

**NATIONAL HIGHWAY AUTHORITY**

**REGULATIONS  
FOR  
ASSETS MANAGEMENT**

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**NATIONAL HIGHWAY AUTHORITY**

**REGULATIONS  
FOR  
ASSETS  
MANAGEMENT**

1. In order to maintain the control and record of the purchases, documentation and disposal of assets in the National Highway Authority, "***REGULATIONS FOR ASSETS MANAGEMENT***" are hereby formulated and implemented in NHA with immediate effect.
  
2. NHA Assets includes: -
  - (A) **IMMOVEABLE**
    - i) Land purchased and transferred to NHA.
    - ii) Land falling within R.O.W. and Building Line of a national highway, as prescribed under the "National Highways and Strategic Roads (Control) Rules, 1998 (as amended from time to time).
    - iii) Highway/Motorway/Road declared as national highway by the Federal Government.
    - iv) Toll collection Points on national highways.
    - v) Buildings.
    - vi) Assets/amenities managed by the authority within R.O.W.
  
  - (B) **MOVEABLE**
    - i. Vehicles.
    - ii. Machinery (Items used in road and building construction/maintenance works).
    - iii. Equipment (Mechanical/Electrical Items used for office running).
    - iv) Fixtures in the buildings (Items fixed in a building).

- v) Stores (Items of stationery, furniture, books, files cabinets, Almirahs, boards, carpets, crockery, heaters and such other accessories being used in office working).
  - vi) Material confiscated and removed from within ROW and building line as per National Highways and Strategic Roads (Control) Rules, 1998 (as amended from time to time).
3. No asset will be purchased without allocation/availability of funds against a respective head of account in the project, regional/field office or at HQ.
4. Instructions contained in Chapter-3 of NHA Code, 1999 (as amended from time to time) about Tendering/pre-qualification and purchases Process shall strictly be followed while dealing with the stores matters.
5. Purchase of stores at NHA, HQ, regional/project offices, shall be made through purchase committees given in Table-III-9 of clause 81 of Chapter-3 of NHA Code, 1999 (as amended from time to time).
6. (1) The purchase committees should ensure that: -
- a) Purchase must be made in the most economical manner in accordance with the definite requirements of the authority keeping in view the price control imposed by the Government. Neither asset should be purchased in a small quantity nor it on undue higher side.
  - b) The committee should obtain comparative statement showing consumption of concerned item during last six months to ascertain need of quantity of item concerned. Fresh purchase shall be made strictly on indents/demands from the users and report about the available balance of store in the relevant stock Register.
  - c) Inventory accounting/costing shall be on LIFO (Last In First Out) or FIFO (First In First Out) basis.
  - d) Bin Card System will be introduced in Stores Sections.

- e) Before recommending purchase of an asset, the purchase committees should see that: -
  - i) Administrative or Technical sanction has been obtained from the competent authority.
  - ii) Sanction of the competent authority for authorising expenditure has been obtained.
  - iii) A properly detailed design and estimate has been approved.
  - iv) The competent authority provides funds for purchase of such asset.
  - v) Letters are issued to all firms given in clause-6(3) for invitation of quotations.
  
- 6 (2) As far as possible the purchase of assets shall be ensured from government based companies or authorised firms/dealers of the companies. Necessary proof on record shall be kept if such company or firm either not available on the station or not ready to provide required service.
  
- 6 (3) For purchase of an asset Government based company, Authorised Dealers of a company and all NHA Registered firms will be issued letters for calling quotations at least ten days before the date of opening of sealed quotations.
  
- 6 (4) A BS-17 officer dealing with purchases shall give a certificate to the Purchase Committee that letters were issued to all the government based firms available at the station or their authorised dealers, NHA registered/ panel firms in time. Response so received up to due date is placed on file for consideration of the committee.
  
- 6 (5) The interested bidders shall be required to provide sample of item to be supplied with their bid/quotation. The Purchase Committee shall check/ evaluate the quality of the stores in question before recommending its

purchase. The samples shall be matched with the stores actually received. AD (Admn/Stores) will give a certificate on the back of each bill as under:-

“The store item(s) mentioned in the bill is/are received and entered in the stock receipt register of Store. The item supplied is as per sample quoted in the bid”.

7. (1) No asset will be disposed off till: -
  - i) It is declared surplus or condemned by a respective committee.
  - ii) It is taken on stock.
  - iii) Its historical cost, depreciation and reserve price is available.
  - iv) It is an asset of NHA with ownership documents.
  - v) It is not useful in NHA anywhere.
  - vi) The competent authority approves its disposal.
- (2) In case of junk, price of, which is not possible to be worked out item-wise, will be disposed off through open auction by calling offers on lump sum basis.
8. (1) No immovable asset will be disposed off without the approval of NHA Executive Board/Chairman, NHA as provided in NHA Code.
- (2) Instructions given in Chapter-9 of NHA code (as amended from time to time) shall be observed while disposing off the assets of NHA. A permanent Register of Disposal of Assets will be maintained head wise in *Form-8(b)*.
- (3) A movable asset declared surplus/condemned by the committee should be offered first to the employees of NHA by adding 3 % more to the reserve price plus G.S.T. as per rules by circulating within the authority and calling rates from the employees on competitive basis.

- (4) On retirement with good service record, entitled officers may be allowed to purchase an official vehicle having five years or more life at the Written Down Book Value to be worked out by the Finance Wing with the approval of Chairman, NHA.
- (5) On availability of sufficient/suitable piece of surplus land, the authority with the approval of NHA Executive Board may use that land for a beneficial project i.e. housing scheme for NHA employees, rest house, office building or NHA hospital etc.
- (6) Assets to Government/Semi Government/Autonomous Bodies shall be transferred on payment of book value with the approval of the Chairman, NHA.
- (7) After auction of an asset, pay orders/ bank Drafts of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position holder bidders shall be retained till finalisation of auction process and others will be released under the stamp and signature of Deputy Director concerned immediately.
- (8) An asset can be sold on single bid basis if the bid price is equal to or above the reserve price.
- (9) (i) Reserve price of an asset (except land) for auction will be assessed on the basis of following formula: -

One of the Reserve Price (which ever is higher) worked out as per formulas of government and method give in NHA Financial Manual.	+	Current market value of same make, model and condition asset.	Divided by 2=	NHA Reserve Price
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- (ii) Price of land will be same as per existing market value but not less than the rate prescribed by land revenue authorities.
- (iii) In case of surplus building, reserve price of building and land will be worked out separately.

- (10) On completion of auction the Auction Committee will submit its proceedings to DG (Admn) for approval of the Competent Authority.
- (11) After approval of competent authority a letter of acceptance of bids shall be issued by Dy. Director (Admn) with necessary instructions.
- (12) In case of land and vehicles, these assets will be handedover to the bidder after completion of process of transfer of ownership. (By Revenue Authorities in case of land and by E.T.O/registration authority in case of vehicles). Expenses incurred on account of transfer of asset shall be borne by the bidder. Following steps will be taken in this case:-
  - (i) Bidder will be instructed to deposit full amount of bid along with Tax payable under the rules in NHA account through Bank Draft.
  - (ii) On clearance of bank Draft in favour of NHA a letter of N.O.C in the name of bidder will be issued to authority concerned for transfer of asset in the name of bidder.
  - (iii) On transfer of asset by the concerned quarters, the copy of transfer documents shall be kept on NHA record and the asset will be handed over to the bidder.
- (13) Bid Forms will be filled by the bidders in *Form No. 8(13-1)* for vehicles and for other items in *Form No. 8(13-2)* which will be issued by Administration to the interested parties free of cost or on payment as decided by the Chairman, NHA.
- (14) The Auction Committee will prepare comparative statement in *Form No. 8(14-1)* and *No. 8(14-2)*.
- (15) No item will be destroyed through un-fair means.



9. The General Manager (Region/Project) in the field and the DG (Admn) at NHA, HQ shall ensure safe and secure placement of assets. They should carry out physical inspections of stores at least once on quarterly basis and record observations in Inspection Register to be maintained by Store Keeper in the following form: -

- i) Date of Inspection
- ii) Name and Designation of Inspecting Officer
- iii) Observations to be recorded (if any)
- iv) Signature of Inspecting Officer and Store Keeper

10.

**CATEGORIES OF STORES.**

1. **Stores to be purchased through Head Office (Category-A).**
  - a) All items having cost of more than rupees 0.1 million (per item).
  - b) All types of vehicles.
  - c) Machinery.
  - d) Equipments.
  - e) Immoveable items.
2. **Stores to be purchased at Regional level but with prior approval of the Head Office (Category-B).**
  - a) All items having cost of or more than rupees 0.05 million, but less than rupees 0.1 million.
  - b) Computers.
  - c) Fax Machine.
  - d) Photocopier Machines.
  - e) Electricity Generators.
  - f) Air conditioners.
  - g) Cyclostyle Machines.
  - h) Television/Dish Antenna.

