

PERMANENT RECORD

FOR OFFICIAL USE ONLY

NATIONAL HIGHWAY AUTHORITY JOB DESCRIPTIONS



ISSUED BY: ADMINISTRATION WING
(PERSONNEL BUREAU)
ISLAMABAD.

FOR OFFICE OF THE MEMBER (PLANNING)

FOR OFFICIAL USE ONLY
NHA PERMANENT RECORD
SEPTEMBER, 1995

NATIONAL HIGHWAY AUTHORITY
ADMINISTRATION DIRECTORATE (H. Q)
PERSONNEL BUREAU

APPROVED POSTS AND JOB DESCRIPTIONS OF REGULAR ESTABLISHMENT

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
1.	Chairman	M-1	1	<ul style="list-style-type: none"> a. Chief Executive of the Authority b. Shall exercise such powers and perform such functions as may be specified by the National Highway Council.
2.	Members (NHA HQ)	M-2/ 21/20	4	<ul style="list-style-type: none"> 1. Member (Operations) <ul style="list-style-type: none"> a. Control on all running projects and maintenance works. b. Advise on Technical aspects of construction and maintenance works. c. Coordination with national as well as International organizations in connection with the construction/maintenance of highways and bridges. d. Monitoring of Consultants and Contractors performance at Project Sites. e. Policy making and implementation thereof in connection with the construction/ maintenance projects. f. Negotiation about the projects with concerned agencies. g. To ensure the quality and quantity control at the project sites as per Contract Specifications/Agreement. h. Suggestions about improvement/change in design, quantity and procedure. i. To ensure the completion of projects within the stipulated time schedule and budget allocated for the project concerned.

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				<p>2. <u>Member (Finance)</u></p> <ul style="list-style-type: none"> a. To supervise all the financial matters relating finance, Budget, Accounts, Revenues, Scrutiny of PC-1 and evaluation of bids and tenders etc. b. Liaise with Finance, Communications, Planning and development, Economic affairs divisions and CBR for all related matters concerning NHA's Finances, loans, grants and release of funds, duties and taxes. c. To coordinate with doner agencies and carryout loan negotiations, other allied matters etc. d. Supervise managment of NHA fund account and other bank accounts in accordance with policy framed by the NH Council/ Executive board and instructions of the Government of Pakistan. e. Supervision, preparation of final accounts of the authority and submission of yearly report to the Executive Board/ NH Council. f. Assist NHA Executive Board and NH Council in discharge of above duties. g. Preparation/ Discussion of budget and PSDP of NHA before the Board/ Council for approval h. To propose policies and procedures for betterment of finance in NHA. <p>3. <u>Member (Planning)</u></p> <ul style="list-style-type: none"> a. Identification and feasibility studies of the projects. b. Preparation of PC-I's and PC-II's including their approval. c. Processeing of long term and short term plans. d. Processing of appintment of Consultants and prequalification of Contractors. e. Collection and compilation of highways/bridges statistical data analysis thereof. f. Analysis of design, Contract Specifications, General Terms and conditions of Contracts and project drawings prepared by the Consultants.

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				<p>g. To check and watch the progress of consultants involved in feasibility/design of projects.</p> <p>h. To ensure maintenance of highways inventories.</p> <p>i. Updating road statistics, socio economic data, traffic related data, highway condition evaluation and road life studies.</p> <p>j. To workout the parameters/TOR for private financing of projects, analysis and evaluation of financial proposals for private financing of projects.</p> <p>k. Preparation of highway policy, financial planning for projects, project scope, highway needs.</p> <p>l. Compilation of sufficiency ratings, pavement condition evaluations.</p> <p>m. Tender calling for construction projects.</p> <p>n. Selection and improvement of route alignment.</p> <p>4. Member (Admn)</p> <p>a. To design and implement policies/procedures on administrative matters.</p> <p>b. To fram/implement service rules/regulations in respect of NHA employees.</p> <p>c. To supervise activities of administration wing.</p> <p>d. To ensure fair running of administration branches under the rules/regulations / procedures and policies prescribed for the subject matter.</p> <p>e. To handle with the personnel/general administration/transport/record/stores/computerization management.</p> <p>f. To lookafter the hiring of private properties for officail use of NHA.</p> <p>g. To lookafter auctions/disposal of NHA properties condemned for NHA use.</p> <p>h. To lookafter security/maintenance measurements within NHA buildings.</p> <p>i. To handle legal matters related to NHA employees service cases.</p> <p>j. To conduct Administrative Inspections of the Regional/Field Offices.</p>

