

NATIONAL HIGHWAY AUTHORITY
Administration Wing (Personnel Bureau)

No. 7(3)-Admn (P-I)/NHA/92/26

Islamabad, the

14th Jan, 2025

CIRCULAR

Sub: **INSTRUCTIONS FOR AVAILING EX-PAKISTAN LEAVE**

It has been observed with concern by the Competent Authority that NHA officers/officials do not submit their requests for Ex-Pakistan leave in accordance with clause-1.24 of NHA Regulations for Conduct, Discipline & Appeals-2002. Relevant extract is reproduced below:-

*"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</i>	<i>30 days</i>
<i>Leave beyond one month</i>	<i>20 days</i>
<i>Other leaves</i>	<i>10 days"</i>

2. It is, hereby, reiterated for information of all officers/officials to submit Ex-Pakistan leave requests in accordance with the above Regulation, failing which the request shall not be entertained. Moreover, the request for leave, should be duly recommended by the Member concerned.

3. All Member/GMs (HQ/Zones/MWs) are further required to ensure compliance of above stated Regulation while recommending leave requests.

4. This issues with the approval of competent authority.


(Muhammad Yousaf Sani)
Dy. Director (Personnel-I)

Distribution:

- All Members (HQ/Zones/MWs/Projects) NHA ... (for wide dissemination)
- Secretary, NHA
- All GMs (HQ/Regions/Projects) NHA
- Executive Director (HRTC) NHA, Burhan
- All DDs/ADs (Admn) NHA...(for strict compliance)
- Notice Boards

Copy to:

- Director (MIS) NHA HQ NHA ... (for uploading on NHA Website)
- SPS to Chairman NHA