- i) Electric Typewriters.
- j) Telephone Exchange more than 25 lines.

3. Stores to be purchased at regional level without involving the Head Office in the matter of approval (Category-C).

- a) All items other than those as shown in category-A&B above having cost of less than rupees 0.05 million.
- b) Stationery items.
- c) Electricity accessories.
- d) Furniture.
- e) Fixtures.
- f) Equipments of daily use nature.
- g) Telephone Exchange below 25 lines.
- h) Any other item not covered in category-A & B above.

4. Monthly return of purchases of consumable Stores.

A centrally controlled Register about the purchases of consumable Store Items will be maintained at Main Store NHA HQ and all Regional/Field offices will send quarterly return of such purchases to Director (Admn) HQ in **Form No.10 (4-A)** by the 5<sup>th</sup> of each March, June, September and December and HQ Store will maintain a Register in **Form No.10(4-B)** item-wise.

11. Store items are divided in to two types as under: -

- i. Consumable Items; Includes the store items issued to an official for day to day office work and are being consumed and will not be returned to the store i.e. papers, lead pencils, paper pins, stapler machine pins, dusters etc. etc.
- ii. Non-consumable (Dead Stock items) Includes the store items allocated to an office for day-to-day works but are not consumable and remain on the stock of store. These items will be on the charge of office concerned and will be returnable to store. These items will be under proper charge and if custodian is not going to return the items to store, he will either pay the cost equal to reserve price (to be worked out) or after proper enquiry loss will be written off with the approval of competent authority.

12. The Regional/Field offices will submit their proposals to NHA HQ in the following format for purchase of an asset: -

- a) Name of item.
- b) Cost (Attach Quotations/Tender, as the case may be).
- c) Item available in store.
- d) Date and number of item purchased previously.
- e) Whether item is country made or not.
- f) If it is required to be imported or it is not available in the market and its cost is more than rupees seventy five thousand, under mentioned certificate duly signed by GM will be given:

“It is certified that I am satisfied that the article(s) included in the demand/indent for purchase, is/are not at present available in stock made in Pakistan and can not be made available within the time. As such, these articles are required to be brought in to service by import from abroad”.

- g) Is required budget available?
- h) If budget is not available, what will be the source of funds for purchase?
- i) Detail of consumption of item previously purchased.
- j) Recommendations and constitution of purchase committee.
- k) Justification for purchase of item in the interest of public works.
- l) Comparative statement of rates offered by different firms.

13. (1) All non-consumable items purchased will be entered in the store record/Stock Register at Head Office and managed by HQ properly under proper watch from purchase, to utilisation and its final disposal. Store Section of NHA, HQ will be intimated by Regional Offices about the purchases on monthly basis by 5<sup>th</sup> of each month in *Form No.13(1)*, for maintenance of record of all assets. Each “Stock Entry” should suffice with a Gazette Officer’s dated signature in the relevant Stock Register.

(2) While making a payment against any purchase, it will be ensured by the Accounts section concerned that cash memos/invoices bills and vouchers are containing entry details of Stock Register duly certified by the Store Officer.

(3) Following sections/offices will initiate/process examine cases for purchase/repairs of items as shown against each: -

- |       |  |                         |
|-------|--|-------------------------|
| i)    | Land/Buildings   | Land Management Section |
| ii)   | Hiring/repairs of office and NHA own residential buildings | Administration Wing     |
| iii)  | Engineering Equipment/ Machinery                           | Operation Wing          |
| iv)   | Vehicles   | Administration Wing     |
| v)    | Computers  | Computer Section        |
| vi)   | Office Equipment/Furniture                                 | Administration Wing     |
| vii)  | Other office use stores                                    | Store Section           |
| viii) | Any other item   | Wing Concerned          |

14. (1) Store items already available in the stock or the items declared surplus shall be issued on demand in prescribed form in triplicates as provided in NHA Code Chapter-21 of Chapter-III duly signed by a BS-16 officer or PA/PS to an officer/office with the approval of the officers as under in the same station office: -

- |      |   |                                  |
|------|---|----------------------------------|
| i)   | An item having cost more than Rs.10,000/-.                    | Member/DG (Admn)/<br>Regional GM |
| ii)  | An item having cost less than Rs.10,000/- but over Rs.2500/-. | Regional GM/<br>Director (Admn)  |
| iii) | An item having cost of Rs.500/- to Rs.2500/-.                 | Dy. Director (Admn)              |

- |     |   |                                  |
|-----|---|----------------------------------|
| iv) | An item having cost less than Rs.500/-. | Asstt. Director<br>(Stores/Admn) |
| v)  | An item having cost less than Rs.50/-.  | Superintendent<br>(Stores/Admn)  |

Note: - *Above monetary limit will increase at 10% after every five years.*

- 14 (2) Demand for same item shall be entertained once a week and thrice in a month. In case of special assignment the approval of next higher authority with justification will be obtained.
- 14 (3) The Storekeeper will maintain Issue Register for each section of the office separately with full details of items issued.
- 14 (4) The Store Keeper will maintain section wise register in **Form No.14(b)** about such items which are required to be returned to store either in case of replacement or transfer of an officer.
15. Registers of Assets will be maintained for Head Office, each Region and field office separately, by NHA, HQ Store.
16. All Regional/field offices will submit a monthly return about Assets by 5<sup>th</sup> of each month in **Form No.16** being recommended surplus/B.E.R.
17. (1) Director (Establishment) at NHA, HQ and all Regional GMs and field office Incharge officers should take special care for arranging safe custody and proper placement/space for stores, for keeping the stores in good working condition and protecting them from loss damage or deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. They should ensure maintenance of accounts and inventories in accordance with the books of stores.
- (2) Wherever deemed necessary suitable security staff would be posted for security and safety of an asset.

- (3) All concerned should safeguard over NHA assets by keeping in view the following guidelines:-
- i) There must be a system of adequate safeguards to protect assets from fraud, waste and abuse.
  - ii) Subsidiary records of fixed assets and stocks should be kept up to date.
  - iii) Periodic physical inventories of fixed assets and stock be prepared and maintained properly.
  - iv) Valuable assets like vehicles are sufficiently covered by insurance policy with the approval of the competent authority.
  - v) Responsible officers make periodical inspections regularly and reports should be submitted to the competent authority from time to time.
18. (1) As a result of transfer, retirement, resignation or removal from service of an official, the storekeeper will ensure that all the returnable items issued to an outgoing employee are received back to store. Returnable items of store will be like: -
- a) Computer and all accessories
  - b) Typewriter
  - c) Table items set
  - d) Calculator
  - e) Office instruments
  - f) Transport (To be taken by transport Section)

And all other items to be deemed as such by the store officer.

- (2) A Storekeeper on his transfer will not be relieved without proper handing over and taking over as well as getting clearance certificate from Stores Incharge officer (Not below BS-17).

- (3) Office room of such transferee, retiring etc. employee will be locked and taken in possession by administration.
19. Amounts received through auction/sale of assets shall be deposited in "*Receipt Account*" at Headquarter.
20. Besides maintenance of record of purchase and disposal of assets in Main Store, NHA HQ, following sections/offices will also maintain record of assets being controlled by them properly and keep ready for inspection at any time: -
  - a) Project/Regional GMs
  - b) Directorates (Land Management)
  - c) Projects/Regional Accounts Offices
  - d) Highways/Motorways Wing HQ.
21. (1) All the purchases against B.O.Q. items made through consultants/contractors at Projects should be informed to NHA, HQ Store so that a proper inventory of each project assets can be completed.
  - (2) Proper stock record of all purchases through contractors/ consultants and use by them at site will also be verified and maintained by PD concerned at site.
  - (4) On completion of a project, a list of moveable items shall be circulated to all offices of NHA to give their demand if any item is required to them. The remaining items duly declared surplus/condemned through respective committee shall be auctioned at site and only useable items will be shifted to the places where they are required. Otherwise GM of Regional concerned will take-over the charge of entire stock through his office administration and copies of handing/taking over will be countersigned by GM and PD jointly. Such report will also be sent to Director General (Admn) HQ for updating the record.

