

NATIONAL HIGHWAY AUTHORITY

Chairman Secretariat

No. 50/45/Circular/Secy/NHA/19-407

August 01, 2019

Circular

Sub: **INSTRUCTIONS REGARDING SUBMISSION OF FILES TO CHAIRMAN NHA**

In continuation of NHA Admn Wing's circular dated July 25, 2019, it is circulated for information and strict compliance by all the officers that the following instructions of the Federal Government shall strictly be observed while submitting the case files to the office of Chairman NHA:-

Note Portion (the object of a note should be to supply in a most concise, correct and clear form the relevant information required for the disposal of paper under consideration).

1. File should be in tidy condition and properly referenced.
2. Each page of note portion should be page numbered.
3. Each Para of the note portion should be numbered continuously irrespective of length of the note portion of a file.
4. Font style should be "**Bookman old Style**" and font size "12".
5. Both sides of the Note sheet should be used.
6. All note, if not typed, should be legibly written on note sheets.
7. The relevant Rule, policy, SOP and precedent applicable to the case under consideration should be expressly mentioned in the note portion, relevant extract of the Rule should also be placed in the correspondence portion of the file and flagged.
8. Note should be broken up, as much as possible, into short connected paragraphs, each dealing with a particular point.
9. Long sentences and discursive style should be avoided.
10. Note should be temperately worded and shall be free from personal remarks. If apparently errors are to be pointed out, or if any opinion has to be criticized, it shall be done in sober and restrained language.

Correspondence Portion.

1. Each page should be numbered with black or red ink at top right corner of the page.
2. Relevant pages should be properly flagged from left to right.
3. After 100 pages of correspondence portion of each file, 2nd volume of the file may be made with consecutive page number.
4. This is circulated for information and strict compliance by all concerned.


(Saeed Ahmed Malik)
Secretary NHA

All Members NHA HQs/Zones/MWs