



NATIONAL HIGHWAY AUTHORITY
Coordination Wing (MIS)

No.2 (2)/Dir (MIS)/NHA/4302

Islamabad the 1st Oct, 2020

C I R C U L A R

It has been observed that most of Officers and Official of NHA HQ, upon their transfer/posting from HQ to Region, the IT Equipments allocated takeaway with them, which is violation of SOP. As per SOP IT Matters "**On posting/transfer all IT equipments must be returned to MIS Directorate with obtaining clearance.**"

Further Government of Pakistan has directed for austerity measures to reduce the expenditures and also rationalize the maximum usage of existing resources. In this regard all Sectional Heads are requested to coordinate and provide the detail of IT equipments and also issue instructions to all concerned officers/officials who transferred/posted from NHA HQ to Region or repatriated to other department are required to return all IT equipment allocated before relieving/leaving and obtain necessary clearance.

(Sadaqatullah Akhunzada)

Deputy Director
(Software Development/E-Billing)

***All General Mangers/Sectional Head
NHA HQ, Islamabad***