- (4) Purchases made through Imprest Accounts shall be reported to Store Section/Admn of respective office. The Accounts offices can only make re-imburement on receipt of entry in Store Section, on each bill liable to be taken on stock.
22. Annual assets return regarding fixed assets containing detail of purchases/disposal during the last year shall be submitted to NHA Headquarters main store by 15<sup>th</sup> January.
23. Transfers of all assets having purchase cost of Rupees ten thousand or more from one project/office to the other shall be intimated to Main Store of NHA, HQ along with necessary detail and approval of competent authority.
24. (1) All NHA Regional Offices will provide information regarding immovable assets and particularly land, roads, bridges and buildings in detail to NHA, HQ (Land Management, Admn, highways and Finance Wing) for maintenance of record.
- (2) Roads assets record will be maintained/provided as per *Form No.24(b)*.
- (3) Assets in the shape of buildings will be updated in *Form No.24(c)*.
25. No stock taking or disposal or handing/taking over of an asset shall be carried out without the following: -
- i) Date of purchase
  - ii) Price of purchase
  - iii) Ownership Documents of NHA
  - iv) Reserve price
26. Stores inventories should be checked physically by the Director (Admn) and Regional GM half yearly and a certificate of the result of check should be recorded. Necessary certificates will be submitted to the DG (Admn) NHA, HQ for perusal and necessary action if any, by 15<sup>th</sup> of July and December each year.



27. In making physical checking of stores, the following instructions should invariably be observed:-
- a) Verification/checking must be made in the presence of the Store Incharge officer.
  - b) All discrepancies should be brought to the notice of DG (Admn) through Director (Admn) and Regional GM
  - c) Shortage and damages, as well as unserviceable stores, should be reported to the authority competent to write off the loss as prescribed in NHA Code, 1999, Chapter-10 (as amended from time to time).
28. Balance of stores should not be held in excess of the requirements of a reasonable period as experienced from time to time. Stores remaining in stock for over a year should be declared surplus and auctioned unless there is any good reason to treat them otherwise.
29. Instructions given in the following chapters of NHA Code (as amended from time to time) shall strictly be followed while dealing with the matters of NHA assets under these Regulations: -
1. Chapter-3 Tendering/Pre-qualification and Purchase Process.
  2. Chapter-7 Land Acquisition
  3. Chapter-8 Management of R.O.W. of National Highways
  4. Chapter-9 Disposal of NHA Property.
  5. Chapter-10 Procedures and Powers to Write off Losses.
  6. National Highways and Strategic Roads (Control) Rules, 1998.
30. Some times in PC-I, cost of certain fixed Assets like Vehicles, Furniture and Fixture and others is built up both for the NHA as well as for the Supervising consultants/Design consultants/General consultants to be re-

imbursed to the contractors on submission of the IPCs. Under such a situation the Project Admn (GM/PD) should keep a record for assets and inform the NHA, HQ Admn accordingly. The Accounts shall only release payments after verifying and certification on the back of such invoices showing that such and such assets purchased have been taken on the charge of project asset register and necessary information has been conveyed about the purchase of asset to NHA, HQ administration. At the close of the project proper handing and taking over assets charge must be carried out and a report should also be given to the Accounts and NHA, HQ Admn on the final payment to the contractor/consultant.

31. Some times the design consultants hired by NHA through Member (Planning) purchase certain fixed Assets as agreed in the Consultancy Agreement. Under such situation the same procedure should be followed as mentioned in para-30.
32. Instructions/orders passed by the National Highway Authority and Federal Government from time to time for corporate bodies in this regard shall be applicable to the National Highway Authority.
33. Record of losses written off regarding NHA assets shall be maintained in a register as a Permanent Record in the *Form No.33* at Central Store at NHA, HQ, wing/office concerned. All the losses written off shall be reported to all concerned.
34. (1) For maintaining Right of ownership of assets following documents must be kept on the record of NHA: -
  - a) *Land and Buildings.*
    - i. All the Notifications and Awards passed under Land Acquisition Act, 1894.

- ii. List/Record of owners who received compensation of land.
- i. Record of mutation of land.
- ii. Assessment record of cost of land by Land Revenue Authorities.
- iii. Registration of building in the name of NHA.
- iv. Lease Record
- v. Sale deed of building.

b) Other Assets.

- i. Newspapers published Notice (when required)
- ii. Quotations (when required)
- iii. Comparative statement of Rates received through quotations.
- iv. Approval of competent authority.
- v. Sanction Memo
- vi. Stock Register(s)
- vii. Registration Book of vehicles
- viii. Insurance/Token Tax Payment Papers of vehicles.

(2) Similarly record in respect of disposal of assets will be as under: -

- i. Stock Taking Report.
- ii. Surplus/Condemnation Committee Report.
- iii. Circular to NHA offices for calling demands.
- iv. Final list of Items recommended for disposal.
- v. Reserve Price Fixation Committee report.
- vi. Published Notice/Bid/Tender Documents.
- vii. Bids/Tenders/offers received.
- viii. Comparative Statement.
- ix. Auction/Disposal Committee recommendations.
- x. Approvals of competent authority.

35. The Internal Audit will carry 100% inspection and physical verification of all stores/assets record at headquarters and regions etc. with special emphasise upon "Stores/Assets Record Keeping".

36. (1) Following committees will assess the assets for their classification/conditioning, fixation of reserve price for the purpose of condemnation/auction/disposal: -

(A) NHA, HQ.

- |    |                         |                  |
|----|-------------------------|------------------|
| 1. | GM (Audit)              | Chairman         |
| 2. | Director (Admn)         | Member           |
| 3. | Director (Accounts)     | Member           |
| 4. | Director (C&S)          | Member           |
| 5. | Dy. Director (Gen.Admn) | Member/Secretary |

(B) Regional Offices.

- |    |   |                  |
|----|---|------------------|
| 1. | GM (Region/Project)                           | Chairman         |
| 2. | Director (Admn) HQ.                           | Member           |
| 3. | Director (Maint) or<br>PD in case of Project. | Member           |
| 4. | Dy. Director (Accounts)                       | Member           |
| 5. | DD/AD (Admn)                                  | Member/Secretary |

(2) Following committees will finalize auction/bids of surplus assets:-

(A) NHA, HQ.

- |    |  |                  |
|----|--|------------------|
| 1. | GM (Construction)  | Chairman         |
| 2. | Dy. Director (Internal Audit)  | Member           |
| 3. | Dy. Director (Gen.Admn)  | Member           |
| 4. | Asstt. Director (Stores)<br>(for assets other than transport<br>and Asstt. Director (Transport)<br>in case of vehicles). | Member/Secretary |

(B) Regional Offices.

- |    |                               |                  |
|----|-------------------------------|------------------|
| 1. | GM (Region/Project)           | Chairman         |
| 2. | Dy. Director (Internal Audit) | Member           |
| 3. | DD/AD (Accts)Region/project   | Member           |
| 4. | DD/AD (Admn) Region/project   | Member/Secretary |

(3) Notice for calling bids in respect of auction of NHA assets for publication in newspapers shall be as per **Form No.36(3)** to this Regulation. Detail instructions for bidders shall be given in bid documents.

37 (1) Registration of firms/workshops for supply and repair/maintenance will be made on three years basis after inviting applications through public notice in the press.

(2) On receipt of application from an interested firm for registration with NHA, the pre-qualification committee prescribed in NHA Code will examine the case keeping in view the following requirements: -

- i) Status/capacity of the firm for stores.
  - ii) Necessity in NHA.
  - iii) Registration with other government organisations.
  - iv) Stock quality and quantity.
  - v) Statement of Financial position and its resources.
  - vi) GST payer certificate.
  - vii) Last year Income Tax Statement.
  - viii) Any other detail as deemed necessary.
- (3) The dealing Dy. Director or Assistant Director concerned will inspect the applicant firm and submit inspection report to the committee.
- (4) The firms on pre-qualification will be registered with NHA on payment of registration fee at the rate to be fixed with the approval of the Chairman, NHA.
- (5) The firm's registration will be renewed with the approval of DG (Admn) after every three years subject to satisfactory performance on payment of renewal fee at the half of the amount of the existing initial registration fee.
- (6) Once a firm is depanelized, it will not be considered for registration till three years.
- (7) The firms shall be categorised for supply of stores as under: -

<u>Category</u>	<u>Value Rang for Purchase of Stores.</u>
I.	Over Rs.10.00 million.
II.	Over Rs.5.00 million and less than Rs.10.00 million.
III.	Over Rs.1.00 million and less than Rs.5.00 million.
IV.	Over Rs.0.5 million and less than Rs.1.00 million.
V.	Less than Rs.0.5 million

**Note: -** *In case of land, buildings, trees and crops, Director (Land Management) HQ will be added as Member with all the above mentioned committees.*

- 38 (1) When Purchase/Market price of an asset is not available, the following committee will workout reserve price of the same for auction/disposal:-

- |      |  |                  |
|------|--|------------------|
| i.   | Financial Advisor and in his absence, GM (Finance) | Chairman         |
| ii.  | Director (Audit)                                   | Member           |
| iii. | Director (Admn)                                    | Member           |
| iv.  | Director (Legal)                                   | Member           |
| v.   | Director (C&S)                                     | Member           |
| vi.  | Dy. Director (Gen.Admn)                            | Member/Secretary |

(2) The committee will workout the reserve price, keeping in view the;

- a) Historical cost
- b) Life of asset
- c) Condition
- d) Salvage Value
- e) Demand and price in the market in existing condition

**Note: -** *In case of land, buildings, trees and crops, Director (Land Management & IS) HQ will be added as Member to all the committees given in clauses-36 and 37 above.*

39. NHA rest houses shall be maintained as per requirements of the authority with the approval of the Chairman, NHA subject to the following terms and conditions: -

1. A building to be hired/constructed for rest house must contain the following: -
  - a. Five bedrooms with attached toilet/bath room.
  - b. TV lounge.
  - c. Drawing/Dinning Hall.
  - d. Kitchen Room.
  - e. Servants Quarter.
  - f. A store room.
  - g. Suitable grassy lawn.
  - h. Parking for at least three vehicles.
2. Repair/maintenance of a rest house will be the responsibility of Regional GM.
3. The locality of the rest house should be central, secured and preferably close to NHA office and airport.

