

PREAMBLE

1. The Executive Board of National Highway Authority approved NHA Code and Financial Manual in 1999. Under the provisions of NHA Code, detailed policies were required to be approved and circulated in the matters related to administrative activities.

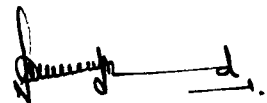
2. The Administration Wing of NHA under the supervision of Brig. Imtiaz Hussain, Director General (Admn) carried out a valuable exercise and successfully completed the task of finalizing the **Administrative Manual** containing the following **Regulations** in a short period of time: -

1. Appointments, Promotions and Transfers
2. Record Management and Disposal
3. Medical Attendance
4. Motor Vehicles Use
5. Assets Management
6. Conduct, Discipline and Appeals
7. Security Arrangements
8. Training

3. I convey my appreciation and complements to the committee consisting of Mr. Amjad Virk Member (Finance), Mr. Farhad Director (Acctts), Mr. Atiq Ahmed Director (Maint), Mr. Ali Akbar Memon Director (Admn), Mr. Muhammad Aslam Dy. Director (Audit) and their supporting staff on successful completion of a very comprehensive and impressive document which in fact is a tremendous amount of good work done.

4. The Executive Board discussed the manual in its four consecutive meetings in detail and after appreciating the efforts of my team deployed for drafting and finalization of manual, approved it for implementation in its 104th meeting held on 29.5.2002.

5. It is hoped that the Administrative Manual will greatly facilitate the administrative functionary and will help the concerned staff to finalize the cases smoothly, effectively and efficiently.



Major General
(FARRAKH JAVED)
Chairman, NHA

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS AND RAILWAYS
COMMUNICATIONS DIVISION
NATIONAL HIGHWAY AUTHORITY
(Administration Wing)

1. In exercise of powers conferred by Section 7(1) of the National Highway Authority Act, 1991 (as amended in 2001), the Executive Board, National Highway Authority hereby make following "**Regulations**" under Section 32 of the NHA Act:-

- i) Appointments, Promotions and Transfers.
- ii) Records Management and Disposal.
- iii) Medical Attendance.
- iv) Motor Vehicles Use.
- v) Assets Management.
- vi) Conduct, Discipline and Appeals.
- vii) Security Arrangements.
- viii) Training.

2. These Regulations shall be called **NHA Administrative Regulations 2002** and come into force at once.

3. These Regulations extend to all employees of the National Highway Authority.

4. The Chairman, NHA shall be empowered to interpret these Regulations in case of any difficulty in operation of the Regulations.

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KHURSHID AHMAD
Director (MIS)
National Highway Authority
Islamabad

NATIONAL HIGHWAY AUTHORITY

**REGULATIONS
FOR
APPOINTMENTS, PROMOTIONS
AND
TRANSFERS**

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NATIONAL HIGHWAY AUTHORITY

REGULATIONS FOR APPOINTMENTS, PROMOTIONS AND TRANSFERS

1. GENERAL

- 1.1 All Appointments and Promotions in NHA shall be governed by the NHA (Appointment and Promotion) Rules, 1995. Criteria for recruitment as laid down in the said rules, which provides for constitution of Departmental Selection Committees, the required qualifications, experience and other pre-requisites for recruitment in various pay scales/ posts, shall be followed.
- 1.2 In the event of vacancy the following priorities shall be observed while filling such vacancies through the Selection Committees provided in the NHA (Appointment and Promotion) Rules, 1995.
- a. By promotion as per prescribed quota provided in Schedule-I of the above rules and subject to qualifying the test to be conducted by Departmental Selection Committee for specified posts as per clause 1.5(2) of these Regulations.
 - b. By direct recruitment from open market as per quota given in Schedule-I of the above rules and subject to qualifying the written test to be conducted by Selection Committee for the posts specified in clause 1.5(2) of these Regulations in following forms: -
 - (i) By appointment on direct quota post given in Schedule-I of the above rules through advertisement in the press and competition on regular basis.
 - (ii) Daily wages appointments for a period of not exceeding three months. Fresh appointment for similar term, if need be there.
 - (iii) Contract appointments initially for a period not exceeding two years. Extendable for one year if need be there.

1.3 Regional/Provincial quota as prescribed by the Federal Government from time to time shall be followed. Special provisions for recruitment of disabled personnel, women, orphans etc. as per Federal Government policy shall be observed in the Authority.

1.4 On availability of vacancies for promotion and direct recruitment, promotions against the departmental promotion share should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotions.

1.5 (1) The Departmental Selection Committees may check the fitness of candidates in any manner i.e. written test, interview or both. The candidates must be objectively evaluated to fill in the post purely on merit.

(2) Following posts shall be filled through written test:-

- i) All posts in BS-16 and above except the posts being filled by qualifying a prescribed Training/Course from Staff College/NIPA etc.
- ii) All posts of computer cadre (Professional Test).
- iii) All posts of Stenos/PA/PS (Shorthand/Typing Test).
- iv) LDC (Typing Test)
- v) All posts of technical nature e.g. for running of machines/instruments/equipments (Professional Test).
- vi) Drivers

(3) Respective Selection Committee will prepare the Test papers on the day of its meeting/interview.

(4) The Test paper containing twenty (20) questions will be of 100 Marks having following parts:-

- | | | |
|-------|---|--------------------------|
| (i) | Islam (General Knowledge for Non-Muslims) | Four Questions 20 Marks |
| (ii) | Pakistan | Four Questions 20 Marks |
| (iii) | Organizational (NHA) Affairs | Four Questions 20 Marks |
| (iv) | Job Related Affairs | Eight Questions 40 Marks |

Aggregate Pass marks will be 60. Provided, the employee/candidate must obtain 40% marks in each of the four parts.

- 1.6 If the Chairman or a Member of any committee provided under these Regulations is not attending meeting of the committee, the Chairman, NHA shall nominate a senior officer of same level from NHA in his place.
- 1.7 Instructions/policies issued by the federal government from time to time for filling the posts in the Autonomous Bodies shall be applicable in the National Highway Authority.
- 1.8 Isolated posts shall be filled as per instructions of the federal government.
- 1.9 (i) Applications received for recruitment without advertisement and not considered for appointment will be destroyed.
- (ii) Applications received as a result of advertisement will be destroyed after six months of the completion of recruitment process.
- 1.10 A vacancy register containing two parts will be maintained by administration in the Form No. 1.10.
- 1.11 (1) No appointment/posting including temporary arrangement shall be allowed/ordered on any post;
- a) Which is not formally approved by the competent authority and notified accordingly,
- b) There is no vacancy against the particular post.
- c) The person so considered for appointment/posting is of sixty or more year's age.
- 1.11 (2) Finance Wing shall watch and report appointments/postings in violation of clause 1.11(1) above.
- 1.12 The cases of NHA employees in respect of promotions, transfers/postings, current/additional charge, shall be submitted to the competent authority for decision by giving an overall picture of the career/record of employee in the shape of Individual Career Planning (ICP) Chart as per form No.1.12.

