

NATIONAL HIGHWAY AUTHORITY

Admn Wing – Personnel Bureau

No. 21(3)-Admn(P-II)/NHA/2021/-5207 Islamabad, the 27, Mauve Area G-9/1
26th August, 2021

CIRCULAR

Subject:- UPDATION OF DEPENDENTS IN HRMIS & MEMIS

This is in continuation of Personnel Wing's Circular No. 14(06)-Admn (P-II)/NHA/2021/4939, dated 06th August, 2021, on the above noted subject **(Copy Attached)**.

02. It has been observed with great concerned that some of the NHA employees posted at NHA HQ have not updated their dependent information with Admn Wing (Personnel Bureau). This situation shows clear non-compliance and tantamount to disciplinary action.

03. In view of the foregoing, it is once again directed that all employees posted at NHA HQ Islamabad should provide requisite information in the attached, "**Bio Data Form**" on or before 03rd September, 2021, after that medical facilities of the defaulters shall be suspended & disciplinary action shall be initiated under E & D Rules.

04. This may please be considered as "**Most Urgent**".

Encl: As Above

Distribution: -

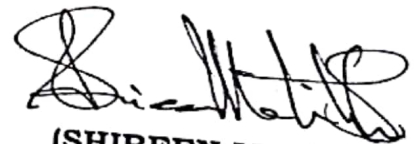
- All GMs NHA, HQ
- ✓ - All Directors NHA, HQ MIS
- All DDs NHA, HQ

} With request to direct all subordinates to provide requisite information on urgent basis.

Copy to: -

- SPS to Chairman, NHA
- ✓ - Director (MIS) NHA, HQ
- DD (Personnel-I) NHA, HQ
- SO to Member (Admn) NHA, HQ
- **NOTICE BOARD**

→ **To be upload on NHA, Website**



(SHIREEN MALIK SHER)
DIRECTOR (PERSONNEL)