4. All utility services i.e. electricity, water, gas, telephone, sewerage etc. should be available.
5. Regional GM for a rest house shall arrange suitable staff.
6. The HQ with the approval of Chairman shall reserve 75% rooms in a rest house through DG (Admn) and 25% rooms shall be allocated with the approval of Regional GM.
7. Following will be entitled for reservation of rooms in NHA rest house:-
  - i. Officers of NHA and Communications Division (BS-19 and above) and their families.
  - ii. Members of NHA Executive Board.
  - iii. Any Government officer in BS-19 and above in exceptional cases only subject to satisfactory proof and prior permission of the competent authority.
  - iv. Retired officers of NHA.
9.
  - i. Reservation will be subject to availability of room on first come first serve basis.
  - ii. The maximum duration of his stay in a rest house will be one week. However, it can be extended further in exceptional cases.
10. In case of arrival of a senior officer in emergency, two juniors will be accommodated in one room and the senior will be allotted a room.
11. Every guest will be issued a formal receipt of amount received from him on account of rent, telephone and food charges.
12. Following items will be made available for guests during stay in NHA rest house:-
  - i. Holly Quran
  - ii. Jai Namaz
  - iii. Soap
  - iv. Rubber Chapple.
  - v. Towel.

13. The regional GMs will nominate at least a BS-11 official to look after the services, repair, maintenance, record completion, allocation of rooms, accounts record etc. in the rest house in the capacity of Care Taker.
14. A sufficient food material will be available all time at the rest house. Amount in this regard from guests will be charged on actual basis. A good quality/quantity of cooking utensils and crockery will be available in the kitchen.
15. Proper registers and receipt books will be maintained on account of amount received and expenditures for rent, food, telephone, electricity, water, repair/ maintenance etc. charges separately.
16. Reservation of a room on account of private visit will not be for more than three days. However, for additional day's approval of the Chairman, NHA will be required
17. NHA rest houses will not be allowed for use of marriage/birthday or other parties/functions.
18. The rent of rest house shall be fixed by the Chairman, NHA by classifying the guests as under:-
  - i. Official Visits of NHA officers and Members of Executive Board.
  - ii. Private Visits of NHA officers and Members of Executive Board.
  - iii. Others

Note: - *Rent shall be revised with the approval of Chairman, NHA from time to time and will be circulated by administration wing HQ.*

19. The caretaker will ensure that no un-authorized person is allowed to stay in the rest house.
20. GMs will send a monthly statement of receipts and expenditures in respect of every rest house to Administration wing HQ by 15<sup>th</sup> of each month in the *Form-39(20)*.
21. On vacation, the occupant will hand over the items provided by NHA for his use properly to the staff of the rest house. The guest, will make good the loss if any.



22. Inventory list will be displayed in every room duly signed by the caretaker.

40 (1) The officers who are allowed entertainment allowance as per NHA policy shall be provided following crockery officially on three years basis subject to requirement: -

i. Chairman/Members

- Tea Set with Twelve Cups Saucers.
- Water Set with Twelve Glasses.
- Electric Tea Cattle.
- Tea Spoons Fourteen.
- China plates six.
- Teacup Mats Twelve.
- Towels Two.
- Tissue Papers Two Packets per month.
- Air Freshener one per month.
- Soap one per month.

ii. Others

- Tea Set with Six cups and saucers.
- Water set with six glasses.
- Electric Tea Catle.
- Tea Spoons Eight.
- China plates Three.
- Towel one.
- Soap one per month.
- Tissue Papers one packet per month.

(2) The committee consisting of the following will check the record and ascertain requirements of the crockery in each office:-

At Headquarter.

- i. Dy. Director (Audit)
- ii. Asstt. Director (Stores)
- iii. PS/PA of the officer concerned.

At Regional Offices.

- i. Dy. Director (Accounts)
- ii. Superintendent (Admn)
- iii. PS/PA if the officer concerned.

*Note: -PS/PA will maintain Stock Register of Crockery.*

**Repair/maintenance of Assets.**

- 41 (1) On Cash Payment.
- a) Repair/maintenance of NHA assets on cash payment will be subject to provisions of NHA Code. It shall normally be avoided. However, in case of emergency or urgency or when NHA Panel Firms either are not available or they are not in a position to provide the required service on time, OR
  - b) When it appears that Panel firms are giving higher rates in quotation as compared to open market rates, repair on cash payment with prior approval of the competent authority, by giving full justification for cash payment, shall be allowed by drawing advance amount (to be adjusted on completion of work).
  - c) For cash payment at least two quotations out of panel firms will also be obtained and be kept on file with quotations of panel firms.
  - d) Offer for repair/maintenance of an asset on cash payment will also be given to panel firms for competition.

(2) Steps for repair of an asset.

Following steps will be taken for repair of an asset: -

- a) Defect report by concerned officer to respective authority.
- b) Check the necessity of repair by respective authority.
- c) Recommendations/report of checking official with suitable proposal in the light of NHA Code with rough cost estimate to the competent authority for administrative approval.
- d) After administrative approval Bids/quotations shall be called through press or from all Registered Firms (if major repair is required). Major repair means where quotations/bids are required to be called for a work. In case of minor repair, registered firms will be involved to carryout the work.
- e) Opening and verification of bids/quotations and comparative statement by respective committee.

- f) Submission of case for financial approval to the competent authority.
- g) After approval, work order will be issued by dealing Assistant Director to lowest bidder and action will be finalized as per provisions of NHA Code.
- h) As far as possible repairs be carried out through public sector, corporations/company or Authorized/Registered Dealers of the companies. Necessary proof on record will be kept if such company or firm either is not in a position to provide required service or not available on the station.
- i) On completion of work, the firm will submit a bill within fifteen days. The bill will be entered in respective books (stock, MB, Logbook etc).
  - i. On the back of bill following certificate will be recorded by officer concerned i.e. whose asset is repaired (not less than BS-17):-

“The work has been completed as per approved specification/work order/rates. Entries have been made in the record concerned as per entry given on the face of bill. The payment is recommended to be released to M/S \_\_\_\_\_”.

Signature: \_\_\_\_\_

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

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

- (3) In case of emergency repairs/maintenance, cases will be submitted to the competent authority with full justification for approval after carrying the required work for re-imburement of bills within 24 hours. The competent authority may order inquiry for ascertaining factual position, if deem necessary.
- (4) Repair/maintenance and usage details of vehicles, Photocopier Machiners and Computers or any other such equipment as directed by the Director General (Admn), will be noted in their Log Books.

- (5) In case of purchase/repair of an asset through public sector, company/firm or authorized dealers of such companies, repair/purchase can be carried out on single quotation.

