



NATIONAL HIGHWAY AUTHORITY
Coordination Wing (MIS Section)

No. 2(25)/NHA/Dir (MIS)/2020/ 4586

27-Mauve Area, G-9/1
Islamabad the 22nd Dec, 2020

C I R C U L A R
(E-Mail Policy)

During official correspondence through electronic mail, only use (domain@nha.gov.pk) email account. All other email accounts will not be used in future. National Highway Authority (domain@nha.gov.pk) e-mail services will be used for the exchange of draft documents, general information, scheduling of internal office meetings, comments/draft minutes of meetings, circulation of office messages other draft, engagement activities etc within Government departments.

02. MIS Section will not consider for uploading any tender, corrigendum's, transfer posting, office orders, pension or any other documents etc on NHA or on PPRA websites until or unless received through email accounts using domain @nha.gov.pk of concerned GMs, Directors, Deputy Directors and Assistant Directors along with the copy of approval of competent authority.

03. On transfer/posting, concerned officer should surrender the official email using domain @nha.gov.pk to MIS Section. MIS Section shall issue the same to the incumbent officer.

04. If any section does not have an NHA official email account of officer, kindly send the request to MIS Section to generate an email account (domain @nha.gov.pk) by filling the form which is available on NHA Website on link <http://nha.gov.pk/wp-content/uploads/2016/05/Performa-For-The-Provision-of-Official-Email-Account.pdf>

05. This issues with the approval of Member (Coordination), NHA.


(CH. IRSHAD ALI)

Assistant Director (MIS)

Distribution:

- All Member, NHA HQ/Regions
- All GMs, NHA HQ/Regions (*may be conveyed to all the concerned Dir/DDs/ADs*)
- Secretary, NHA
- All Directors, NHA HQ
- All DDs/ADs, NHA HQ

CC:

- PA to Member (Coordination), NHA HQ