

NATIONAL HIGHWAY AUTHORITY

CONFIRMED MINUTES

**438th Executive Board Meeting
Islamabad, June 22, 2023**

AGENDA ITEMS

<u>Agenda Item</u>	<u>Subject</u>
1.	Award of Works: Construction of Yarik-Tank Road (Length:35 KM) D.I Khan Development Package
2.	Revised PC-I for Construction of Yarik – Tank Road D.I. Khan Road Development Project Package (35 KM)
3.	Report of Committee Constituted by NHA Executive Board on the Matter of Career Progression of NHA Special Service Cadre (NSSC) Employees
4.	Re-Structuring/Re-Organization of NHA
Addl	NHA's Entity Budget: Budget Estimates F.Y 2023-24 and Budget Estimates/ Revised Estimates F.Y 2022-23

NATIONAL HIGHWAY AUTHORITY**CONFIRMED MINUTES**

Subject: **The 438th Meeting of the NHA Executive Board Held on June 22, 2023 at Islamabad**

Introduction

The 438th meeting of the National Highway Authority Executive Board was held at 0900 hours on June 22, 2023 at the Auditorium of NHA Headquarters, Islamabad. Capt. (Retd.) Muhammad Khurram Agha, Chairman, NHA presided over the meeting.

The meeting commenced with recitation of verses from the Holy Quran with Urdu translation and Darood Sharif.

Opening Remarks

The Chairman extended warm welcome to the participants of the meeting.

The Chairman allowed Secretary, NHA to start formal Board proceedings on the agenda.

Formal Board Proceedings**Agenda Items**

The Secretary, NHA apprised the Board that agenda consists of four (04) items. He further apprised that following additional agenda item will be tabled with the permission of Board:

"NHA's Entity Budget: (Budget Estimates F.Y 2023-24 and Budget Estimates/Revised Estimates F.Y 2022-23)"

Agenda Item 1

Award of Works: Construction of Yarik-Tank Road (Length:35 KM) D.I Khan Development Package

Decision

The NHA Executive Board approved the award of Works for – "Construction of Yarik - Tank Road (Length:35Km) D.I Khan Development Package" to M/s NPI Construction & Engineering at their evaluated bid price of Rs.4,750,981,988/- (Rupees four billion, seven hundred fifty million, nine hundred eighty-one thousand, nine hundred & eighty-eight only), which is 33.35% above the Engineer's

NHA Executive Board's Confirmed Minutes

Estimate of Rs.3,562,835,161/- (based on CSR-2022) subject to approval of revised PC-I by CDWP.

Action By: Member (Planning)

Agenda Item 2

Revised PC-I for Construction of Yarik – Tank Road D.I. Khan Road Development Project Package (35 KM)

Decision

The NHA Executive Board recommend the Revised PC-I for Construction of Yarik – Tank Road (Length: 35 Km)” at a cost of Rs.5,414.45 million for approval of CDWP.

Action By: Member (Planning)

Agenda Item 3

Report of Committee Constituted by NHA Executive Board on the Matter of Career Progression of NHA Special Service Cadre (NSSC) Employees

Decision

The NHA Executive Board after thorough deliberations, approved the following, for career progression of NHA Special Service Cadre (NSSC) employees:

- a. Where no post is available in higher grades, new post(s) are created in Special Cadre to give career path to employees.
- b. Number of new post(s) has been determined based on the 'factor' existing in posts of regular establishment. This factor is calculated in the following manner:

Factor = $\frac{\text{Number of posts in promotion share in higher grade in regular establishment}}{\text{Total Number of Posts in feeding cadre in regular establishment}}$

- c. This factor is used in calculating number of post(s) of special service cadre, which have been reserved for promotion in each grade, proportionate to the number of post(s) available in regular establishment.

NHA Executive Board's Confirmed Minutes

- d. In few cases, adjustment/rationalization of posts have been done as per need of the authority to give reasonable career path to special service cadre employees.
- e. NSSC employees will have to meet the eligibility criteria provided in the NHA Appointment & Promotion Rules 1995 for consideration for promotion by the Selection Committee.
- f. Strength of Special Service Cadre will be maintained separately and timely notification of abolition of post(s) that become vacant will be made regularly after the holding of DPC meetings.
- g. Based on the scheme/principles explained above, 118 new post(s) in promotion share in different grades are created in Special Service Cadre. Overall, 493 posts are reserved in promotion share of the NSSC employees as shown in the table below:

	Name of the Post	BS	Sanctioned Posts in Special Cadre	New Posts to be Created in Promotion Share	Total Posts	Promotional Posts	Non Promotional Posts
Engineering Cadre							
1	GM (Engineer)	20	0	9	9	9	
2	Director (Engineer)	19	22		22	14	8
3	Dy. Director (Engineer)	18	50		50	40	10
4	Assistant Director (Engineer)	17	86		86	14	72
5	Inspector	16	39		39	4	35
6	Sub-Engineer	11	4		4		4
7	AD (Survey)	17	0	3	3	3	
8	Surveyor	16	10		10	1	9
9	Surveyor	11	6		6		6
10	Senior Lab Technician	16	0	1	1	1	
11	Lab Technician	11	6		6	6	
12	Lab Assistant	5	7		7		7
13	Head Draughtsman	16	0	1	1	1	
14	Draughtsman	11	5		5		5
Total			235	14	249	93	156
Admn Cadre							
1	Director (Admn)	19	0	2	2	2	
2	Dy. Director (Admn)	18	0	9	9	9	
3	Assistant Director (Admn)	17	13		13	10	3
4	Office Superintendent	16	10	26	36	36	
5	Office Assistant	15	198		198	91	107
6	UDC	11	91		91	29	62
7	LDC	9	193		193	10	183
8	Superintendent (Store)	16	0	1	1	1	
9	Store Keeper	14	2		2	2	
10	Assistant Store Keeper	15	2		2		2
11	Telephone Technician	11	1		1	1	
12	Assistant Telephone Technician	5	1		1		1
13	Telephone Operator	7	1		1		1
14	Telephone Lineman	5	1		1		1
15	Receptionist	9	1		1		1
16	Photocopy Operator	5	2		2		2
17	Electrician	5	2		2		2
18	Mason	5	1		1		1