42 (1) Office Items/Furniture for office use shall be issued as under:-

(a) **Officers in BS-20 and above.**

i)	Office Table with Glass & Flalane Cloth (3.25' X 6.25')	1
	- Revolving Chair	1
	- Visitors chairs	6
ii)	Seven Seaters Sofa Set with centre Tables	1
iii)	Wooden Stand Hanger	1
iv)	Pakistan Flag	1
v)	Quaid-e-Azam's Photograph Frame	1
vi)	Good Quality wall Board with blazer (8' X4')	1
vii)	Officers Posting Board (18' X36')	1
viii)	Best quality Marble Table Set with Pen Holder	1
ix)	Best quality Ball Point Pens	1 Set
x)	Stapler Machine Best Quality	1
xi)	Steel Foot Scale	1
xii)	Pencil Sharpner Machine	1 each
xiii)	High Lighter Set	1
xiv)	Punch Single and Double	1 each
xvi)	Wall Clock	1
xvii)	Emergency Light Tube Rod	1
xviii)	Wall Calendar	1
xix)	Table Diary	1
xx)	Book Shelf	1
xxi)	File Cabinet or Almirah	1
xxii)	Table Lamp	1
xxiii)	Dak Bags	2
xxiv)	Files Rack	1
xxv.	Fridge	1
xxvi.	Television	1

b. Officers of BS-19.

i)	Office Table with Glass and cloth (3.25'X6.25')	1
	- Revolving Chair	1
	- Visitors chairs	6
ii)	Five Seaters Sofa Set with Centre Tables	1
iii)	Quaid-e-Azam's Photograph Frame	1
iv)	Good Quality Marble Table Set with Pen Holders Set	1
v)	Ball Point Pens	1 Set
vi)	Stapler Machine	1
vii)	Steel Foot Scale	1
viii)	Pencil Sharpener Machine	1 each
ix)	Two colour High Lighters	2
x)	Punch Single and Double	1 each
xi)	Wall Clock	1
xii)	Emergency Light	1
xiii)	Table Diary	1
xiv)	Book Shelf (if required)	1
xv)	File Cabinet or Almirah	1
xvi)	Files Rack	1

3. Officers of BS-18/17.

i)	Office Table with Glass (5' X 3')	1
	- Revolving Chair	1
	- Visitors chairs	6
ii)	Table Set with Pen Holder	1
iii)	Stapler Machine	1
iv)	Steel Foot Scale	1
v)	Two colour High Lighters	2

vi)	Punch Machines Single and Double	1 each
vii)	Table Diary	1
viii)	File Cabinet or Almirah	1
ix)	Wall Clock	1
x)	Files Rack	1

d. **Officials of BS-16.**

i)	Office Table with Glass (5' X 3')	1
	- Revolving Chair	1
	- Visitors chairs	4
ii)	Table Set with Pen Holder	1
iii)	Stapler Machine	1
iv)	Steel Foot Scale	1
v)	Two colour High Lighters	2
vi)	Punch Machines Single and Double	1 each
vii)	Table Diary	1
viii)	File Cabinet or Almirah	1
ix)	Wall Clock	1
x)	Files Rack	1

e. **Officials of BS-11 to 15.**

i)	Office Table with Glass (5' X 3')	1
ii)	Office Chairs	4
iii)	Stapler Machine	1
iv)	Wooden/Plastic Foot Scale	1
v)	Paper Cutter	1
vi)	Table Diary	1
vii)	Files Rack	1
viii)	Plastic Table Set	1

f. **Other Ministerial Staff.**

i)	Office Table (2.5X4')	1
ii)	Office Chairs	2
iii)	Ball Point Pen Normal	
iv)	Stapler	1
v)	Single Punch	1
vi)	Foot Scale Wooden/Plastic	1

g. **PS/PA/Stenos/Computer Operators**

i)	Office Table with Computer/ Typewriter arrangements	1
ii)	Revolving Chair	1
iii)	Visitors Chairs as and where required (as per office space/requirement)	
iv)	Other items with the approval of the competent authority	

- (2) No section will be allowed more than three visitor chairs.
- (3) Inventory list in every office section/room duly signed by AD (Stores) will be displayed at visible placed for checking and handing/taking over purpose.

43. **Allocation of Assets on Rent.**

- (1) The spare assets available on stock can be allowed on rent under proper agreement for use of NHA officials.
- (2) During rental period safety, security and minor repair/maintenance of asset will be responsibility of the officer/person getting asset on rent.
- (3) The rental charges (except Vehicles, Buildings and Land) will be fixed by the following committees keeping in view the condition and market rate of an asset: -



Committee

Approving Authority

NHA, Headquarters

- |    |                         |           |
|----|-------------------------|-----------|
| 1. | Director (Admn)         | DG (Admn) |
| 2. | Director (Audit)        |           |
| 3. | Director (Accounts)     |           |
| 4. | Director (Construction) |           |
| 5. | Dy. Director (Gen.Admn) |           |

Regional/Field Offices

- |    |                         |                     |
|----|-------------------------|---------------------|
| 1. | A Director (BS-19)      | Regional/Project GM |
| 2. | Dy. Director (Accounts) |                     |
| 3. | Asstt. Director (Admn)  |                     |

- (4) Rent for vehicles, buildings and land will be charged with the approval of Chairman, NHA. The same committees mentioned above will make assessment of rent for buildings/land.
- (5) The person to whom it is actually rented out will not further rent out the asset. It will not be subletted to other party.
- (6) Advance rent for at least six months will be charged for the assets other than the land and buildings. For land and buildings it will for two or one year(s).
- (7) For establishment of utility services in NHA's ROW, NOC will be issued as per policy of NHA.
- (8) A responsible officer of NHA (not below BS-17) shall inspect the asset rented out on quarterly basis. Any deficiency noticed shall be brought to the notice of Regional/Project GM/DG (Admn) immediately. In case of poor upkeep of the asset, the same shall be withdrawn.
- (9) Double rent will be charged for a month if rent is not paid within fifteen days of the date fixed for this purpose.

44. Hiring of Assets for NHA use.

- (1) Hiring of private/government properties on lease/rent shall be permissible with the approval of competent authorities provided in NHA Code subject to the following conditions: -
  - i) Required asset is not available in the stock of NHA.
  - ii) It is required in the interest of official business.
  - iii) The said hiring is not specifically prohibited under the instructions of government/NHA.
- (2) Rent of such properties (except residential accommodations for NHA employees where rental ceiling is already fixed) shall be assessed keeping in view its condition, value and market rate in the vicinity concerned.
- (3) The following "Rent Assessment Committees" at Headquarters and Regional Offices will negotiate lease rent for hiring of assets for office purpose where monthly rent of an asset is Rs.10,000/- or more or an advance rent at Rs.50,000/- or more is to be paid and asset is to be hired for a period of one month or more: -
  - a. NHA Headquarters.

i.	General Manager (Audit)	Chairman
ii.	Director (Admn)	Member
iii.	Director (Contracts)	Member
iv.	Deputy Director (Admn)	Member/Secretary
  - b. Regional Offices.

i.	Regional/Project GM	Chairman
ii.	Director (Engineer BS-19 of Regional Office)	Member
iii.	Dy. Director (Accounts) Regional Office	Member
iv.	Asstt. Director (Admn) Reg. office	Member/Secretary

(4) Where no competent authority is provided in NHA Code, the following will be competent to approve hiring of assets: -

- i. An asset having rent less than Rs.10,000/- per month. - Director (Admn) HQ  
- Regional GM in regions
- ii. An asset having rent of Rs.10,000/- to Rs.25,000/- per month. - DG (Admn)
- iii. An asset having rent more than Rs.25,000/- per month. - Chairman, NHA.

Note: - *Above monitory limits shall escalate at the ratio of 10% after every three years.*

(5) Registers will be maintained for hired assets item-wise by officers concerned.

45 (1) When a surplus/condemned asset can not be disposed off under normal procedure, following steps shall be taken for its disposal: -

- i) Reduce the reserve price on each auction at the ratio of 5%, 10%, 20% after first auction in second, third and fourth auction.
- ii) Offer to NHA employees to purchase an asset at the amount of 30% less than the reserve price. OR
- iii) Any other person interested to purchase such asset at the amount of 25% less than the reserve price.

(2) However, above steps will be taken after proper certification and documentary proof by Auction committee with the approval of the competent authority having powers under NHA Code to dispose off the asset.

46

#### TRADING OF ASSETS.

When an equipment/instrument is obsolete/out of order or is beyond economic repair and an interested party is ready to replace it with a new one with an additional nominal amount, the tradeoff shall be allowed with the approval of DG (Admn) /Regional GM subject to the following conditions: -

- i) Amount to be incurred on the repair is more than the reserve price of the item.
- ii) Guarantee period (if any) of the item is expired.
- iii) Amount of reserve price and extra amount to be paid to the supplier of new item is not higher than the market price of new item.

47. CONSOLIDATED RECORDS REGISTER OF ASSETS.

A consolidated Register of record of the following Assets of NHA will be maintained at HQ (Admn Wing) item-wise having following Parts in Form No.47: -

PART-I	Land
PART-II	Own Buildings
PART-III	Hired Buildings of Rest Houses/offices
PART-IV	Engineering Machinery/Equipment
PART-V	Vehicles
PART-VI	Office equipment (Item-wise)
PART-VII	Furniture

48. CODE NUMBERS TO ASSETS.

Each moveable asset mentioned in clause-47 above will be allotted Code Number as under: -

- Register Number
- Page Number of Register
- Serial Number in the page of Register i.e. 5-1/1

49. CLASSIFICATION/CONDITIONING OF ASSETS FOR DISPOSAL

- (1) On transfer of Assets from field/different offices, the committee given in Section-36 (1) will carry out their classification/conditioning. Such Assets shall be classified for the purpose of disposal as under:-

KHURSHID AHMAD  
Director (MIS)  
National Highway Authority  
Islamabad

i) Workable/useable Assets.

The Assets having good condition will be placed in this class for issue wherever their need arises. These Assets will be taken on running stock properly.

ii) Serviceable Assets.