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3.	Secretary (NHA HQ)	20	1	<ul style="list-style-type: none"> a. Conduct and arrange the meetings of NHA Executive Board and National Highway Council. b. Collection/circulation of agenda items for the Board and Council meetings. c. Progress on minutes of the Board and the Council meetings. d. Any other business pertaining to the Board and Council. e. National Assembly and Senate business/questions pertaining to NHA. f. Conducting coordination conferences within NHA. g. Scrutiny of all PC-I's, PC-II's and concept clearance of the projects in the capacity of Member, Technical Working Party-I. h. Coordination between the Authority, Ministry of Communications and out side organisations. i. To deal with the cases pertaining to the directives of President and Prime Minister. j. To assist/advise the Chairman NHA in legal matters in all respects except NHA employees service cases. k. To lookafter training, workshops arrangements for NHA employees.
4.	Director General (Public Relations) NHA HQ	20	1	<ul style="list-style-type: none"> a. Publicity of organization. b. Scanning of the International and National Press and bringing news, editorials, comments to the management which relates to the Authority matters. c. Liaison with mass media communicatoin i.e. electronic and print media on National as well as International level in connection with NHA business. d. Protocol assignment. e. Printing and Publications. f. Seating and refreshment arrangements for seminars, symposiums, confernces and ceremonies. g. Supervision of NHA Auditorium and Library.

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				<ul style="list-style-type: none"> h. To issue advertisements. i. Public relationing j. Spokesman of NHA for press. k. Projection of NHA projects. l. Highway safety education in electronic and print media. m. Preparation of shields, silk maps, gifts etc.
5.	General Managers (Operations, Planning, Finance Wings HQ and Regional Offices)	20	12	<p>1. General Manager (Regions) – 5 Posts</p> <ul style="list-style-type: none"> a. The GM will be responsible for all construction and maintenance activities of NHA Projects in the region concerned. b. To ensure quality/quantity control on NHA projects within the respective region. c. To ensure timely completion of NHA works. d. To ensure that all highways/bridges are in proper condition and there is no hinderance for traffic. e. To propose and initiate new schemes and suggest improvements of Highways. f. To ensure completion of NHA works within the approved budget estimates. g. Coordination between Project Directors, Maintenance Engineers, Consultants, Contractors and NHA HQ. h. Review and recommend all contract payment certificates for approval of the competent authority. i. Establish and maintain close professional relationship with local government organisations. j. Acquire right of way and ensure that ROW is not occupied illegally on highways. k. To excercise the powers for administrative, financial and technical matters, delegated by the competent authority.

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				<p>1. Evaluation of bids and prequalification of consultants/ contractors as and when required under the orders of the competent authority.</p> <p>2. <u>General Manager (Construction) NHA HQ</u></p> <p>✓a. Contract administration.</p> <p>✓b. Advise on variation orders, claims etc.</p> <p>✓c. Advise on technical aspects of contracts.</p> <p>✓d. Advise on proposed change in design of a contract.</p> <p>✓e. Monitoring of projects progress.</p> <p>f. Implementation of Policies and procedures and updating of the documents related to these works, where necessary.</p> <p>g. Enforcement of a uniformed quality control & procedures.</p> <p>h. Monitoring of Consultants and Contractors performance on construction projects sites.</p> <p>i. To prepare all cases pertaining to construction/operation works with suggestive measures and to propose necessary actions.</p> <p>j. To ensure completion of projects within scheduled time and budget.</p> <p>k. To coordinate with different agencies relating to NHA construction works.</p> <p>l. To prepare periodical operations action plans, update the same and propose revision of such plans as per requirements of the projects with the consultation of regional GMs.</p> <p>m. To prepare and propose an operation system along international lines/latest technologies in order to address on regular bases all of the operation works of NHA.</p> <p>n. To advise and monitor the regional offices on operation activities within their regions.</p> <p>o. To maintain cost control on all construction works of NHA.</p> <p>p. He will be the Principal Staff Officer to the Member (Operations).</p> <p>q. He will function as the Chief Coordinator for all construction projects in NHA.</p>