NHA Executive Board's Confirmed Minutes

	Name of the Post	BS	Sanctioned Posts in Special Cadre	New Posts to be Created in Promotion Share	Total Posts	Promotional Posts	Non Promotional Posts
19	Driver	4	224		224		224
20	Ward Boy	2	6		6		6
21	Mali	2	28		28		28
22	Cook	2	4		4		4
23	Aya	2	4		4		4
24	Chowkidar	1	51		51		51
25	Helper	1	109		109		109
26	Naib Qasid	1	263		263		263
27	Sweeper	1	53		53		53
	Total		1261	38	1299	191	1108
	Finance Cadre						
1	Director (Finance)	19	0	1	1	1	
2	Dy. Director (Finance)	18	1	3	4	4	
3	Assistant Director (Finance)	17	6	8	14	14	
4	Supdt (Accounts)	16	50		50	50	
5	Accounts Assistant	14	61		61	47	14
6	SAC	9	12	32	44	44	
7	JAC	7	88		88		88
	Total		218	44	262	160	102
	Environment Cadre						
1	Director (Envir./ Afforestation)	19	0	1	1	1	
2	Dy. Director (Envir./Affor)	18	2		2	1	1
3	Assistant Director (Envir./Affor)	17	2		2	1	1
4	Inspector (Envir./Afforestation)	16	5		5		5
	Total		9	1	10	3	7
	LM&IS Cadre						
1	Director (LM&IS)	19	1	2	3	3	
2	Dy. Director (LM&IS)	18	0	14	14	14	
3	Assistant Director (LM & IS)	17	17		17	1	16
4	LAO	16	2		2	1	1
5	ALCO	14	0	1	1	1	
6	Qanoongo	9	5	1	6	6	
7	Patwari	5	22		22		22
	Total		47	18	65	26	39
	MIS Cadre						
1	Director (MIS)	19	0				
2	Dy. Director (MIS)	18	0	1	1	1	
3	Assistant Dir (Computer/MIS)	17	2		2	1	1
4	Asstt Computer Progg./ Network Supervisor	16	6		6	5	1
5	Computer Operator	14	43		43	7	36
6	Data Entry Operator	12	0	1	1	1	
7	Key Punch Operator	10	1		1		1
	Total		52	2	54	15	39
	PA Cadre						
1	PS	17	0	1	1	1	
2	APS	16	7		7	4	3
3	StenoTypist	14	11		11		11
	Total		18	1	19	5	14
	Legal Cadre						
1	Director (Legal)	19	1		1		1
	Grand Total		1841	118	1959	493	1466

Action By _____ Member (Admn)

Agenda Item 4
Re-Structuring/Re-Organization of NHA
Decision

The NHA Executive Board acknowledged the need of re-organization/re-structuring in wake of expansion of the road infrastructure in domain of NHA and agreed to further deliberate the proposal in upcoming Board meeting.

Action By: Member (Admn)

Additional Agenda Item
NHA's Entity Budget:
Budget Estimates F.Y 2023-24 and Budget Estimates/ Revised Estimates F.Y 2022-23
Decision

The NHA Executive Board recommended Budget Estimates 2023-24 & Revise/Budget Estimates 2022-23 for seeking approval of National Highway Council (NHC):

(Rs in Billion)

Sources	Budget Estimates 2022-23		Revised Estimates 2022-23		Budget Estimates 2023-24	
	Amount	% age	Amount	% age	Amount	% age
a) Development	117.916	37%	104.925	34%	157.639	44%
b) Non-Development	201.817	63%	204.991	66%	202.425	56%
Total	319.733	100%	309.916	100%	360.064	100%

The Board also approved renaming of Audit Committee as Audit & Accounts Committee and Secretary, NHA will henceforth act as Secretary of the Committee. Furthermore, the Board agreed with following suggestions of Audit Committee for improving organizational performance and directed NHA:

- a. To focus on closing/finalizing Annual Maintenance Plans relating to preceding years for which a comprehensive strategy must be formulated with a cut of dates. More so, aspect of awarding contracts against previous year AMP's must be discouraged.
- b. To standardize its toll plazas network and explore new avenues beside adoption of modern techniques to enhance its revenues.

NHA Executive Board's Confirmed Minutes

- c. To review its administrative expenditure structure to ensure optimum and efficient utilization of funds by devising a detailed policy/guideline.
- d. To adopt market best practices for capacity building of human resource of NHA like special courses/ trainings in top rated institutions and allowing employees to register with professional bodies such as PEC, ICAP, ICMAP, etc.
- e. To explore more profitable options for the placement of its pension funds for which proposals must be shared with Board of Trustees.
- f. To introduce Incentive Schemes to encourage employees by adopting market best practices, such as incentive in career progression & financial benefits for attaining higher qualifications and expertise.

Action By: Member (Finance)/Member (Engg. Coord)/Member (Admn)

Conclusion

The Chairman wrapped up the meeting by thanking the Board Members for their active participation and useful input.
