

# **NATIONAL HIGHWAY AUTHORITY**

Admn Wing – Personnel Bureau

No. 21(3)-Admn(P-II)/NHA/2017/5325

Islamabad, the

27, Mauve Area G-9/1

18 May, 2017

## **CIRCULAR**

The competent authority has directed that henceforth, the departmental NOC for Passport/Ex-Pakistan Leave of the employees will be entertained only on the provision of Affidavit/Undertaking on a stamp paper duly verified by Notary Public. The Ex-Pakistan leave shall be applied on specific proforma upload on NHA website (Specimen enclosed).

2. Further, all such request shall be routed through concerned Member/GM and any such request received without their recommendation in Personnel Wing, will not be entertained. Henceforth, all NHA employees are advised to abide by the said instructions.

3. This has the approval of GM (Admn), NHA.



**(Naveed Asghar)**

Dy. Director (Personnel-II)

### **Distribution:-**

1. All Members
2. Secretary NHA, HQ
3. All General Managers at HQ/ Regions/Projects.
4. Director (Establishment) NHA, HQ.
5. Director (Recruitment) NHA, HQ.
6. Director (MIS) NHA, HQ.
7. Director (HRD) NHA, HQ.
8. Dy. Director (Personnel-I) NHA, HQ.
9. Dy. Director (Confidential) NHA, HQ.
10. Dy. Director (Welfare-I & II) NHA, HQ.
11. All Deputy Directors (Accounts) at HQ/Regions/Projects.
12. All Deputy Directors (Admn) at HQ/Regions/Projects.
13. All Assistant Directors (Accounts) at HQ/Regions/Projects.
14. All Assistant Directors (Admn) at HQ/Regions/Projects.
15. AD (HRMIS) NHA, HQ
16. PSO to Chairman, NHA, HQ

**AFFIDAVIT / UNDERTAKING FOR NOC FOR  
PASSPORT / EX-PAKISTAN LEAVE**

I, **Mr/Mrs/Mst.** \_\_\_\_\_ S/D/W/o \_\_\_\_\_,  
CNIC No. \_\_\_\_\_, residential address:

\_\_\_\_\_ ,  
hereby solemnly declare that there is no legal investigation/enquiry pending against me either by NHA or any other agency and the undersigned does not have any political /criminal record.

2. However, if there is found any misrepresentation at later stage regarding the above statement, the undersigned will be fully responsible for all consequence (s) and National Highway Authority can initiate strict disciplinary proceeding against me under the admissible rules.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

S/o \_\_\_\_\_

Designation:- \_\_\_\_\_

Date: \_\_\_\_\_