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				<p>3. <u>General Manager (Inspection) NHA HQ</u></p> <ul style="list-style-type: none"> a. Inspection of on-going works of NHA projects. b. Advise improvement in execution methodology with a view to accelerate progress and improve quality control at NHA projects. c. Review contract specification and suggest improvement. d. Development and implement quality control procedures at project sites. e. Monitor behaviour of constructed pavement and establish equipment and personnel base for the purpose. f. Suggestion for rectification of deficiencies at Projects sites. g. To assist the Chairman NHA in all technical/Engineering works. <p>– This Inspection Wing will be under the direct control of the Chairman, NHA, so that an independent inspection system can be maintained.</p> <p>4. <u>General Manager (Planning) NHA HQ</u></p> <ul style="list-style-type: none"> a. Processing of long range and short range plans and design (PSDP) projects. b. Processing of PC-Is and PC-IIs as well as arranging their approval. c. ECO Projects and cases processes. d. To ensure compilation and analysis of Highways/Bridges statistical data. e. To ensure maintenance of road inventories of all National Highways assigned to NHA. f. To advise and identify National Highway Policy issues. g. To supervise and ensure proper preparation of Highway system maps. h. Processing of replies to National Assembly/Senate questions relating to planning. i. Processing of PM's/ President's directives and giving replies. j. Provision of planning information to MOC and other government departments. k. Dealing with donor agencies i.e. World Bank, ADB and OECF etc.

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				<p><i>l. Preparation of briefs and informations on new projects and presentations.</i></p> <p><i>m. Collection of data/statistics releated to Highways.</i></p> <p>5. <u>General Manager (Contracts & Specifications) NHA HQ</u></p> <p><i>a. To prepare standard agreements and contarct documents and to review agreements and contracts prepared by others for contractors and consultants.</i></p> <p><i>b. To develop and maintain upto date standard specifications of NHA.</i></p> <p><i>c. To interpret the requirements of the specifications in case of dispute with the contractors.</i></p> <p><i>d. The managment of planning and design consultants and contractors and to review/ evaluate the technical and financial proposals.</i></p> <p><i>e. To adminiter the contractors prequalification procedures.</i></p> <p><i>f. To maintain a performance record of the consultants and contractors.</i></p> <p><i>g. Calling of tenders for award of contracts under the control of member planning.</i></p> <p><i>h. Processing of appointment of Consultants for feasibility studies, Design and supervision of large projects.</i></p> <p>6. <u>General Manager (Maintenance) NHA HQ</u></p> <p><i>a. To prepare all cases pertaning to Maintenance works with suggestive measures and to propose necessity action.</i></p> <p><i>b. To take action in the Maintenance woks related cases.</i></p> <p><i>c. To monitor the progress of Maintenance works with the coordination of GM (Region) concerned.</i></p> <p><i>d. To provide guidance to regional GMs and other field staff in Miantenance works their planning and implementation.</i></p> <p><i>e. To Monitor the funds availability for Maintenance works.</i></p>

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				<p>f. To carryout the award of Maintenance contracts with the consultation of regional GMs.</p> <p>g. To visit/Inspect the National Highways and ensure that the roads are in the satisfactory condition and Maintenance works are in progress as per contract conditions.</p> <p>h. To ensure that Maintenance works are being completed within the estimated cost and as per schedule.</p> <p>i. To supervise the Updating of MIL score.</p> <p>j. To supervise and prepare the Maintenance works budget estimates.</p> <p>k. To Check/Call/submit the monthly Maintenance activities progress report to the Member (Operation)</p> <p>l. To check and get the designs vetted for Maintenance works.</p>
				<p>m. To coordinate with World Bank and Asian Development Bank through Member (operations) regarding MBRP & RSP.</p> <p>n. To Identify the schemes for such programme on scientific bases and get the design, BOQ prepared in consultation with NHA design wing.</p> <p>o. To update prequalification of maintenance and World Bank maintenance programme contractors in consultation with GM (Contracts & Specifications).</p> <p>p. To prepare and review on a monthly basis maintenance action plans. To update and revise such plans as is required.</p> <p>q. To report on monthly basis about maintenance activities and the costs thereof.</p> <p>r. To prepare and compose a maintenance system along international lines in order to address on a regular basis all NHA maintenance works.</p> <p>s. To maintain cost control on all maintenance contracts.</p>

