

NATIONAL HIGHWAY AUTHORITY
ADMN WING (PERSONNEL)

No. 21(3)-Admn(P-2)/NHA/2014/312

Islamabad, 10th Feb, 2014

CIRCULAR

Subject: **SOP FOR ATTENDANCE/CHECKING OF DAILY WAGES/REGULARIZED EMPLOYEES AT NHA HQ**

It is circulated for the information and compliance of all concerned that Standard Operating Procedure (SOP) for checking of the attendance of daily wages/regularized staff will be as under:-

- a. The authorized officer checking the attendance will call the employee to appear in person before the officer within 20 minutes.
- b. The officer will check the attendance on the prescribed format enclosed.
- c. The employee will bring his/her ID Card for verification.
- d. In case of absence the officer will take comments from the immediate superior of the employee on the prescribed proforma on the same day.
- e. In case of leave, a duly approved leave is to be produced.
- f. In case of un-authorized absence, required action is to be started against the employees on the next day.
- g. In case of absence of an employee, action is to be taken according to E & D Rules.
- h. The officer is to check randomly at least three days a week, the list assigned to him.
- i. The officers are required to submit weekly report of daily wages employees to Member (Admn).

2. This is issued with the approval of Member (Admn).



(M. BABU PERVAIZ)
Dy Director (Pers-II)

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Copy to:-

SO to Member (Admn)
PA to GM (Admn)