

NATIONAL HIGHWAY AUTHORITY

Admn Wing (Personnel Bureau)

No. 1(01)-Admn(P-I)/NHA/20/ 722

Islamabad, the 2nd November, 2020

C I R C U L A R

Subject:- Timely Submission of Medical Leave Applications.

It has been observed with concern that medical leave applications are not being processed timely. In some cases, medical leave applications are even received after the lapse of leave period recommended/advised by the Doctors. Besides, in most of the cases, fitness certificates, which is a pre-requisite, are not submitted by the concerned employees/applicants after availing medical leave.

2. In order to address this issues and to streamline the grant of medical leave procedure, henceforth it will be binding on all the concerned employees to forward/deliver their medical leave applications along-with original prescription, duly verified by the respective CMO/RMOs through concerned Supervisory Officers, to the office of the Deputy Director (Personnel-I &II), NHA HQ on the very next day positively. They shall also be responsible to forward Fitness Certificate after availing the medical leave to the said officers. Moreover, CMO, NHA HQ & concerned RMO's shall also be responsible to submit a copy of the prescription advising bed rest on medical grounds to said officers at NHA HQ immediately. The CMO & RMO's of NHA shall also ensure that leave period on medical grounds is only prescribed commensurate with the disease (s).

3. The above is circulated for information, dissemination and strict compliance by all concerned, please.


(BARKAT ALI)

General Manager (Admn)

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- All GMs (HQ/Regions/Projects).
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- Dirs (Pers/Rectt/Conf./Leg/Land/MIS/Estb.) NHA HQ.
- Executive Director (HRTC), NHA, Burhan.
- All Directors/DDs/ADs (Admn), Regions/Projects
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