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				<p>7 General Manager (Design) NHA HQ</p> <ul style="list-style-type: none"> a. Prepare proposal of location for road alignment. b. Evaluation of highway/bridges design prepared by the Consultants. c. Analysis of traffic studies carried out by the Consultants and Suggestion/ recommendations for improvement of the studies. d. Preparation of evaluation reports on various reports prepared by the Consultants/designers. e. Coordination with the Railways, Irrigation Authorities etc, for finalization of different issues related to design. f. Preparation of highway design standards. g. Preparation of plans for acquisition of ROW its appraisal and management in the design stage. h. Preparation and processing of plans related to the relocation of utilities during design stage. i. Supervision of design activities carried out by the Consultants. j. Invitation and evaluation of the Consultants proposals for appointment as design Consultants. k. To check progress of Consultants. l. To suggest parameters/TOR for private financing of projects i.e. B.O.T. and B.O.O.T. etc. m. Preparation of monthly progress reports of design and feasibility consultants. n. Coordinate and supervise major design project in all phases. o. Preparation of pre-construction project management plans. p. Analysis of reports related to design e.g:- <ul style="list-style-type: none"> - Inception Reports of the Project - Alignment study report

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				<ul style="list-style-type: none"> - Detail Survey report - Traffic study report - Soil and material study reports - Detail design report of bridges, culverts, roadways etc. - Environmental study report - Land acquisition and utilities plans - Pavement design report - Feasibility study reports - Equipment and machinery report - Manpower and other resources - Pre-construction project management - Rail road agreement <p>8 General Manager (Finance) NHA HQ</p> <p>a. Shall assist Member Finance in discharge of duties mentioned as under;</p> <ul style="list-style-type: none"> i. Coordination of all regional accounts offices. ii. Consolidation of regional budget and PSDPs. iii. Supervision of accounts books to be maintained in regions and head quarters. iv. Have reconciliation carried out. v. Supervision of trial balances. vi. Matters relating to revenues and receipts of NHA. vii. Audit of authority and public accounts meetings etc. viii. Vetting of PC-1's tenders and evaluation of bids. ix. Fund management of the authority. x. Shall assist Member (Finance) for Board and Council meetings.

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6.	Financial Advisor NHA HQ	20	1	<ul style="list-style-type: none"> a. Consolidation of accounts of head office and all projects. b. Advice on accounting principles, maintenance of fixed assets registers, depreciation policy, maintenance of CP/GP funds. c. Accounting manuals preparation and computerize accounting systems and dealing with audit by Chartered Accountants. d. Take part in negotiations with international lending agencies like World Bank, Asian Development Bank, OECF etc. and other financial institutions for arrangements of funds for self financing projects and advise on revenue receipts policies. e. Give opinion on interpretation of the clauses of contracts and funding agencies and advise management on matters relating to financial implications. f. Advising management on tax related matters. g. Supervise the evaluation of insurance companies and banks for issuance of guarantees and bonds and their authenticity. h. Ensure that expenditures of Authority are within the allocated budget. i. Suggest improvement in Finance system. j. Advise on financial matters. k. Advise in legal matters to the Member (F & A) in connection with loan negotiations. l. Expert opinion on damages claims by the Consultants/Contractors. m. To handle the audit inspection matters being conducted by the Chartered Accountants. n. Floating of bonds and other resources for funds generation. o. Registration of Insurance Companies with NHA for guarantees to Contractors. p. To propose policies for collection/generation for funds through own resources and Private Financing Sector.

