

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel)

SAY NO TO CORRUPTION

No. 10(6)-Admn(P)NHA/2020/-1998 Islamabad, the 24th September, 2020

CIRCULAR

Subject:- **APPOINTMENT OF FOCAL PERSON AND ESTABLISHMENT OF PENSIONER'S CELL AND FACILITATION MEASURES FOR PENSIONERS/EARLY/TIMELY SETTLEMENT / FINALIZATION OF THE PENSION CASES OF GOVT EMPLOYEES.**

As per instructions of Wafaqi Mohtasib for expeditious and timely settlement of pension cases, the 37th Review meeting on the subject matter was held on 20.08.2020 in the office of General Manager (Finance) NHA HQ (Focal Person for Pension cases), wherein several points were discussed for early finalization of pension cases of retiring officer/official of NHA. It was decided that the process of pension cases must be started six months prior to the date of retirement of an employee and it must be completed on the day of retirement. As well as, in event of death of an employee, Family Pension cases must also be processed/initiated on top priority basis.

2. In order to achieve the said objective, all concerned Deputy Directors /Assistant Directors (Admn) are directed to make sure the provision of Pension Papers (*uploaded on NHA Website*) to the retiring employees six months prior to their retirement to avoid any delay in the release of pension claims. Additionally, all concerned Deputy Director/Assistant Directors (Accounts), will also ensure the timely completion of service statements/books i.e. accounts entries, pay fixation, annual increments and its verification from Internal Audit NHA HQ.
3. After completion of Service Statements/Books and Pension Papers in all aspects, the same must be forwarded to office of the undersigned, before one month prior to retirement of an employee, for pension calculation and administrative approval by the Competent Authority.



(SHIREEN MALIK SHER)
DIRECTOR (PERSONNEL)

Copy for Information to:

- Member(Admn) NHA HQ
- GM(Admn) NHA HQ
- GM(Finance) NHA HQ
- Dy Director (Pers-I) NHA HQ
- Dy Director (Pers-II) NHA HQ
- Dy Director (Confidential) NHA HQ
- Dy Director (Welfare-I & II) NHA HQ
- Dy Director (Finance) NHA HQ
- Dy Director (MIS) NHA HQ (*to upload on NHA website*)
- All Members NHA Regions
- All GMs NHA Regions/Projects
- All Dy Directors (Admn) NHA Regions
- All Dy Directors (Accounts) NHA Regions
- All AD (Accounts) NHA Regions
- Assistant Director (HRMIS) NHA HQ
- Assistant Director (EF) NHA HQ
- Assistant Director (Audit) NHA HQ
- Master File