The Assets, which need repairs within a reasonable/acceptable amount will be counted in this class. After proper stock taking, these Assets will be repaired and issued on demand when and where need arises.

iii) Surplus Assets.

The Assets either in good condition or need minor repairs but not useful for NHA will be declared surplus subject to the condition that, list of such Assets will be circulated to all NHA offices for their use. If no requirement should receive, the committee after inspection of Assets will recommend as Surplus. These Assets as soon as possible will be auctioned.

iv) Condemned Assets.

The Assets neither useful for NHA nor disposed off through transfer/three continuous auctions or the Assets, which are not serviceable and have no value in the market, will be treated as Condemned Assets. The Assets classified as condemn will be disposed off through open auction by calling lump sum offers at what so ever price is offered by the interested parties.

- (2) Assets will be placed in separate stores as per their classification/conditioning mentioned above.

50. (1) For transfer to Government Organizations, only Surplus/Condemned Assets will be taken into consideration. Proposals in this regard along with detail of Assets will be moved to the Communications Division for inviting offers from Government Organizations.
- (2) Subject to the approval of the NHA Executive Board, surplus or condemned land/building shall be transferred to the Federal/Provincial/Local Government/Body for use of running Educational/Training Institute or Hospital at 50% of the reserve price if it is not disposed off other wise through genuine efforts.
51. Following practice and procedures will be followed in NHA for hiring of private houses for residential purposes:-
- 1) **Hiring Facility.**
    - i. House hiring facility shall be allowed to all NHA employees at the stations of duty or as requested by the employee at the station where his family is residing. Karachi, Lahore, Islamabad/Rawalpindi, Peshawar and Quetta (including their sub-rubs within Thirty Kilometers of Municipal Area and Wah/Taxila in case of Islamabad/Rawalpindi) shall be allowed special rental ceiling, whereas, all other stations will be allowed rental ceiling of "Other Station". However, hiring station shall not be less than the Divisional, District or Tehsil Headquarters. But in case, a field office of NHA is established in the rural area, the nearest Tehsil, District, Divisional HQ will be the station for the purpose of hiring of houses.
    - ii. Cases of contract employees will be dealt with as per terms and conditions of their employment.
    - iii. Such facility shall not be allowed to daily wages or the employees working under fixed package.
  - 2) **Documentation.**
    - i) Submission of application by the employee in the proforma prescribed for the purpose through his officer in charge.

- ii) The application form will include attested photocopies of the documents mentioned below: -
  - a) Willingness of the owner.
  - b) Copy of NIC of the owner.
  - c) Copy of the drawing of the building.
  - d) Copy of the registration/allotment order.
  - e) An affidavit from the owner that his house has not been hired by any other organization/ person nor will be hired till such time it remains with the NHA.
  - f) Inventory list.
- iii) Affidavit by the employee concerned to the effect that to best of his knowledge the house to be hired/in, which he is residing, has not been given on hiring by the owner to any other organization/person.
- iv) In case the spouse of the employee is employed, he/she will give statement/certificate from his/her organization/ department that no house has been hired in his/her name and the deduction are made in accordance with the rules from his/her salary.
- v) Affidavit by the employee to the effect that his/her spouse is not serving in any public organization.
- vi) No house shall be hired by NHA on the basis of Power of Attornies.

3) **Physical inspection.**

- i. The following Assessment Board as already constituted under NHA Code for the purpose will inspect the respective house physically before recommending its hiring: -
  - a. Chairman                      an officer of Finance Wing not below BS-18
  - b. Member-I                      An engineer of the level of BS-17
  - c. Member-II                      Superintendent (Administration)
- ii. The Assessment Board will check the location, area of the house as per drawing and other inventory list items. It will also be seen that the house is vacant and can be taken in possession by NHA for employee concerned. The Board will record its certificate on the willingness of owner as under:-

“The owner of house was contacted by the Board personally and he has confirmed regarding exercise of willingness for hiring of house to NHA”

The Board will submit its recommendations to the administration for further action.

4) Scrutiny of the Case.

The dealing section of administration will scrutinize the case thoroughly and process for the approval of the competent authority. Incomplete and cases not received through proper channel should be returned with due remarks to the employee concerned for removal of deficiencies.

5) Lease Agreement.

- i. The lease agreement on Revenue Stamp Paper of Rs.10/- should be clear in respect of all terms and conditions as per **Form No.51(5)**.
- ii. The lease agreement will be signed by Regional GM in Regions and by Director (Admn) at HQ on behalf of NHA.
- iii. Full signatures of the owner with his present postal address and telephone number (if any) along with date will be given in the Agreement. Similar information of at least two witnesses along with attested copies of their NICs be attached with the agreement.
- iv. Incomplete lease agreement should not be accepted.

6) Physical occupation/ surprise Inspection of the hired houses in respect of the residential accommodations of BS-17 & above officers.

- i. The officer for whom the house is hired will occupy the accommodation for personal/own family use only. Non-occupation/lending the said accommodation or its any part by the officer will lead towards disciplinary action against him/her.
- ii. The DG (Admn) at HQ and Regional GMs in the field shall ensure occupation of hired house by the officer concerned by



surprise checks through nominated officer(s) as deemed necessary.

- iii. The hired houses shall not be used for a purpose other than the residential accommodation.

7) **Rental Ceiling and Covered Area of the House.**

- i. The covered area of the house will be as prescribed by the Federal Government/in NHA.
- ii. If an employee is interested to hire a specific house having the area less than the prescribed limit will be allowed hiring of said house at the reduced rent in accordance with the area of house. Similarly if a house is with more covered area, the rent will be as per actually fixed ceiling.
- iii. Rent over and above the prescribed ceiling will not be paid by NHA in any case. The occupant employee will pay such amount at his own.
- iv. Rental ceiling will be fixed with the approval of Executive Board.
- v. The Bard shall review the ceiling after every two years.

8) **Retention of Hired House.**

Retention of hired houses in the following conditions will be allowed with the approval of the authorities as mentioned against each: -

Condition	Period of Retention	Competent Authority	
Retirement/ Resignation	6 months	BS-20 & above BS-16 to 19 BS-1 to 15	Chairman DG (Admn) Regional GM/Director (Admn) at HQ
Death during Service	12 months	BS-20 & above BS-16 to 19 BS-1 to 15	Chairman DG (Admn) Regional GM/ Director (Admn) at HQ

Dismissal/ Removal/ Compulsory Retirement from service	3 months	BS-20 & above BS-16 to 19 BS-1 to 15	Chairman DG (Admn) Regional GM/ Director (Admn) at HQ
Transfer/ Repatriation of deputationist	6 months	BS-20 & above BS-16 to 19 BS-1 to 15	Chairman DG (Admn) Regional GM/ Director (Admn) at HQ
All contract employees including those whose contracts are prematurely terminated.	6 months. However, the contract employees with less than one year service shall be allowed retention of house for two months only.	BS-20 & above BS-16 to 19 BS-1 to 15	Chairman DG (Admn) Regional GM/ Director (Admn) at HQ

9) **Hiring of house at the station other than the posting place.**

Hiring of house at the station other than the posting place shall be allowed with the approval of the competent authorities mentioned below subject to the condition that the rent will be equal to the prescribed ceiling of the stations whichever is less.

- i. BS-20 and above Chairman, NHA
- ii. BS-16 to 19 DG (Administration)
- iii. BS-1 to 15 Regional GM/  
Director (Admn) at HQ

10) **Advance for Hiring.**

- i) Advance for hiring of houses will strictly be allowed as per provisions of NHA Code.
- ii) No advance will be allowed on expiry of initial advance limit for remaining portion of lease period.
- iii) Advance rent in case of contract and deputationists employees will not be beyond the period of their initial employment.

11) **Responsibility of occupant employee on transfer etc.**

- i. As a result of transfer etc. and shifting of house, the occupant employee will immediately intimate the administration about the vacation/retention of the house in writing and administration will take the following actions: -
  - a. Accord approval of the competent authority for retention of house if requested; or
  - b. Issue the notice to the owner for termination of lease agreement and refund of remaining advance rental amount (if any).
- ii. No employee will leave the hired accommodation without getting clearance from the owner of house and submission of the same in writing to the administration for necessary action.

12) **Register of house hiring.**

The Administration will maintain scalewise register in respect of hired houses in the *Form No. 51(12)*.

13) **Monthly return of hiring of houses.**

Monthly return of hiring/termination of lease of houses will be submitted by HQ and field offices to the Director General (Admn) in the *Form No. 51(13)* by 5<sup>th</sup> of each month.

14) **Action against defaulters**

- i. If an employee is found guilty through enquiry for subletting the hired house, he will be disqualified for future allotment of hired accommodation for five years by the authority competent to approve the hiring of house under intimation to all concerned.
- ii. In case of any other fault i.e. use of building for the purpose other than residential accommodation, sharing of house with an other person on rental basis etc, the employee will be warned and he will restore the house towards purpose of self-accommodation. Failing which, the hiring of house will be cancelled/terminated.