2. PROMOTIONS

- 2.1 Promotions of the regular employees of NHA having required length of service will be made on the recommendations of Departmental Selection Committees as prescribed in Schedules-III and II of NHA (Appointments and Promotions) Rules, 1995.
- 2.2 Promotion cases will be moved once a year subject to exigencies of administrative requirements.
- 2.3 The Deputy Director (Personnel/Admn) will ensure completion of ACRs of all the employees who are expectedly due for promotion. Any hindrance in this respect will be reported to the Officer Incharge (Admn) for necessary orders.
- 2.4 Following shall be the selection posts, which will be filled on merit-cum-seniority: -
- i. All posts in BS-19 and above.
 - ii. Superintendent (BS-16)
 - iii. PS/PA/Stenographers (BS-17/16/15)

Note: - Selection posts mean, posts promotion to which is strictly made on merit, seniority playing its part only when other things are equal. These posts are required to be filled on the basis of selection on merit, and no one can claim as of right.

- 2.5 Preparation of Working Papers for Departmental Promotion/Selection Committees will be the responsibility of Deputy Director (Personnel). Quantification of ACRs and counting of length of service for promotion will be worked-out carefully by a committee consisting of Deputy Director (Personnel), the Assistant Director (Confidential Section) or Assistant Director (Personnel) and Assistant Director (Legal) or Deputy Director (Legal) in Admn Wing in accordance with the procedures of the Establishment Division. For promotion to BS-18 and above, all available ACRs earned, as an officer shall be taken into account for quantification. Whereas for promotion to the Posts in BS-17 and below last five ACRs will be counted.

2.6

The Working Paper for Departmental Selection Committee will contain the copies and an Index of the following documents with Page Numbers: -

- a. Vacancy position.
- b. Seniority List.
- c. Guidelines for DPC issued by NHA or the Federal Government.
- d. Copy of Charge Sheet/Show Cause Notice and status of the case, if a departmental proceeding is pending against an official whose name is included in the panel of promotion.
- e. Extract of NHA Service, Appointments and Promotions Rules, 1995 about promotions.
- f. Schedules-I, II and III of NHA (Appointments and Promotions) Rules, 1995.
- g. Proformas of promotion for submission to Promotion Committees shall be in *Form-2.6(a)* for promotion to BS-18 and above, *Form-2.6(b)* for promotion to BS-17 and below.
- h. List of Red Entries with a little brief of each.
- j. Service Book/ Personal file.
- k. ACRs Quantification Proformas of each officer on panel.

Note: - (i) The working papers shall be sent to the committee members at least two days before the date of meeting.

(ii) In Promotion Proforma if service in BS-16 or BS-15 and below is going to be calculated for length of service in BS-17 for promotion to higher posts, name of posts with BS shall not be required for giving in column-4 of proforma, but only BS-16 or BS-15 and below will be mentioned.

(iii) If a person already serving in a government/autonomous/semi-autonomous body of government on regular basis and appointed in NHA through proper channel, his previous service shall be counted for promotion in NHA.

2.7 (1) The DPC may defer consideration of an employee for promotion provided that this step will be taken only if:

- (i) the CR dossier is in complete or any other document/information required by the DPC for determining suitability for promotion is not available; or

- (ii) disciplinary or departmental proceedings are pending against the employee whose promotion case comes up for consideration before the DPC; or
 - (iii) The employee is on deputation out of NHA and he is not likely to come back within six months. A formal letter will be issued to such employee to report in NHA before submission of case to DPC; or
 - (iv) the employee does not possess the requisite length of service; or
 - (v) the employee has not undergone the prescribed training or passed the departmental examination; or
 - (vi) The employee's inter se seniority is subjudice and there are specific orders of a court in this regard.
- (2) The employee whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that the employee falling in the category mentioned in 1 (iii) above will be considered for promotion only on his return to NHA. If such an employee fails to return on expiry of his approved deputation period, he will have to earn at least one ACR after his return to NHA before he is considered for promotion.
- (3) (i) The DPC may recommend supersession of an employee having bad service record and poor qualifying score in quantification of ACRs.
- (ii) If an employee is superseded he will not be considered for promotion unless he has earned one more ACR for one full year.

2.8 Depending upon the availability of eligible officials in a cadre, the number of officials to be included in the panel for promotion shall be as follows: -

- (a) For promotion to the posts in BS-18 and below. A minimum of two officials for every vacancy.
- (b) For promotion to the posts in BS-19 and above. A minimum of three officials for every vacancy.

3. RECRUITMENT

- 3.1 (i) This method of appointment shall be applicable for the posts falling within direct recruitment/initial appointment quota.
- (ii) Relaxation of age will be permissible as per policy of the Federal Government.
- (iii) Only a literate person and having qualifications prescribed in Schedule-IV of NHA (Appointments & Promotions) Rules, 1995, shall be eligible for recruitment in NHA.

Explanation: - (1) *“Literate Person” means a person who is certified by an authority to be able to read newspaper and write a simple letter in any language.*

(2) *“Authority” in this explanation means the Headmaster of the Middle or High School of the District in which the applicant is residing, or an officer of Directorate of Education, or a person authorized to issue passport or a driving licence or an arms licence, or an officer of NHA or of the Federal Government.*

3.2 Procedures.

Following shall be the procedure for making initial appointments in NHA: -

1. Advertisement of Posts.

- (A) Vacancies shall be advertised in the newspapers. Each advertisement will be drafted carefully as per *Form-3.2(1-A)*.
- (B) A sufficient notice shall be given in the advertisement for submission of applications.

- (C) The candidates will be required to send Pay Order of R.200/- for posts in BS-16 and above and Rs.100/- for BS-15 and below (or as enhanced by the Chairman, NHA) in the name of NHA (non-refundable) along with applications.
- (D) The serving candidates will route their applications through proper channel with necessary NOC of parent department. Advance copies of applications will not be entertained.
- (E) All the advertisements will be issued under the signature of Director (Personnel Admn) after getting clearance from the Officer Incharge Admn.