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7.	Director (Admn) (NHA HQ)	19	1	<ul style="list-style-type: none"> a. To supervise Administration Directorate and ensure that all Bureaus and Sections of administration are functioning properly. b. To handle recruitment, promotions, retirement, posting, transfers and disciplinary cases. c. To design policies in administrative matters. d. Coordination between Admn. Wing, higher officials, Regional offices and others. e. To ensure implementation of Govt./Authority's instructions and running of Admn. Directorate accordingly. f. Advise to seniors on administrative matters. g. Guidance and advise in framing Rules/Regulations of the Authority. h. To see completion of cases files in all respects before submission to seniors.
8.	Director (Inspection) (NHA HQ Inspection Wing)	19	1	<ul style="list-style-type: none"> a. To assist the GM (Insp) in inspection job. b. To ensure compliance of instructions issued in the light of Inspection Reports. c. To maintain record of Inspections. d. To coordinat with Regional GMs, Project Directors etc. in respect of inspection programmes and informations. e. To issue progress reports of projects of NHA and ensure completion of projects in scheduled time. f. To prepare and issue projects works schedules. g. Coordination about projects works in progress.
9.	Director (Audit) (Audit Wing NHA HQ)	19	1	<ul style="list-style-type: none"> a. To inspect the work of revenue and the receipts of the authority. b. Supervision of Internal Audit. c. To deal with the matters pertaining to observations of Public Accounts Committee. d. To consolidate audit obeservations being raised by the Internal and External Audit Parties.

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				<ul style="list-style-type: none"> e. To vet the financial cases referred to audit for advise and opinion. f. To ensure that all sanctions are being accorded by the Competent Authority as per rules/regulations/procedures. g. To check that all payments have been made correctly. h. To suggest the procedure for ractification of irregularities/mistakes occured in payments etc. - This Audit Wing will be under the direct control of the Chairman, NHA, so that an independent audit system can be maintained.
10.	Director (Planning Wing) NHA, HQ	19	23	<ul style="list-style-type: none"> a. Compilation and analysis of Highways/Bridges statistical data. b. Preparation of long range national highways transportation plans. c. Preparation of short term programme for highways construction and design (PSDP) projects. d. Development of short range highway research and technology transfer programmes. e. Preparation and processing of PC-I and PC-II's and arranging their approvals. f. Enlistment/appointment/shortlisting/prequalification of consultants/contractors and keeping record to this effect. g. Collection and analysis of general data and the preparation of maps, reports, briefs and summaries relating to projects and other issues concerned with P&P Division. h. Preperation of replies to National Assembly/Senate question, deal with president and PM directives, relating to Planning Wing. i. Monitor progress of Consultants. j. Provision of Planning information to MOC and other Govt. departments. k. Coordination between regions, different wings for projects and Planning Division. l. Prepare proposal of location for road alignment. m. Evaluation of highway/br n prepared by the Consultants.

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				<p>n. Analysis of traffic studies carried out by the Consultants and Suggestion/ recommendations for improvement of the studies.</p> <p>o Preparation of evaluation reports on various reports prepared by the Consultants/designers.</p> <p>p. Coordination with the Railways, Irrigation Authorities etc, for finalization of different issues related to design.</p> <p>q. Preparation of highway design standards.</p> <p>r. Preparation of plans for acquisition of ROW its appraisal and managemnt in the design stage.</p> <p>s. Preparation and processing of plans related to the relocation of utilities during design stage.</p> <p>t. Supervision of design activities carried out by the Consultants.</p> <p>u. Invitation and evaluation of the Consultants proposals for appointment as design Consultants.</p> <p>v. Provide assistance to section concerned in preparation and processing the PC-Is' and PC-II's.</p> <p>w. Coordinate and supervise major design project in all phases.</p> <p>x. To maintain the record of black listed Consultants and Contractors and to deal with matters of black listing.</p> <p>y. To ensure that information has been conveyed to all concerned about black listing of a Consultant/Contractor.</p> <p>z. To ensure that staff deployed by Consultants/Contractors having required qualification and experience as mentioned in their documents at the time of pre-qualification.</p> <p>aa. Preparation of pre-construction project management plans.</p>

