

**CIRCULAR**

**Subject: GUIDELINES FOR SECURITY ARRANGEMENTS AND SAFETY / PLACEMENT OF OFFICIAL RECORD AT NHA PREMISES**

It is hereby reiterated that following safety and security guidelines are to be followed as per NHA Admn Manual, Chapter-7 and SOP for Establishing & Maintaining Record Room, for information and compliance by all concerned offices: -

- All GM (Regions / Projects) should nominate a caretaker / focal person for subject matter under their jurisdiction.
- Caretaker / focal person of the premises shall be responsible for looking after the building structure and reporting any security lapses or untoward incidents.
- Staff must maintain an In/out register with details of records, signed by an authorized person. Record information should be computerized, and hard copies must also be maintained.
- Ensure sufficient security arrangements are in place, following the NHA regulations to manage security guard deployment, and act promptly in case of any emergency or fire outbreak.
- Records should not be received or provided after normal duty hours unless authorized by competent authority.
- Only authorized personnel with proper authorization letters can deliver or receive records.
- Security Officers must check rooms after office opening and closing. Keys must be kept in safe custody at Reception.
- At least one armed guard and one unarmed guard should be deployed together during nights and holidays.
- Officers/officials closing rooms must ensure there is no fire risk. Security Officers and Fire Officers should conduct rounds to ensure fire safety.
- Old, non-usable records must be stored in designated Record Rooms.
- Ensure proper storage with necessary appliances such as electricity, steel shelves, and fire equipment (extinguishers, sand buckets).
- Steel shelves/racks should be adequately spaced to prevent damage.
- Respective GM may also liaise and coordinate with concerned office of Civil Defence for necessary training(s)/drill(s), including handling & usage of fire extinguishers, for staff deployed at record-room(s). Such periodic drill(s) should be carried out regularly to build the capacity of deployed staff.
- For effective monitoring & improvement, all DD (Admn) must visit official record room(s) on a monthly basis and submit an inspection report to respective GM.
- To avoid any unwanted situations, every effort should be made to digitize office records for future official use.

2. In view of the above, all Members & GMs of Zone / Region are also requested to ensure compliance with above guidelines within their areas of jurisdiction to ensure the safety and security of the official records.

  
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**Distribution:**

- All Members (HQ/Zones/Motorways/PCs)
- All GMs (HQ/Regions/Projects)/Executive Director (HRTC)

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SO to Member (Admn) NHA

- Dir (MIS)-HQ for uploading on NHA's website