2. Registration of Applications.

Applications so received by due date will be registered in a separate register of applications for each post specifying for all nature of appointments i.e. contract/regular etc. under the supervision of Assistant Director (Personnel). This register will contain the following columns: -

1. Serial Number
2. Date of receipt of application.
3. Post applied for.
4. Name of the candidate with father's name.
5. Date of birth of the candidate.
6. Educational Qualifications with year and grade of passing.
7. Experience (post/date-wise).
8. Domicile of the candidate.
9. Mailing address of the candidate.
10. Any deficiency required to be condoned as per advertisement/rules.
11. Any deficiency not condonable.
12. A Column; "Recommendation of Screening/Selection Committee".
13. Bank Draft No., Date and Amount
14. Marks obtained by the candidate in interview/test.

Note: -

1. The Register will be maintained atleast by an Office Assistant under the close supervision of AD (Admn) or Office Superintendent.
2. Incomplete applications, applications received after due date or not received through proper channel (in case of serving candidates) will not be considered for registration.
3. Register for each Screening Committee will be maintained separately.
4. Screening of applications will be made in the register and no separate statement will be required for Screening Committees.
5. The registers will be treated like a permanent record.
6. Reasons for non-registration of an application will be recorded on each application, other wise every application received as a result of advertisement shall in variably be registered.
7. The bank Drafts will be handed over to Accounts Section on daily basis under proper receipt with typed list containing name of candidate in full, post applied for, bank draft number, date and amount.

3. Screening of Applications.

Screening of all applications will be made by the following committees to recommend at least three candidates against each vacancy on merit keeping in view the required particulars for fitness for a post. Candidates having Ist class in prescribed educational qualifications for a post will be preferred if otherwise fit for the post. The Screening Committees will be responsible to check the fitness of candidates by considering the following factors: -

- i) The candidate fulfills all the requirements given in the advertisement.
- ii) Applications are containing copies of required documents.
- iii) Serving candidates have applied through proper channel.
- iv) Testimonials/certificates are in accordance with the C.V. of the candidate given in the application.
- v) Proof of relevant/required experience is attached with the application.

Cadre

Level of Posts

Screening Committee

- | | | |
|----------------|-------------------|---|
| 1. Engineering | (A) BS-17 & Above | i. Director (Planning) ii. Director (Construction) iii. Dy. Director (Admn) |
|----------------|-------------------|---|

- (B) BS-16 & below
 - i. Dy. Director (Construction) or Maintenance
 - ii. Asst. Director (Planning)
 - iii. Asst. Director (Admn)
- 2. Finance
 - (A) BS-17 & above
 - i. Director (Audit) or (Finance)
 - ii. Dy. Director (Finance/Audit)
 - iii. Dy. Director (Admn)
 - (B) BS-16 & below
 - i. Dy. Director (Audit/Finance)
 - ii. Asst. Director (Finance/Audit)
 - iii. Asst Director (Admn)
- 3. Others
 - (A) BS-17 & above
 - i. Director (Legal) or (LM & IS)
 - ii. Dy. Director (Finance)
 - iii. Asst. Director (Admn)
 - (B) BS-16 & below
 - i. Dy. Director (Computer)
 - ii. Asst. Director (LM & IS)
 - iii. Asst. Dir (Admn)
- 4. The following committee will make screening of applications at Regional Offices: -
 - i. Director (Maintenance or Construction)
 - ii. Dy. Director (Admn) (AD if DD not available)
 - iii. Dy. Director (Accounts) (AD if DD not available)

3.3 On receipt of recommendations from Screening Committees, the Deputy Director (Personnel) at NHA, HQ and Deputy Director (Admn)/Assistant Director (Admn) in case of Regional Office will coordinate with the Chairman of Selection Committee for fixation of date for test/interview. After getting suitable date(s), the Deputy Director (Personnel/Admn) as the case may be, will notify constitution of Departmental Selection Committee as provided in Schedule-II of NHA (Appointments and Promotions) Rules, 1995 with date and venue of its meeting.

3.4 The Assistant Director (Personnel/Admn) will issue interview call letters to the candidates recommended by Screening Committees through Registered Post/Special Courier or Telegram in **Form-3.4**. The Interview Call Letters will be issued giving sufficient time to the candidates.

- 3.5 Not more than fifty (50) candidates will be called for interview in a day, for the posts in BS-16 and above and seventy-five (75) for BS-15 and below. However, if any trade test i.e. Computer, Typing, Driving etc. is required, the candidates will be called keeping in view the arrangements available with NHA in this regard.
- 3.6 Lists of candidates recommended by Screening Committees will be prepared separately for each Departmental Selection Committee in the same form as prescribed for registration of applications. The same will be submitted to the Departmental Selection Committee concerned along with copy of advertisement, applications of candidates and other required documents for interview/test/selection of candidates. The working papers shall be submitted to the committees through confidential envelope at least two days before the meeting by the Director (Personnel) at HQ and by DD/AD (Admn) in the Regions.
- 3.7 The Departmental Selection Committees will submit their recommendations by fixing merit of each candidate on the basis of interview/test and qualifications to the DG (Admn)/GM (Regional)/Director (Admn) (as the case may be) who will ensure further processing and approval of competent authorities for appointments as prescribed in rule-6 of NHA (Appointments and Promotions) Rules, 1995.
- Note: -** *Few additional candidates for each post be recommended as standby arrangement.*
- 3.8 After getting approval of the appointing authorities, the Deputy Director (Personnel) at HQ and DD/AD (Admn) in the Regions will issue an offer of appointment to the selected candidates through "**Registered Post**" by giving minimum time of fifteen (15) days for joining duty in **Form-3.8**. Regarding form for offer of appointment on contract basis etc. the same will be guided by the format prescribed by the Federal Government for its employees, which if deemed necessary will be amended as per needs of NHA.
- 3.9 If principal candidate fails to respond to the letter of offer of appointment within the indicated time, the post will be offered to the next candidate recommended by the Departmental Selection Committee.

3.10 On joining duty in *Form- 3.10*, the employees will complete the following formalities: -

- i. Medical Fitness Examination.
- ii. Filling of Character Verification roll as per Federal Government format or prescribed by NHA (if any).
- iii. Assets Form as per Federal Government Format.
- iv. Nomination Form. (In triplicate, one for main personal file at Head Office, second for Accounts file and third for posting place Personal File).

3.11 An officer of BS-18 working in any government organization outside NHA will countersign character Verification Roll and Assets Form. However, two witness employees and a BS-19 officer of NHA shall countersign Nomination Form.

3.12 (a) On completion of above formalities an appointment order in *Form-3.12* will be issued by Deputy Director (Personnel/Admn).

(b) An appointee shall be on probation as per provisions given in rule-14 of NHA Service Rules, 1995.

3.13 Character Verification Roll will be sent to the following agencies for verification within one week of the issuance of appointment office order under confidential cover through Registered Post by the Deputy Director (Personnel/Admn): -

- i. Superintendent of Police of home district of the employee.
- ii. Superintendent of Police, Special Branch concerned.
- iii. In case of appointments in BS-17 and above, the Verification Roll will also be sent to the Director General, FIA Islamabad for verification.

