentioned above, you will be liable for imposition of major penalty of DISMISSAL FROM SERVICE under _____ Rules, _____.

(_____)
Authorized Officer

Copy to: -

1.	Mr. _____ (Inquiry Officer)	<i>He is appointed Inquiry Officer in this case. On receipt of reply to the charge sheet, inquiry may be conducted on regular basis and submit findings within a fortnight after completion of inquiry. Progress of day-to-day proceedings is intimated to the authorized officer.</i>
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STATEMENT OF ALLEGATIONS IN CHARGE SHEET OF MR.

Mr. _____ presently/while posted as _____ has committed the following acts of commission and omission as already mentioned in the charge sheet which amount to misconduct/corruption/inefficiency under the _____ Rules, _____:-

- i.
- ii. | Slightly detailed allegations will be given here
- iii.

(_____)
Authorized Officer

Form No.2.15

NATIONAL HIGHWAY AUTHORITY
REGULATIONS FOR CONDUCT, DISCIPLINE AND APPEALS
SHOW CAUSE NOTICE

REGD. POST
Confidential

No. _____
Mr. _____

Islamabad, the

Subject:- **SHOW CAUSE NOTICE.**

You Mr. _____ presently/while posted as _____ at _____ have been found responsible for commission and omission of the following acts which amount to misconduct/corruption/in-efficiency under the _____ Rules, _____ :-

- i. That....
- ii. That.....Brief of acts of misconduct/corruption/in-efficiency (as the case may be).
- iii. That.....

2. And whereas, the undersigned has decided that it is not necessary to have an inquiry conducted in proof thereof as there is sufficient proof in support of allegations on the record. Whereas, it is proposed to proceed against you by waiving off the inquiry proceedings under the above-mentioned rules/Regulations.

3. Now, therefore, you are hereby called upon to show cause in writing within _____ days of the issuance of this Show Cause Notice as to why major penalty of DISMISSAL FROM SERVICE as provided under _____ Rules, _____ should not be imposed on you.

4. Your reply to the Show Cause Notice should reach the undersigned within the said period, failing which it shall be presumed that you have no defence to offer and do not wish to be heard in person.

5. In case you may desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, you may do so with prior arrangements with the undersigned within _____ days of the receipt of this notice.

(_____)
Signature

Form No.3.1(2-viii)

NATIONAL HIGHWAY AUTHORITY
REGULATIONS FOR CONDUCT, DISCIPLINE AND APPEALS

To be attached with Departmental Appeal,
Re-presentation by Admn

1. Name of the office where posted
2. Name of the applicant/appellant
3. Designation and grade of the applicant/appellant
4. Number and date of the order against which Aggrieved (Attach copy).
5. Brief subject matter of the order-giving Rise to the applicant's grievances.
6. Date on which the first appeal/application for review or representation was filed (Attach copy).
7. Particulars of the authority to which the first appeal, application for review or representation mentioned in column-6 were addressed.
8. Whether any reply to the appeal, review application or representation mentioned in column-6 has been received. If so, on what date; (attach copy).
9. Number of appeals, review applications, or representations submitted subsequent to the one mentioned in column-6 and the date on which these were submitted?
 - i. (Appeal) in
 - ii. (Application for) red (review) ink
 - iii. (Attach copy)
10. Authority to which the appeal, review application or representation mentioned in column-9 was submitted?
11. Whether any reply to appeal, application for review or representation mentioned in column-9 was received. If so, indicate the date or dates (Attach copy).
12. Date of present appeal/review/application/representation (Attach copy).

(Signature)
Deputy Director (Personnel)

Form No.2.39
REGULATIONS FOR CONDUCT, DISCIPLINE AND APPEALS
Register of Major Penalties

S.No	Name, Designation and BS of Employee	Brief of allegations	Charge Sheet or Show cause Notice No. and date	Punishment awarded with number and date of order	Remarks
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