

**NATIONAL HIGHWAY AUTHORITY**  
**ESTABLISHMENT WING**

No.42(2)-Admn/Welfare-II/NHA/HQ/21

13  
Islamabad, the Jan, 2021

**CIRCULAR**

Subject: **SUPPLEMENTARY MEETING: GRANT OF LONG TERM ADVANCES TO NHA EMPLOYEES FOR F.Y.2020-21**

Pursuant to the recommendations of the Committee for the grant of long term loans to the NHA employees dated 12-01-2021, the Member (Admn) has been pleased to approve grant of long term advances for the year 2020-21.

2. All the officers incharge are requested to inform the nominated employees to complete and forward following documents before issuance of Sanction Memos:

- a. Judicial Stamp paper of Rs.50/- (duly attested by Oath Commissioner/Notary Public) for execution of agreement/mortgage bond.
- b. A certificate by the Confidential Section to the effect that no disciplinary action is pending against the applicant employee. **Employees posted at region offices of BS-01 to BS-10 will provide Certificate from their respective Admn.**
- c. All recommended employees will provide Certificate from **Accounts Section NHA HQ** that no advance is outstanding against him/her in the relevant category.
- d. If any employee's name has been recommended for two advances erroneously, only one advance shall be given.
- e. The employees regularized during 2011 and 2013 will execute an Undertaking on Judicial Stamp paper of Rs.50/- (duly attested by Oath Commissioner) that in case of any adverse order is received from any forum concerning their regularization; they will pay back all the remaining amount in lump sum and also recoverable from their CP/GP funds, etc.

3.
  - a. Sanction memos for release of payment will be issued on receipt of documents mentioned at Para-02 above within 30 working days after receipt of respective advance.
  - b. AFTER PAYMENT OF ADVANCE, THE EMPLOYEES WILL SUBMIT AN ATTESTED COPY OF OWNERSHIP OF PLOT/BUILDING ALONGWITH THE MORTGAGE BOND DULY REGISTERED IN ACCORDANCE WITH OBSERVATION OF EXTERNAL AUDIT IN FY 2015-16.

4. In case the above loan is not claimed by the applicants on or before **31-03-2021**, the same would be treated as elapsed and would be issued to the next applicant in the waiting list.

  
(SAQLAIN MEHDI)  
Deputy Director (Welfare-II)

**Distribution:**

- All Members NHA
- Secretary NHA HQ
- GM (B&A) NHA HQ
- GM (Internal Audit) NHA HQ
- All GMs NHA HQ/Zones/Projects
- DD (Accounts-Estab) NHA HQ
- DD Admn& Accounts Section HQ/Regions/Projects
- DD (Confidential) NHA HQ
- SPS to Chairman NHA HQ
- SO to Member (Admn) NHA HQ
- AD (MIS) NHA HQ
- Notice Boards

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With the request to issue declaration if any disciplinary proceeding is pending against any of the employee.

- To upload on website

# NATIONAL HIGHWAY AUTHORITY

Establishment Wing

**Subject: PROCEEDINGS OF THE COMMITTEE: MEETING FOR LONG TERM LOANS TO NHA EMPLOYEES HELD ON 12-01-2021 IN THE OFFICE OF GM (FINANCE)**

The Committee was apprised that Rs.330 million was allocated for the grant of long term loans to NHA employees for FY 2020-21. Out of which the entire amount was recommended by the Committee under the chairmanship of GM (Finance) on 30-09-2020 (F/A). Cut off date in shape of Circular dated 22-12-2020 was also issued for information of all successful nominees to claim their advance before 31-12-2020 otherwise amount shall be utilized for the aspiring loan applicants in the que (F/B).


2. That on 04-01-2020 status about remaining/left over fund was sought from the Estab Accounts Section. In response, Accounts Section vide its Noting dated 06-01-2020 informed that an amount of Rs.23,088,400/- is available in the relevant accounts.

3. In view of above, the following cases of loans came into consideration and were unanimously recommended for the grant of loans by the Committee as follows:-


Sr.#	Name	Designation	BS	Loan Type	Recommended Amount
1.	Mr. Muhammad Azam	GM (ISO)	19	HBA-3	Rs.3,466,400
2.	Mr. Riaz Ahmed Sindhu	Director (Legal)	19	HBA-2	Rs.3,100,400
3.	Mr. Qasim Khan	DD (Engr)	18	Car Adv-2	Rs.1,000,000
4.	Mr. Zafar Abbas,	Driver	7	HBA-3	Rs.327,050
5.	Mr. Muhammad Imran	Driver	6	HBA-3	Rs.262,963
6.	Mr. Manzoor Elahi	Driver	7	HBA-3	Rs.343,307
7.	Mr. Mehmood Sultan	Driver	7	HBA-3	Rs.751,777
8.	Mr. Saifullah	Driver	4	HBA-1	Rs.572,000
9.	Mr. Latif Anwar	Lab Technician	11	HBA-1	Rs.749,200
10.	Mr. Khalid Khan	Driver	5	HBA-1	Rs.610,400
11.	Mr. Muhammad Imran	SO to Chairman	16	HBA-1	Rs.1,364,400
12.	Mr. Sajid Mehmood Awan	DD (HRMIS)	17	HBA-1	Rs.2,567,200
13.	Muhammad Zubair Iqbal	Office Asstt,	16	HBA-2	Rs.1,486,000
14.	Mr. Indriyas Masih	Sweeper	3	HBA-3	Rs.852,400
15.	Mr. Muhammad Latif	LDC Office Asstt	16	HBA-3	Rs.1,500,000
16.	Mr. Muhammad Riaz	Driver	7	HBA-3	Rs.530,000
17.	Mrs. Shazia Riaz	AD (Coord)	17	Car Adv-1	Rs.1,000,000
18.	Mr. Mehr Bukhsh	Store Keeper	16	Car Adv-1	Rs.1,000,000
19.	Mr. Jahanzeb	AD (HRTC)	18	Car Adv-2	Rs.1,000,000
20.	Mr. Muhammad Saleem	UDC	11	M/Cyc Adv-1	Rs.100,000
21.	Mr. Muhammad Hafeez	LDC	9	M/Cyc Adv-1	Rs.100,000
22.	Mr. M. Anwar Tahir	Telephone	5	M/Cyc Adv-1	Rs.100,000
23.	Mr. Muhammad Matloob	Office Asstt	16	M/Cyc Adv-2	Rs.100,000
24.	Mr. M. Arsalan Hussain	Store Keeper	14	M/Cyc Adv-2	Rs.100,000
25.	Mr. Ghulam Sarwar	LDC	9	M/Cyc Adv-2	Rs.100,000
Total Amount					<b>Rs.23,083,497</b>
Funds Available					<b>Rs.23,088,400</b>

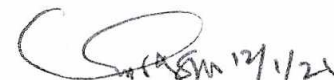
4. Moreover, the Committee discussed and proposed that list of remaining applicants in form of provisional waiting list be issued for information of all NHA employees to avoid criticism.

5. The meeting concluded with vote of thanks to the Chair.

  
**(SAQLAIN MEHDI)**  
 Dy. Director (Welfare-II)  
 Secretary/Member

  
**(TAHIR RIZWAN)**  
 Director (B&A)  
 Member

  
**(MARIAM MUMTAZ)**  
 Director (Establishment)  
 Member

  
**(SYED UMAR BANOORI)**  
 GM (Finance)  
 Chairman of the Committee