3.14 If any negative report is received as a result of Verification of Character Roll, or a candidate is declared medically unfit for job, the offer of appointment shall stand with drawn and the candidate/employee will stand relieved. However, salary for the period he served NHA will be paid to him.

3.15 The cases for direct recruitment/initial appointments will not be preferably moved for more than once in a calendar year.

- 3.16 (a) For ascertaining date of birth on appointment in NHA, Rule-116 & 117 of General Financial Rules shall apply.
- (b) Date of birth once recorded at the time of joining of service shall be final and thereafter no alteration in the date of birth of NHA employees shall be permissible.
- 3.17 (a) For re-employment of retired Civil and Armed Forces Officers, policy and instructions of the Federal Government shall be applicable.
- (b) For appointments on contract, the appointment shall be made as per terms and conditions given in Form No.3.17(b) keeping in view qualification and experience of a candidate. The appointing authority may however, if deem necessary, amend any condition subject to justification recorded in writing in the interest of public works.
- (c) Contract appointments shall be liable to termination by giving 14 days notice in advance or pay in lieu thereof.
- (d) On appointment, contract/daily wages employees shall not be posted as far as possible on payment jobs. In case essential requirement a suitable Surety Bond of a Government Servant in BS-20 shall be obtained from such employee for payment of government loss occurred due to negligence/ carelessness of contract/daily wages employee.
- 3.18 Only post qualification experience shall be counted for the purpose of recruitment in NHA. The experience gained before passing the initially required educational qualification/degree/class shall not be qualifying experience for appointments.
- 3.19 If suitable candidate for a post is not appeared or candidates from Region concerned as per quota share are not available, the post should be re-advertised.
- 3.20 The criteria for award of merit/maximum marks to be followed by a Departmental Selection Committee in case of direct recruitment/initial appointments shall be as follows: -
1. Education (15)
 - i Requisite Qualification;

| | |
|-------------------------|---|
| - 1 st Class | 5 |
| - 2 nd Class | 3 |
| - 3 rd Class | 1 |

| | | |
|-----|--|---------------------------|
| ii. | Additional Qualifications in relevant field (2 mark for each extra Class subject to maximum 6 marks). | 6 |
| 2. | Experience (5) | |
| i. | Requisite Experience | 2 |
| ii. | More than basic requirement (1 mark for two Years subject to maximum 3 marks) | 3 |
| 3. | Training in the relevant field from recognized institute | 5 |
| 4. | Working knowledge in the relevant field. | 5 |
| 5. | Children of serving/retired/expired employees or employees served on contract or declared surplus due to re-organization or abolition of posts, subject to the condition that they have completed at least five years service in NHA with good performance Or serving employees having at least five years service in NHA with good record. Children of employees who have Resigned, dismissed, removed or compulsorily retired as a result of departmental proceedings will not be given benefit of this concession. | 5 |
| 6. | Interview/General Assessment | 15 |
| 7. | Written Test | As provided in Clause 1.5 |

Note: -

- (1) Where no experience is required for direct recruitment of a post, a maximum of three (3) marks of experience shall be added to working knowledge/general assessment or experience, if any candidate is appearing with experience.
- (2) Merit of a candidate shall be fixed by working out the mean of marks given to the candidate by all the members of Departmental Selection Committee.

3.21 Cases for appointment of Consultants/Advisors/Experts or appointments outside the posts specified/approved on the strength of NHA, will be processed and finalized with the approval of competent authority by the wing/office concerned where their services are to be utilized.

3.22 Cases of appointments of the children of deceased NHA employees will be dealt in accordance with the instructions of the Federal Government.

4. **TRANSFERS.**

(A) **TRANSFER BY DEPUTATION.**

4.1 The following procedure will be followed in NHA for filling up the posts through transfer on deputation: -

- (a) Transfer on deputation will be allowed only when it should not be possible to fill the vacant posts through normal sources or methods of appointment in the cadre.
- (b) The deputation will not effect the promotion of NHA employees and it will be in the public interest.
- (c) No person eligible and suitable for appointment to a particular post is available in NHA. For this purpose, it should be placed on record that none of the persons in the cadre concerned is eligible, for appointment from amongst the employees of NHA.
- (d) Deputation shall be only against the posts in BS-16 and above. Filling of lower positions through deputation shall be allowed in very exceptional circumstances.

4.2 As soon as an employee of NHA in the cadre becomes eligible for promotion, the deputationist will be repatriated to his parent department. This condition will specifically be included in the requisition letters and terms and conditions of deputation.

4.3 Deputation period will initially be for three years but not more than five years in any case. On completion of five years deputation period, the deputationist will stand repatriated automatically and should relinquish charge from NHA without waiting for any specific instructions, if case for extension or induction of a deputationisthn is not already under consideration.

4.4 All deputation cases will be routed through Admn Wing, NHA Headquarters. No Wing of HQ or Regional/Field Office will take up the case for deputation of any person at its own.

4.5 (i) On availability of a post, the Member (concerned) will forward proposal with justification to the Admn. The Admn will proceed further if the proposal is in order under relevant rules/these Regulations or return the case to Member (concerned) with its observations.

(ii) In case of requisition of services of an Officer on deputation to NHA, following informations will be called by the Admn from/through quarters concerned: -

- NOC of parent department.
- Willingness of the officer/official concerned.
- Complete Bio-data and grading of last five years ACRs.
- A certificate to the effect that there is no departmental proceeding pending against the incumbent.
- He is a regular employee of the organization or in case of a contract employee; his remaining contract period is not less than three years.
- Service of that organization is pension able or not.
- Terms and conditions of deputation.

(iii) If above information is received satisfactory/clear for the purpose of deputation, the case will be processed for approval of the competent authority.

4.6 Induction at the own request of a deputationist in NHA with prior consent of his parent organization will be approved by the appointing authority as provided in NHA (Appointments and Promotions) Rules, 1995, subject to the conditions that: -

- a. He has served in NHA for a period not less than three years.
- b. Nothing was reported against him and his service record during deputation is good and without blot.
- c. The induction will be in own pay, scale and post.
- d. The post against which he is going to be inducted is against direct recruitment quota and fall within the Provincial quota share to which the concerned deputationist belongs.

- e. He possess minimum educational qualification prescribed for the post in Schedule-IV of NHA (Appointments and Promotions) Rules, 1995.
- f. He will opt in writing that on induction in NHA he will be placed in the bottom of seniority in his cadre and he will have no right of seniority before the date of induction.
- g. Induction will also be subject to the condition that the deputationist belongs to a pension able service and his parent department or the employee concerned will contribute towards pension in NHA for the period of service in previous department.

