

NATIONAL HIGHWAY AUTHORITY

No. 12(7)-Admn/Welfare/NHA/2004/255 Islamabad, the 27th Dec, 2004

Subject: **STANDING OPERATING PROCEDURES FOR "REWARD" TO NHA EMPLOYEES**

Reference: Our Letter No 12(7)-Admn/Wel/NHA/2002 dated 30th September, 2002.

1. Cases for grant of "Reward" to NHA employees, required to be forwarded (on the prescribed Proforma by respective GMs) by 01st December every year as per Para 5-B of the SOP, are still awaited.

2. All G.Ms are requested to forward the cases of deserving official (s) only to this office latest by 20th January 2005. It is clarified that a maximum of 20% officials can be recommended for the "Reward". Report not received by the due date will be considered "NIL". Moreover, cases received without recommendations of Regional / Project GMs or respective Members (in case of NHA HQ Officials) will not be entertained please.

3. This is issued with the approval of Chairman NHA please.



**Lt Col
(Farooq Ahmed)**
Director (Establishment)

Distribution

1. All Members
2. All General Managers Regions / Projects
3. Secretary, NHA
4. Director (Vigilance)
5. Director (Personnel)
6. Director (Coord)
7. Director (PR)
8. Director (HRD)

Copy for Information to:-

1. All General Managers and Directors NHA HQ
2. PS to Chairman NHA
3. PS to D.G (Admn) NHA

ADMINISTRATION WING HQ

STANDING OPERATING PROCEDURES FOR REWARD TO NHA EMPLOYEES

Following Standing Operating Procedures are hereby formulated and circulated for compliance by all concerned in respect of "Reward" with immediate effect.

1. **ELIGIBILITY FOR NHA EMPLOYEES**

- a) All regular, deputation and contract employees are eligible for grant of reward.
- b) Reward shall be admissible to an employee of the Authority who has performed any exceptional work which is either so laborious or of such special merit as to justify special reward.
- c) The work for which a reward is recommended shall be undertaken only after prior approval of the competent authority who shall record full detail of the work and the reasons justifying the grant of reward.
- d) Daily wages employees / consultants / advisors / experts will not be eligible for any reward.

2. **AMOUNT OF REWARD**

Maximum amount of reward will be as under:-

PAY SCALE	MAXIMUM AMOUNT
BS-16 & ABOVE	Not more than One Running Basic Pay.
BS-1 to BS-15	Not more than Two Running basic pay.

Note:- Certificate of Accounts about Running Basic Pay shall be attached with recommendation of the employee.

3. **COMMITTEE FOR REWARD**

Following Committee will consider cases of reward received from the various wings / regions of NHA:

- a) General Manager (Audit / Finance or B&A) - Chairman
(Who so ever will be Senior)
- b) Director (Establishment) - Member
- c) Director (Accounts) - Member
- d) Director (Engr) Ops Wing - Member
- e) Dy Director (Welfare) - Member/Secy

4. **POWERS TO SANCTION THE REWARD**

The Chairman NHA may on specific recommendations of the committee and fully satisfying himself as to the nature, volume and importance of the work performed by an employee, sanction grant of reward.

5. **PROCESSING CASES FOR REWARD**

- a) Cases of Reward will be processed at the end of the year i.e. on 31st December each year.
- b) All concerned officers will forward cases of the deserving employees through their respective G.Ms to Director (Establishment) NHA on the prescribed Proforma (enclosed at **Annex-A**) latest by 1st December each year.
- c) Specific objectives / achievements of the employees will be mentioned in the recommendations.
- d) Before processing the cases of reward by the Committee, funds allocation shall be confirmed from the Finance Wing by the Administration Wing.
- e) No payment of reward shall be made without Sanction Memo by Administration Wing HQ.
- f) Cases in piecemeal shall not be considered and processed.
- g) Separate Sanction Memo will be issued for each approved case.
- h) Separate recommendation will be required for each case /individual.
- i) No reward in excess of the specific provision made in the sanctioned budget shall be made.
- j) The relevant rules/policy instructions if any issued by the Authority from time to time be duly complied with.
- k) Grant of reward is not used as a source of compensation to an employee for special pay etc. not otherwise admissible under rules.

Annex-A

S. No.	NAME & DESIGNATION & BS	PLACE OF POSTING	PRESENT PAY	SPECIFIC JOBS FOR WHICH REWARD IS RECOMMENDED	RECOMMENDATION WITH FULL JUSTIFICATION