- iii. The employee may, within thirty days of such disqualification/cancellation/termination of house, prefer an appeal to the next higher authority whose decision thereon shall be final.

15) Hired accommodation during leave/training/ deputation out side NHA.

- i. The employees who proceeds on leave or official training course shall be entitled for hiring/ retention of hired houses.
- ii. The employee, who proceeds on extra ordinary leave (without pay) other than on account of medical grounds, exceeding two years will not be entitled for hired accommodation.
- iii. If an employee of NHA is transferred on deputation to any other organization, his case will be dealt with under the provision of transfer for retention of house. After expiry of authorized period of retention, he will get house from the organization where he is transferred and posted.

16) Allottee not to cause trouble etc.

The allottee employee and his family members shall abstain from all such actions or activities as are likely to cause nuisance or trouble in the locality. Any of them found responsible therefor, the hiring of house shall be terminated by giving required notice to the lessor as per lease agreement.

17) Non payment of Service Charges.

If the lessor reports to the authority about:-

- i. Non-payment of utility services bills i.e. electricity, Sui gas, water, telephone etc. by the allottee employee.
- ii. The occupant employee has not made good the damages or deficiencies caused to the property during his hiring/occupation;

A notice will be issued to him for clearance of dues within one month. Failing which, the amount will be recovered from the salary of employee and will be paid to the landlord.

18) Extension/Dehiring of Houses.

The employees shall, one month before the expiry of the period of lease, either persuade the owner of the house for its further renewal and produce his consent or shall himself/herself find out another house for hiring. The employee will intimate the administration about extension/dehiring of present house or new house hiring, well in advance.

19) No Demand Certificate on Vacation of Hired House.

- i. On receipt of Clearance Certificate as mentioned in Clause 11(ii) of these SOPs, the administration will issue NO Demand Certificate to the employee about hired house.
- ii. LPC/Pension Payment Order etc. will be issued by Accounts after getting attested copy of said No Demand Certificate.
- iii. Hiring of house on transfer from one station to the other will be subject to the production of said No Demand Certificate.

20) Application of Pakistan Allocation Rules/Federal Government Instructions in NHA.

Where these SOPs are silent, provisions of Pakistan Allocation Rules and instructions of Federal Government on the subject matter shall be applicable.

Note: -

*“In case of change of nomenclature of posts mentioned in the Regulations due to re-organization, the newly created posts shall replace the old one and the officers so posted with new designations will exercise powers as are vested in existing posts of same status”.*

**Form No.8(B)**  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**RECORD OF DISPOSAL OF ASSETS**

Description of Assets	Date of Purchase	Cost of Purchase	Quantity Disposed Off	Reserve Price	Disposal Price	Name of Purchase with Address	Date of Disposal	Remarks
1	2	3	4	5	6	7	8	9

**Form No.8(13-1)**  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**BID FORM FOR PURCHASE OF NHA ASSET**  
**OTHER THAN VEHICLE**

1. Name with Father's Name and Address of Bidder. \_\_\_\_\_  
\_\_\_\_\_
2. Contact Telephone No. \_\_\_\_\_
3. N.I.C. Number  
(Attach Photocopy) \_\_\_\_\_
4. Name of Item or Lot number.  
(Attach list of Items in case  
of a Lot) \_\_\_\_\_
5. Bid Price \_\_\_\_\_ in words \_\_\_\_\_
6. Amount of 25% Earnest money Rs: \_\_\_\_\_  
(In words)
6. Bank Draft/Pay Order Number, date and amount \_\_\_\_\_

(Signature of Bidder)  
with date.

Note:- *Separate form will be used for each item or lot.*

**Form No.8(13-2)**  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**BIDS FORM FOR NHA VEHICLES**

1. Name with Father's Name and \_\_\_\_\_  
Address of Bidder. \_\_\_\_\_  
\_\_\_\_\_
2. Contact Telephone No. (if any) \_\_\_\_\_
3. N.I.C. Number \_\_\_\_\_  
(Attach Photocopy)
4. Vehicle No. \_\_\_\_\_
5. Make \_\_\_\_\_
6. Bid Price \_\_\_\_\_ in words \_\_\_\_\_
7. Amount of 25% of bid amount \_\_\_\_\_  
as earnest money.
8. Bank Draft/Pay Order Number, \_\_\_\_\_  
date and amount.

(Signature of Bidder)  
with date.

Note:- *Separate form will be used for each vehicle.*



Form No.8(14-1)  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**FORM OF COMPERATIVE STATEMENT TO BE**  
**FILLED BY THE AUCTION COMMITTEE.(VEHICLES)**

Vehicle No. \_\_\_\_\_

Make : \_\_\_\_\_

Model : \_\_\_\_\_

Reserve Price : \_\_\_\_\_ Date : \_\_\_\_\_  
 (To Be filled By The Director(Admn) later on)

S. No.	Bidders Name	Father's Name	NIC No.	Bids Amount	Amount of 25% of Earnest Money and Bank Draft/Pay order No. and date.	Bidder's Position	Remarks (if any)

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Chairman

Form No.8(14-2)

**REGULATIONS FOR ASSETS MANAGEMENT**  
**FORM OF COMPERATIVE STATEMENT TO BE**  
**FILLED BY THE AUCTION COMMITTEE.**  
**(OTHER THAN VEHICLES)**

Item. \_\_\_\_\_ Lot No: \_\_\_\_\_ Date \_\_\_\_\_

S. No.	Bidders Name	Father's Name	NIC No.	Bids Amount	Amount of 25% of Earnest Money and Bank Draft/Pay order No. and date.	Bidder's Position in Auction	Remarks (if any)

Member

Member

Member

Chairman

Form No.10(4-A)

REGULATIONS FOR ASSETS MANAGEMENT  
PURCHASE OF EXPENDABLE STORE ITEMS DURING THE QUARTER ENDING

Name of Region: \_\_\_\_\_

S.No.	Description of Item	Quantity Purchased	Amount Incurred	Head/Project of Purchase	Approving Authority	Remarks
1	2	3	4	5	6	7

Form No.10(4-B)

REGULATIONS FOR ASSETS MANAGEMENT

PURCHASE OF EXPENDABLE STORE ITEMS DURING THE QUARTER ENDING  
IN MAIN STORE NHA, HEADQUARTERS

Name of Item: \_\_\_\_\_ :

Name of Office	Quantity Purchased	Amount Incurred	Head/Purchase Of Purchase	Approving Authority	Remarks
1	2	3	4	5	6

Form No.13(1)

REGULATIONS FOR ASSETS MANAGEMENT  
PURCHASE OF NON-CONSUMABLE ITEMS DURING THE MONTH OF

Name of Region/ : \_\_\_\_\_

S.No.	Description of Item	Date of Purchase	Quantity Purchased	Cost of Purchase	Competent authority who approved the purchase	Head of Account	Allocation	Remarks
1	2	3	4	5	6	7	8	9

Form No.14(b)  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**STORE ITEMS TO BE RETURNED**  
Section/Office of \_\_\_\_\_

S.No.	Description (Item)	Quantity	Date of Issue	Signature of Recipient	Remarks (if any)
1	2	3	4	5	6

Form No.16  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**DEAD STOCK MONTHLY RETURN (Being Surplus/Beyond Economical Repair)**

Name of Region/ : \_\_\_\_\_  
 Field Office

Month of Return : \_\_\_\_\_

S.No.	Item	Cost of Purchase	Date of Purchase	Present Condition	Market Rate in Present Condition	Remarks
1	2	3	4	5	6	7

Form No.24(b)  
REGULATIONS FOR ASSETS MANAGEMENT  
ROADS ASSETS RECORD

Description of National Highway	Date/year of nationalization of a road	Total Length of Road	Year of Construction	Cost spend on Construction except Land	Total Land Acquired/under the Road	Cost of Land	Remarks
1	2	3	4	5	6	7	8



Form No.24(c)  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**OWN BUILDINGS**  
(Part-II)

Description of Building	Full Address	Area of Plot in Square meters	Cost of Land/Plot with date of purchase	Cost of Construction of Building	Name of Project/Head from where Plot purchased/building constructed	Covered Area of Building	Year of Construction	Remarks
1	2	3	4	5	6	7	8	9

Form No.33  
REGULATIONS FOR ASSETS MANAGEMENT  
REGISTER FOR WRITE OFF LOSSES

Description of loss with date	Value of Loss	Enquiry conducted by (keep copy of enquiry report with the file to be attached with this Register	Authority who approved to write off loss	Reference No. and date under which approval of write off loss	Remarks
1	2	3	4	5	6

**Form No.36(3)**  
Regulations for ASSETS MANAGEMENT

**Bids Required For Sale of (name of item i.e. Stores/Vehicles etc.) on Sale.**

Sealed bids/offers are invited for disposal of following surplus assets on "*as is where is basis*". The assets can be inspected in NHA HQ, 27-Mauve Area, G-9/1, Islamabad within three days of the publication of this Notice.