4.7 In case of deputation of NHA employees to other organizations, provisions of NHA Code (Chapter-5) shall be kept in mind for decision. Only Chairman, NHA will approve such cases.

4.8 On joining NHA, a deputationist (irrespective of post and grade) shall provide a detail Bio-data in **Form-4.8** to the administration. No wing/office will accept joining report of a deputationist directly without orders of Admn.Wing.

4.9 (1) For extension in deputation period beyond three years, the Member (concerned) will send the proposal to the administration wing for consideration of the competent authority. Such cases will be moved before completion of tenure of deputation as under: -

- a. When case need approval through Establishment Division= Six Months before the expiry of deputation period.
- b. When case need approval of MOC= Three Months Before
- c. When case need approval in NHA= One Month Before

4.9 (2) There will be a register of deputationists in two parts in Form 4.9(2) to be maintained by the administration.

(B) TRANSFERS WITHIN THE ORGANIZATION.

- 4.10 The normal tenure of posting of officers and staff in NHA shall be three years on same post, which can be extended for further two years on the recommendations of Member concerned.
- 4.11 The above principle may not apply in cases of purely technical officers/experts, who have been recruited for a particular post/cadre.
- 4.12 (1) It will be appropriate that on completion of maximum period of posting of an officer, the Member concerned may send suitable proposal to the Admn for further action. Otherwise, Admn should float a proposal in respect of officers/officials on completion of maximum period of their posting on a post.
- (2) A permanent record of posting of all employees shall be kept in each wing in the form of a register.
- (3) As far as possible an employee of 57 years or more age shall be posted to the nearest station of native town and shall not be transferred from one station to the other.
- (4) Being not borne on any regular cadre of NHA in seniority, the deputationists, contract/daily wages employees shall neither be granted current/additional/acting charge of higher post nor be posted out of the service against which they are appointed.
- 4.13 The employees in BS-15 and below shall, as far as possible, be rotated within the same region/station.
- 4.14 If an employee is transferred, it will be the responsibility of the officer Incharge of employee concerned that: -
- i. The employee shall be relieved within a week time of the receipt of transfer order, with the approval of Director concerned in case of employees in BS-1 to 17, and in case of BS-18 and above, the transferee will relinquish the charge by handing over the office record/equipments to PS/PA and vehicle to Transport Section.
 - ii. If there is need to extend relieving period, the GM concerned will move the case for extension with justification through respective

Member to Admn Wing before expiry of one week. If the proposal is genuine, the competent authority shall allow extension.

- iii. Personal File/Accounts File and Last Pay Certificate of an employee shall be transferred to new place of posting at once on relieving from the post.
- iv. No salary will be allowed to the employee at the station from where he is transferred after issuance of relieving order.
- v. After issuance of transfer order no leave shall be sanctioned at present station.

4.15 The transfer orders will carry reason of transfer i.e. on completion of tenure, at own request, on complaint or administrative grounds.

Note: - "*Administrative Grounds*" means pre-mature transfer, ordered in public interest or on other valid grounds by the competent authority.

4.16 The employee transferred at own request will not be entitled to TA/DA and transfer grant.

4.17 A transfer order issued on complaint, or completion of maximum tenure will not be reconsidered for cancellation except by the Chairman.

4.18 Non-compliance of transfer orders will be treated as misconduct and the officer incharge as well as the officer/official under transfer will be liable to disciplinary action.

4.19 If an employee is getting poor/below average ACRs at a place or by the same officer continuously for two successive years; OR when an employee submit an application that his immediate supervisor, who is supposed to initiate ACR is likely to give him bad ACR being biased. The employee will be transferred out of the jurisdiction of that supervising officer if the competent authority is satisfied with the grounds offered for this transfer.

- 4.20 In case of transfer on mutual basis, it will be mentioned in transfer order as to who will be relieved and join first with the approval of the competent authority. If two employees are transferred between Regional HQ and field/site office, the official from Regional HQ will be relieved and join first and field/site official will be relieved and join later. However, in case of transfer between NHA, HQ and Regional offices, the official from NHA, HQ will be relieved first, whereas, in case of transfer between two site/field offices, official from smaller place will be relieved and join first.
- 4.21 To ensure smooth running of an office and flow of routine work during absence of an officer of a section/office for a period less than thirty days. The next senior officer of that section/office shall look after the work of the former in addition to his own duties. No formal order shall be required in this situation. If however, an officer of office/section is likely to remain out of office for a period of thirty days or more, a formal order will be issued with the approval of the competent authority for assigning additional/ current charge as per rules.
- 4.22 (i) Posting of Project Directors shall be decided keeping in view the experience, qualifications and capability of the officer. A PD shall not be an officer below BS-18.
- (ii) A Project Director shall normally not be transferred before finalization of the project, unless his substitute is considered to be able to handle the project affairs with better level of efficiency.
- (iii) As far as possible, Project Directors should only be posted from regular officers of NHA.
- (iv) Posting/transfer of PDs will be made with the approval of the Chairman, NHA only.
- 4.23 (1) All employees working in NHA will be entitled for TA/DA, Transfer grant at the amount prescribed by the authority from time to time. Contract personnel will be dealt under the terms and conditions of their employment.

- (2) Officers in BS-20 and above will be self-countersigning authorities for TA/DA claims.
- (3) Allowances mentioned below at Para-3(a) shall be permissible on account of the purposes indicated at Para-3(b).
 - a) Allowances
 - i) Daily Allowance
 - ii) Mileage Allowance
 - iii) Conveyance Allowance
 - iv) Actual cost of Travelling
 - v) Transfer Grant
 - b) Purposes
 - i. Tour
 - ii. Court/Enquiry Attendance for evidence in cases related to official business.
 - iii. Transfer
 - iv. Retirement
 - v. Training/Courses/Seminars/Workshops.
 - vi. Temporary Duty up to 120 days.
 - vii. Such other purposes resulting temporary move from station of posting in connection with official business under the approval of competent authority.
- (4) Payment of TA/DA etc. shall be subject to approval of the competent authority and submission of claim duly countersigned by the controlling officer.
- (5) NHA employees shall be entitled for journey through the following modes of transport:-
 - i. Category-I BS-16 and above
 - By Air (Economy Class)
 - Personal Car/Hiring of full Taxi subject to prior approval.
 - Train (Higher Class).
 - ii. Category-II BS-11 and above
 - First class Lower AC Sleeper in Train.
 - Personal Motorcycle/Scooter
 - iii. Category-III BS-5 to 10
 - Ist Class Train Non-AC (Sleeper-cum-Sitter) or Public Transport.