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				<p>bb. Analysis of reports related to design e.g: –</p> <ul style="list-style-type: none"> – Inspection Report of the Project – Alignment study report – Detail survey report – Traffic study report – Soil and material study reports – Detail design report of bridges, culverts, roadways etc. – Environmental study report – Land acquisition and utilities plans – Payment design report – Feasibility study reports – Equipment and machinery report <p>cc. Preparation of plans for highway safety.</p> <p>dd. Collection of road accidents data.</p> <p>ee. To examine design in the following fields: –</p> <ul style="list-style-type: none"> – Rail Road Agreement – Road Layout – Sign location – Road marking – Identification of (accident) black spots. <p>ff. To ensure that sign boards and pavements marking are properly displayed.</p> <p>gg. To ensure that site visibility is cleared to the traffic and also ensure the safety clearance of all high powered transmission lines crossing the highways.</p> <p>hh. To control the un–authorised U–Turns and speed breakers on the highways.</p>

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				<p>ii. Recommend cost preventive/remedial measures.</p> <p>jj. Formation and implementation of rules regarding highways road side facilities and improve safety for road users.</p> <p>kk. Liaison and Coordination with Provincial Govt/Police authorities for removal of encroachments and improve safety for road users.</p> <p>ll. To administer the contractors/consultants prequalification procedures.</p> <p>mm To prepare standard agreements for contracts and to review the contract documents prepared by the Consultants etc.</p> <p>nn. Tendering of contracts and selection of contractors.</p> <p>oo. To prepare comperative statements of bids received for prequalification from Consultants/Contractors.</p> <p>pp. Coordination between regional and field Laboratories working for material testing.</p> <p>qq. To advise improvement and latest procedures for material testing.</p> <p>rr. To suggest and issue policies and practicable systems of material testing.</p> <p>ss. Establish uniformed Quality Control procedures.</p> <p>tt. Carryout inspection of field and ensure that material testing is being conducted as per policy and procedures.</p> <p>uu. To inspect site Laboratories and ensure that equipments installed there are as per contract requirement and staff posted is of appropriate level with good qualifications and experience.</p> <p>vv. To arrange counterchecking of material samples recieved/collected from field Laboratories as and when desired.</p> <p>ww.Coordination at the time of prequalification of consultants/contractors.</p>

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				<p>These posts are required for the following fields: –</p> <ul style="list-style-type: none"> – Hydrology work – Maintenance Management – Structure Jobs – CAD alignment modeling – Geo–Tech: and Material matters – Design works – Highway Safety – Traffic Engineering – Coordination – Feasibility studies – Projects identification – Consultants dealing – Contractors dealing – Quantity control – Survey matters – Specifications – Contracts documentation <p>Note: –Distribution of jobs among the Directors of Planning Wing will be decided by the Member (Planning).</p>
11.	Director (Construction & Maint) (Operations Wing, Regional Offices and Motorways)	19	15	<p>1 Director (Constructions) – 7 Posts</p> <ul style="list-style-type: none"> a. To supervise/control the works of National Highways passing through the respective region. b. To ensure that construction works at different project sites is carried out in accordance with the specification and design of the project concerned.

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				<p>c. To ensure that payments to Consultants and Contractors are being made as per agreement/BOQ and MBs have been completed in this regard.</p> <p>d. To assist the GMs and Member (Operations) in formation of PC-I and PC-II of construction Projects.</p> <p>e. To ensure that projects works are in progress as per schedule.</p> <p>f. To maintain record of construction projects.</p> <p>g. Coordination in construction works.</p> <p>h. To amintain the record of construction projects.</p> <p>i. To ensure that all schemes have been identified as per requirments.</p> <p>j. To ensure that bids are being called against approved works in due course of time.</p> <p>k. To ensure that budget has been allocated for approved schemes.</p> <p>l. To ensure that after payment of mobilization advance the Consultants/ Contractors have mobilized their sources at project sites, as per contract agreement.</p> <p>m. To ensure that after completion of project proper handing/taking over has been taken place.</p> <p>n. To ensure that vehicle, machinary etc. have been handedover to NHA on Completion of project as per agreement.</p> <p>o. To deal with disputed matters between NHA/ Consultants/ Contractors.</p> <p>p. To ensure establishment of fully equiped material testing Laboratory.</p> <p>q. To ensure that Laboratory equipments are in proper running condition and they are maintained accordingly.</p> <p>r. To ensure that materials used in the work are tested properly and quality is as per specification of the contract.</p> <p>s. To ensure that materal is being supplied from the approved query/sources.</p> <p>t. To ensure that materal test result record is maintained.</p>