2. The assets include: -

"Brief detail of items be given".

3. Documents containing necessary information and instructions for interested parties can be purchased from the office of the undersigned at Rs. \_\_\_\_\_ (Non-refundable) within four days of the publication of this Notice.

4. The authority reserve the right to accept/reject any or all bids or cancel the auction and add or withdraw any item without assigning any reason or advance Notice.

**Deputy Director**  
NHA, \_\_\_\_\_.

Form No.39(20)  
**REGULATIONS FOR ASSETS MANAGEMENT**  
**MONTHLY STATEMENT OF RECEIPT/EXPENDITURE**  
**IN RESPECT OF NHA REST HOUSES FOR THE MONTH**

Name of Rest House. \_\_\_\_\_  
 OF \_\_\_\_\_

S.No.	Period of Stay with dates	Name of Guests with Designation			Total Amount received from the Guest	Expenditures			Total
		Official Visits	Private Visits	Others		Rent of Building P.M.	Utility Bills amount paid	Repair/ Maint	

(Signature)  
 Dy. Director (Acctts)

Counter signed

(General Manager)

FORM NO.47

REGULATIONS FOR ASSETS MANAGEMENT

ASSETS CONSOLIDATION REGISTER  
(Part-I)

L A N D

Area of Land	Cost of Purchase with Head	Date/year of Purchase	Purpose of Purchase	Present Use	Remarks
1	2	3	4	5	6

FORM NO.47

REGULATIONS FOR ASSETS MANAGEMENT MANAGEMENT

ASSETS REGISTER  
(Part-I)

L A N D

REGION:- \_\_\_\_\_

Name of Project and Number of National Highway	Area of Land Acquired	District	Year of Acquisition	Amount of Compensation paid to the affectees	Land transferred to NHA	Remarks

FORM NO.47

REGULATIONS FOR ASSETS MANAGEMENT

ASSETS REGISTER  
(Part-II)

BUILDINGS AND PLOTS FOR BUILDINGS

REGION:- \_\_\_\_\_

Description/ Address of Building or Plot	Area of Land/Plot	Covered Area of Building	Year of construction of building or purchase of Plot/Building	Cost of Plot	Cost of construction of building	Head/Project of payment	Remarks

FORM NO.47

REGULATIONS FOR ASSETS MANAGEMENT

ASSETS REGISTER  
(Part-III)

HIRED REST HOUSE/OFFICE BUILDINGS

REGION:- \_\_\_\_\_

Address of Building	Size of Plot	Covered Area	Name of Owner	Period of Hiring	Monthly Rent	Advance paid with period and amount	Remarks





FORM NO.47

REGULATIONS FOR ASSETS MANAGEMENT

ASSETS REGISTER  
(Part-V)

VEHICLES

REGION: - \_\_\_\_\_

S. No.	Make and Model of Vehicle	Number	Cost of Purchase	Head of Purchase	Allocation	Code No.	Remarks





**FORM NO. 51(5)**  
**ASSETS MANAGEMENT REGULATIONS LEASE AGREEMENT**

This agreement of lease is made on this \_\_\_\_\_ day of \_\_\_\_\_ between **Mr./Mrs./Miss.** \_\_\_\_\_ **S/O, D/o, W/o,** \_\_\_\_\_, **Resident of** \_\_\_\_\_ Hereinafter called "The Lessors" and National Highway Authority, Islamabad hereinafter called "The Lessee". The expressions of the Lessor and the Lessee shall include their respective heirs, successors and administrators.

2. **WHEREAS** the Lessor is the rightful owner of the **house No.** \_\_\_\_\_, **and** the Lessee have mutually agreed upon to rent out the said house for **Mr.** \_\_\_\_\_, **hereinafter called "the occupant"** for residential purposes, with the terms and conditions set out hereunder:-

- a. The premises is hired @ the rent of Rs. \_\_\_\_\_ PM (authorized ceiling of the occupant is Rs. \_\_\_\_\_) on (monthly or with \_\_\_\_\_ years advance, as the case may be). Rent for remaining period will be paid on monthly basis. Amount over and above the ceiling i.e Rs. \_\_\_\_\_ will be paid directly by the occupant to the lessor and lessee will not be responsible for this amount.
- b. The said lease agreement shall be initially for a period of \_\_\_\_\_, **years** commencing from \_\_\_\_\_ to \_\_\_\_\_, with the option to the lessor and the lessee to renew/terminate it by giving one month's notice to each other before the expiry of lease agreement.
- c. The lessee/occupant shall not have the right to sublet the whole or part of the said premises without the written permission of lessor. However, on vacation of house by occupant before completion or termination of lease, the lessee shall be at liberty to allot the said house to its other entitled employee under intimation to the lessor.
- d. The occupant shall upon the expiry of the lease agreement or any further extension thereof and subject to other provision hereinafter mentioned, hand over the said building, including fixtures and fittings in such a condition as received, fair, wear and tear except damaged by fire, acts of God, riots or other civil commotion and enemy action or other cause not within the control of the lessee. The occupant will get clearance certificate from the lessor and submit the same to administration for record.
- e. The lessor shall pay all rates, taxes and assessment leviable in respect of the said property.
- f. The lessee will not be in any way responsible for the clearance of the bills pertaining to Water, Gas and Electricity. The occupant will clear all

such bills from own pocket. Failing which the dues will be revoked from the salary of occupant for refund to the lessor.

- g. The occupant shall hand over the vacant and peaceful possession of the said premises to the lessor upon the expiry and termination of the lease agreement under intimation of the lessee as per clause "b" and "d" of this agreement.
- h. The inventory of various fittings and fixtures such as Electricity, Gas equipment, Sanitary fittings etc., in the said building, breakage of fixtures/fitting/loss of glass panels not covered under the lease agreement shall be made good by the occupant on vacation of the said building.
- i. Advance rent if any paid to the Lessor will be refunded in case of vacation of house by termination of the lease in accordance with clause 2(b) of this agreement.
- j. The lessor will arrange periodic painting of the premises/fixtures/fittings after every two years.
- k. In the event of any dispute between the parties either relating to or arising out of these presents, such disputes shall be referred to the arbitrators, one to be appointed by each party and in the event of disagreement between such arbitrators, the matter shall be referred to an umpire, whose name shall be agreed upon by the arbitrators before entering upon the arbitration, and the award of the arbitrators or the umpire shall be final and binding upon the parties.
- l. The "occupant" shall follow / be liable for action as per, provisions of NHA SOPs for hiring of houses.

3. In witness whereof the parties aforementioned have signed this lease agreement in token of their acceptance of terms and conditions thereof.

**THE LESSEE**

Mr. \_\_\_\_\_  
N.I.C No. \_\_\_\_\_  
Dated. \_\_\_\_\_

**THE LESSEE**

**Director (Estab) NHA**

**WITNESSES**

Signature \_\_\_\_\_  
Name & Designation Mr. \_\_\_\_\_  
NIC No. \_\_\_\_\_  
Address:- \_\_\_\_\_  
Dated. \_\_\_\_\_

**WITNESS No.2**

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
NIC No. \_\_\_\_\_  
Address:- \_\_\_\_\_  
Dated. \_\_\_\_\_

Occupant Employee:-

\_\_\_\_\_  
(Signature)

**Form No.51(12)**  
**ASSETS MANAGEMENT REGULATIONS**

**REGISTER OF HIRD RESIDENTIAL HOUSES**

**PAY SCALE**

S. No.	Name of Employee with Designation and BS	Place Posting	Full address of house hired with n of owner or Self Hiring	Monthly Ceiling Of rent	Actual Rent
1	2	3	4	5	6

Period of hiring (including extension of same house)	Advance rent paid up to date	Date of termination / expiry of lease agreement	Amount of rent over and above the ceiling being paid by employee	Remarks
7	8	9	10	11

Form No.51(13)  
ASSETS MANAGEMENT REGULATIONS

MONTHLY RETURN OF HIRED/TERMINATED HOUSES  
FOR THE MONTH OF \_\_\_\_\_

Name of Office/Region \_\_\_\_\_

S. No.	Pay Scale	Station of hiring of house	Rental Ceiling at the station	No. of houses hired during the month at the station	House hired and Rent paid				
					Monthly basis	Advance less than one year (More than one month)	One year advance	Two years advance	Advance more than two years
1	2	3	4	5	6	7	8	9	10

Extension of Lease (any)	Advance rent paid on extension	Number of Houses terminated during the month	Remarks
11	12	13	14