- iv. Category-IV BS-4 and below - Economy class Train or Public Transport.
Bicycle/Animal Back or Foot.

Note: -(A) *If travelling on a line which not provides class of entitlement, the next lower class of accommodation will be used for travel.*

(B) *For special reasons to be recorded, an employee of NHA may be allowed to travel through any mode of journey higher than that of normally admissible to him by the authority next higher to the officer authorized for approval.*

(C) *The mode of journey allowed to a lower category can be used by higher category if they desire so.*

(6) Road Mileage Rates in NHA shall be payable as under:-

| | | |
|-----|---------------------|---|
| (a) | Personal Car/Taxi | Rs.5/- per KM |
| (b) | Motor Cycle/Scöoter | Rs.1/50 per KM |
| (c) | Bicycle/Animal/Foot | Rs.1/- per KM |
| (d) | Public Transport | As per actual charges fixed on the route. |

Note: -*These rates shall be enhanced at the rate of 10% after every five years with the approval of Chairman, NHA.*

(7) Special rate of Daily Allowance shall be admissible at Karachi, Lahore, Peshawar, Quetta, Muzaffarabad (AJK), Hyderabad (including Kotri, Jamshoro) Sukkur, Larkana, Mirpur Khas, Khairpur Mirs, Multan, D.G.Khan, Gujranwala, Sargodha, Sialkot, Faisalabad, Islamabad/ Rawalpindi, Abbottabad, Gilgit, Mardan, D.I.Khan, Kohat, Khuzdar, Gawadar, Kalat, Loralai, Chaman, Ziarat and Turbat.

(8) i) Accommodation rent shall be payable on actual charges basis provided the amount thereof does not exceed five dailies.

ii) In case an employee, stays on his own arrangements and does not claim accommodation rental charges, he will be entitled for three dailies per day.

(9) Re-imburement of Toll Tax charges shall be allowed on production of bills.

- (10) In all other matters, Federal Government TA/DA Rules and instructions specified in Fundamental and Supplementary Rules shall be followed in NHA.

4.24 The Administration Wing Head Office/Regional Offices will issue Posting/Transfer orders of employees. In case of Regional Offices, copies of all transfer/posting orders shall be endorsed to Administration Wing, Head Office and the controlling Member concerned for record.

- 4.25 (1) In case of transfer outside NHA, retirement, repatriation, removal from service, the employee concerned will obtain clearance certificate from all concerned and submit in TRIPLICATE to: -

- i. Administration
- ii. Accounts
- iii. Office concerned

(2) Personal staff of an officer transferred will normally report to administration until and unless another full time officer is posted in his place.

(3) Office accommodation, equipment, computer and vehicle of an officer will immediately be taken in possession by administration on his transfer.

4.26 There will be a register of retired employees in Form No.4.26 to be maintained by administration.

- 4.27 (1) In case of issuance of NOC for seeking job outside NHA, following authorities shall approve to grant the same and allow forwarding the application under intimation to Administration Wing, Headquarters: -

- i) BS-19 and above -Chairman NHA
- ii) BS-11 to 18 -DG (Admn) NHA
- iii) BS-1 to 10 -Regional GMs/Director (Admn)

(2) An employee may be granted NOC for the job outside the NHA in a year twice only.

4.28 In those matters where NHA Service Rules, Appointment and Promotion Rules, 1995 and these Regulations are silent, the policy and practice of the Federal Government shall be followed.

Note: - *"In case of change of nomenclature of posts mentioned in these 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.1.10

NHA APPOINTMENTS, PROMOTIONS AND TRANSFER REGULATIONS

VACANCY REGISTER

PART-I

| S.No. | Post and BS. | Total Sanctioned Posts | Promotion Share | Direct Recruitment share | Vacancies | | Filled | |
|-------|--------------|------------------------|-----------------|--------------------------|-----------|--------------------|--------------|--------------------|
| | | | | | promotion | Direct recruitment | By Promotion | Direct Recruitment |
| | | | | | | | | |

PART-II

| S.NO. | Post and BS | Direct Recruitment Share | Quotawise Share | Quotawise Filled | Quotawise Vacant |
|-------|-------------|--------------------------|-----------------|------------------|------------------|
| | | | | | |

Form No.1.12

NHA APPOINTMENTS, PROMOTIONS AND TRANSFER REGULATIONS**INDIVIDUAL CAREER PLANNING (ICP) CHART.**

1. Name _____ 2. Father's Name _____
 3. Present Designation & BS _____ 4. Place of posting _____
 5. Date of Birth _____ 6. Religion _____
 7. Home District _____ 8. Domicile _____
 9. Educational Qualifications _____ 10. Languages _____
 11. Marital Status _____ 12. Dual Nationality (if any) _____
 13. Nationality of Spouse _____ 14. Service Particulars of Spouse _____
 15. National Identity Card No. _____ 16. Visible Identification Mark _____
 17. Appointments Held

| S. No. | Post & Place | Nature of Appointment (Initial Appointment, Promotion, Acting/Additional/Current Charge/Temporary arrangement) | | Demotion | | | Remarks |
|--------|--------------|--|--------|----------|--------|------|---------|
| | | Nature | Period | Date | Reason | Auth | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |

18. Training/Courses during Service

| S. No. | Name of Institution | Title of Course | Duration of Course |
|--------|---------------------|-----------------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

19. Rewards/Honorarium

| S. No. | Kind of Reward/ Honorarium | Purpose of Reward/ Honorarium | Date | Approving Authority |
|--------|----------------------------|-------------------------------|------|---------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

20. Penalties under disciplinary rules/warning.

| S. No. | Allegations | Nature of Penalty | Date | Approving Authority |
|--------|-------------|-------------------|------|---------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

21. Official visits abroad

| S. No. | Name of Country | Purpose of Visit | Date of Visit | Expenditure | Approving Authority |
|--------|-----------------|------------------|---------------|-------------|---------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

22. Leave Record (other than Casual Leave)

| S. No. | Nature of Leave | Period of Leave | Total Days | Approving Authority |
|--------|-----------------|-----------------|------------|---------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

23. Performance Evaluation Record.

| S. No. | Period of ACR/PER | Grading | | Adverse Remarks not Expunged | Blood Count/Quantification Marks |
|--------|-------------------|-------------------|-------------------------|------------------------------|----------------------------------|
| | | Reporting Officer | Counter-signing Officer | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

24. Seniority position in the cadre _____

25. Date of completion of 25 years Service _____

26. Date of superannuation _____

27. Any major disease/disability reported by the authorized Doctor _____

28. Remarks _____

Confidential

Form No.2.6(a)
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER REGULATIONS
PROMOTION PROFORMA OF PANEL FOR DPC
(Promotion to BS-18 and above)

Post and BS To be Filled By Promotion : _____ ACRs Quantification Required : _____ Number of vacancies to be Filled by Promotion : _____

| S.No. | Name | Present Designation and BS | Appointments | | Courses attended | Educational Qualifications |
|-------|------|----------------------------|--------------|---------|------------------|----------------------------|
| | | | Post with BS | From To | | |
| 1 | 2 | 3 | 4 | 5 6 | 7 | 8 |

| ACRs Quantification | | | Length of Service required for promotion in BS-17 in years | Length of Service possessed on the date of Meeting of Committee | Remarks (i.e. any case is in process, seniority or any other deficiency) |
|---------------------|--------|--------------|--|---|--|
| Overall | Q & OW | Intellectual | | | |
| 9 | 10 | 11 | 12 | | |

Prepared By _____
Signature _____
Name _____
Designation _____
Date _____

Form No.2.6(b)
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER REGULATIONS
PROMOTION PROFORMA OF PANEL FOR DPC
(Promotion to BS-17 and below)

Post and BS To be Filled By Promotion : _____
Number of vacancies : _____
to be Filled

| S.No. | Name | Present Designation and BS | Appointments | | Courses attended | Educational Qualifications |
|-------|------|----------------------------|--------------|---------|------------------|----------------------------|
| | | | Post with BS | From To | | |
| 1 | 2 | 3 | | 4 | 5 | 6 |

| ACRs Grading | | Service Length Required for Promotion | Service Length Possessed On the date of Meeting of Committee | | | Remarks (If any) i.e. any enquiry is pending, seniority dispute or any other deficiency |
|--------------|-----------------|---------------------------------------|--|---|---|--|
| Year | Overall Grading | | Y | M | D | |
| | | 8 | | 9 | | 10 |
| | 7 | | | | | |

Prepared By _____
Signature _____
Name _____
Designation _____
Date _____

Form No.3.2(1-A)
NHA APPOINTMENTS, PROMOTIONS
AND TRANSFER REGULATIONS
ADVERTISEMENT
NATIONAL HIGHWAY AUTHORITY
27-MAUVE AREA, G-9/1, ISLAMABAD
SITUATION VACANT

Applications are invited for the following regular/temporary (as the case may be) posts as per details given below: -

| S.No. | Post with BS | No. of Posts | Qualifications/ Experience Required | Maximum Age Limit | Regional Quota |
|-------|--------------|--------------|---|----------------------|-------------------|
|-------|--------------|--------------|---|----------------------|-------------------|

2. Applications along with two latest Passports size Photographs, complete bio-data and attested photocopies of testimonials (Academic & Experience Certificates) and Domicile Certificate should reach the undersigned on the address mentioned above latest by (___ Date ___). The applicants are required to enclose Pay Order of Rs. 200/- (Non refundable) in the name of NHA with their applications.
3. Applicants serving in Government/Semi-Government departments or Autonomous Bodies are required to apply through proper channel with NOC of their respective organization. Advance copies will not be acceptable.
4. Incomplete and applications receive after due date will not be entertained.
5. Fringe benefits will be admissible as authorized to NHA employees of above category.
6. Selected candidates will be posted anywhere in Pakistan under the control of National Highway Authority.
7. Relaxation of age will be given as per Regulations on the subject matter.
8. No TA/DA will be admissible for attending test/interview.

(_____)
Director (Personnel Admn)

----- X -----

Form No. 3.4
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER
REGULATIONS
INTERVIEW CALL LETTER

REGD. POST

NATIONAL HIGHWAY AUTHORITY
27-MAUVE AREA, G-9/1, ISLAMABAD

No. _____ Islamabad, the

Mr. _____

S/o _____

R/o _____

Subject:- **APPOINTMENT FOR THE POST OF _____ (BS-)**.

Reference:- Your application dated _____.

You are advised to appear before the Departmental Selection Committee for test/interview at _____ hours on _____, on the above quoted address.

2. Please bring your original National Identity Card, Domicile Certificate and other testimonials with you.
3. Serving candidates will also bring No Objection Certificate from their departments if already not provided with the applications.
4. No TA/DA will be admissible in this regard.

(_____)
Assistant Director (Personnel)

----- X -----

Form No.3.8
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER
REGULATIONS
OFFER OF APPOINTMENT

REGD. POST

NATIONAL HIGHWAY AUTHORITY
27-MAUVE AREA, G-9/1, ISLAMABAD

No. _____ Islamabad, the

Mr. _____
S/o _____
R/o _____

Subject:- **APPOINTMENT FOR THE POST OF _____ (BS-)**.

Dear candidate,

With reference to your application dated _____ and test/interview dated _____, the competent authority has been pleased to appoint you as _____ (BS-) in the National Highway Authority.

2. Your appointment will be subject to rules/regulations applicable to NHA employees of your category. Major terms and conditions are offered as under:-

- a. Post _____
- b. BS and Pay BS- Rs. _____.
- c. House Hiring/Rent, Conveyance Allowance, Medical facilities, Provident Fund and other allowances will be admissible as are to the other NHA employees.
- d. You will be on probation for one year, extendable for further one year. If you failed to complete the probation period due to un-satisfactory performance, the appointment will stand terminated without advance notice.
- e. You will be transferable any where in Pakistan under the control of NHA.
- f. The appointment will be subject to medical fitness for service by the Medical Officer of NHA or Civil Surgeon of the District within one week of joining duty. If you are declared medically unfit for service, the appointment will stand withdrawn.

- g. The appointment will also be subject to satisfactory verification of your character and antecedents. Negative report from any agency will also result in with-drawl of your appointment.
- h. You will be transferable any where with in or out side Pakistan at any post under the administrative control of NHA.
- i. Other terms and conditions will be same as applicable to NHA employees of your category.

3. If the offer of appointment on the terms and conditions specified above is acceptable, you should report to _____ on or before _____.

4. No TA/DA will be admissible on joining the post.

(_____) Deputy Director (Personnel)

Copy to:-

1. Officer Incharge, For information. Following documents may be (Where candidate is required to report). obtained from the candidate duly completed in all respects and send to this office for record and issuance of appointment office order of the incumbent:-
 - i. Medical Fitness Certificate.
 - Ii. Character Verification roll, duly countersigned.
 - Iii. Nomination form (in Triplicate) duly countersigned.
 - Iv. Joining report in the prescribed form duly countersigned.

----- X -----

Form No.3.10
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER
REGULATIONS
JOINING REPORT

I accept the terms and conditions offered vide letter No. _____ dated _____ for the post of _____
(BS-) and hereby submit my arrival report today on _____ @ _____ hours.

Signature _____

Name _____

Father's Name _____

N.I.C. No. _____

Post _____

Countersigned

(Officer Incharge)

----- X -----

Form No.3.12
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER
REGULATIONS
NATIONAL HIGHWAY AUTHORITY
27-MAUVE AREA, G-9/1, ISLAMABAD

No.

Islamabad, the

OFFICE ORDER

On joining/acceptance of terms and conditions of appointment in NHA offered to him vide offer letter No. _____ dated _____ Mr. _____ S/o _____ is hereby appointed as _____ BS- i.e. Rs. _____, with effect from _____ (FN) and posted in the office of the _____ at _____.

2. He is married/un-married (as the case may be) and having following dependents:-

1. Father, Age _____ years.
2. Mother, Age _____ years.
3. Wife, Age _____ years.
4. _____ Children:-
 - Son, Age _____ years/months
 - Daughter, Age _____ years/months.

3. He will be on one-year probation, extendable for an other year.

4. Fringe benefits will be admissible as allowed to NHA employees of his category.

5. His date of birth as per educational certificate is _____
(_____)
Deputy Director (Personnel)

Distribution:

1. Officer Incharge.
2. Accounts (Pension/ Provident Fund Section), NHA HQ. Nomination form is enclosed.
3. Accounts Section (From where he will draw Pay). Medical Fitness Certificate, Nomination form, Joining Report and Dependent Roll are enclosed.
4. Training Section.
5. Confidential Section.
6. Welfare Bureau.
7. Mr. _____
(And further distribution as deemed necessary).

----- X -----

FORM NO.3.17(b)
NHA APPOINTMENTS, PROMOTION AND TRANSFER
REGULATIONS

Terms and Conditions of Contract Appointment (Initially for two years, extendable with mutual agreement).

1. **Post:** _____
2. **Pay & Allowances:** As admissible at the minimum of BS ____ to the employees of NHA.
3. **Period of Contract:** Initially for _____ years from the date of assumption of charge. The period of contract could be extended with the approval of the competent authority on mutual agreement if deemed necessary.
4. **Pension/Funds:** The service rendered under the present contract shall not qualify for pension or gratuity or any contributory Fund. However, pension already drawing (if any) shall continue to be paid by the concerned department.
5. **Leave:** You will be entitled for five days leave per month in addition to Gazette Holidays. However, on expiry of calendar year or contract period all leave balance at your credit shall lapse. Provisions contained under rules 5(c), 8, 11, 14, 16, 17, 18, 19, 27, 33, 34, 38 and 39 of Revised Leave Rules, 1980 of Government of Pakistan shall not apply.
6. **Medical Facilities:** As admissible to NHA employees under Medical Attendance Regulations.
7. **Conduct and Disciplinary action:** Disciplinary action (as and when required) while employed on contract, shall be regulated as per rules applicable to NHA employees.
8. **Travelling Allowance:** As admissible in NHA to the employees of your pay scale.
9. **Whole Time employment and Posting/Transfer:** Your whole time would be at the disposal of NHA. You may be employed in any manner required by the appropriate authority without claiming additional remuneration. You will devote your whole time to your duties and at all times follow the orders of seniors. You will be liable to serve anywhere within or outside Pakistan at any post under the administrative control of National Highway Authority.

10. **Seniority:** You will neither claim any seniority nor will be placed on the regular gradation list of the cadre in which the post for the time being held by you stands included.
11. **Termination of Contract:** The said appointment shall be liable to termination at any time before the expiry of the actual contract period without assigning any reason by giving fourteen (14) days advance notice or pay in lieu thereof.
12. **Regularization:** Your contract appointment shall not confer any vested right for regularization of contractual appointment in the Authority and you will also not agitate in any Court of Law for its regularization irrespective of length of contract employment.
13. **Absence from Duty:** Unauthorized absence from duty for more than ten (10) days will result automatic termination of your contract employment. Simple submission of an application or information for leaving the station will not be treated valid for the purpose of leave. You will not leave station without prior/formal approval of the competent authority on paper.
14. **Hiring of House:** Hiring of House shall be permissible on monthly basis for the period of contract (or the date of termination/resignation etc. which ever is earlier) as per ceiling prescribed for the employees of NHA of your pay scale. However, hiring will be on monthly advance basis only and retention of hired house beyond contract period or on termination of contract will be admissible as per NHA Regulations..
15. **Conveyance, Transport and Telephone Facility.** As admissible to the employees of NHA of your pay scale.
16. **Resignation:** Resignation will be acceptable subject to advance notice not less than 14 days or deposit of pay in lieu thereof.
17. **Medical Fitness/Verification of Antecedents:** The appointment will be subject to Medical fitness for service by the Medical Officer of NHA or Civil Surgeon of District within one month of joining duty and verification of your antecedents by respective Police Authorities etc. If you are declared medically unfit for service or any adverse is reported in respect of your antecedents, the contract employment stand terminated with out any notice.
18. **Other Matter:** In respect of other matters, not specified in this letter, you will be governed by the orders of the

Chairman, NHA that will not be challenge-able before any Court of Law/Legal Forum.

2. If above terms and conditions of contract employment is acceptable, convey your acceptance and report for duty at the following address on or before _____:-

“Office of the _____(with full address and Telephone Number)”

3. If you failed to join duty by due date mentioned above, the contract offer will stand cancelled automatically.

Assistant Director (Personnel)

Copy to: -

1. Office Concerned..... Set of verification roll for completion by the candidate is enclosed which may be returned to this office alongwith medical fitness certificate for issuing appointment order and further action.
2. Accounts Section _____,
National Highway Authority,
_____.

Form No.4.8
NHA APPOINTMENTS, PROMOTIONS AND TRANSFER
REGULATIONS

BIO-DATA OF DEPUTATIONIST TO BE FILLED
BY EVERY ONE ON JOINING NHA

1. Name _____
2. Original Designation with BS _____
3. Service Group _____
4. Parent Department _____
5. Date of Birth _____
6. Educational Qualification _____
7. Domicile _____
8. Permanent Address _____
9. Present Mailing Address (Out of NHA). _____
10. Date of joining service in parent department _____
11. Date of joining in NHA _____
12. Post held in NHA _____
13. Is service in Parent Department Pensionable? _____

(_____)

Signature .

Date _____

----- X -----

Form No.4.26

NHA APPOINTMENTS, PROMOTIONS AND TRANSFER REGULATIONS

Register of Retired Employees

| S.No. | Name with Father's Name | Date and post of initial appointment | Date of birth | Date and post of retirement | Mail address at the time of retirement | Mode/Reason of retirement | Remarks |
|-------|----------------------------|---|---------------|--------------------------------|---|------------------------------|---------|
|-------|----------------------------|---|---------------|--------------------------------|---|------------------------------|---------|