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				<ul style="list-style-type: none"> <i>u. To ensure that testing Laboratories installed by the Consultant/Contractors are equipped with instruments as per requirement of the project and contract agreement.</i> <i>v. To ensure that staff deployed in Laboratory is well qualified and having sufficient experience.</i> <i>w. To ensure quality control at project sites.</i> <i>x. To ensure that material being used at site is as per quantity of contract agreement.</i> <i>y. To suggest policies and procedures in inspection, sampling, material testing and acceptance of material.</i> <i>z. To advise PDs/DDs at site for quality control.</i> <i>aa. To maintain and update materials data regarding location, quality, quantity, rates etc.</i> <i>bb. Loan Operations in accordance with loan agreements and guidelines of lending agencies. Coordination with lending agencies.</i> <i>cc. Maintain accurate disbursement record against loans and prepare realistic forecasts of expenditures.</i> <i>dd. Ensure timely submission of progress reports to lending agencies as per requirements.</i> <i>ee. To check sufficiency/security/safety of contract/projects documents.</i> <i>ff. Supply of contract documents to field offices.</i> <i>gg. Monitor work of management consultants/contractors.</i> <i>hh. Notify appointment of Engineers.</i> <i>ii. To ensure timely appointment of consultants/contractors/NHA supervisory staff for project site.</i> <i>jj. Review of methodology statements and work programmes submitted by consultants/contractors.</i> <i>kk. To maintain record on performance of consultants/contractors on NHA construction projects.</i>

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				<p>ll. Ensure timely action on revision of PC-I/Processing of Variation Orders.</p> <p>mm Establish and enforce uniform procedure of measurement of works and proper completion of MBs as per policy of NHA.</p> <p>nn. Processes cases of termination of contractors/consultants/contracts.</p> <p>oo. Implementation of NHA policies and procedures related to NHA construction works.</p> <p>pp. Ensure uniformity of NHA standards/specifications on the works.</p> <p>These posts are utilized as under: –</p> <ul style="list-style-type: none"> – Operation Wing HQ 2 (Foreign Aided Projects, GOP Aided projects) – Regional Offices 5 (one each) <p>2 Director (Maintenance) – 7 Posts</p> <ul style="list-style-type: none"> a. To ensure that all National Highways are being maintained properly. b. To advise in the matters pertaining to maintenance works. c. To monitor the progress of maintenance works. d. To maintain update information about funds for maintenance works. e. To ensure that payments to consultant/contractors are being made as per agreement etc. f. To ensure that traffic is running on National Highways without hinderance and road conditions problems. g. To take steps for Private Sector Financing and Coordination between GMs, Members and other agencies. h. Prepare maintenance works schemes with the consultation and coordination of the Regional GMs. i. To submit proposals for budget allocation for maintenance works. j. Coordination in maintenance works. k. To amintain the record of maintenance works.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p><i>l. To ensure that all schemes have been identified as per requirements.</i></p> <p><i>m. To ensure that bids are being called against approved works in due course of time.</i></p> <p><i>n. To ensure that budget has been allocated for approved schemes.</i></p> <p><i>o. To ensure that after payment of mobilization advance the Consultants/ Contractors have mobilized their sources at project sites, as per contract agreement.</i></p> <p><i>p. To ensure that after completion of project proper handing/taking over has been taken place.</i></p> <p><i>q. To ensure that vehicle, machinery etc. have been handedover to NHA on Completion of project as per agreement.</i></p> <p><i>r. To deal with disputed matters between NHA/ Consultants/ Contractors.</i></p> <p><i>s. To ensure establishment of fully equipped material testing Laboratory.</i></p> <p><i>t. To ensure that Laboratory equipments are in proper running condition and they are maintained accordingly.</i></p> <p><i>u. To ensure that materials used in the work are tested properly and quality is as per specification of the contract.</i></p> <p><i>v. To ensure that material is being supplied from the approved query/sources.</i></p> <p><i>w. To ensure that material test result record is maintained.</i></p> <p><i>x. To ensure that testing Laboratories installed by the Consultant/Contractors are equipped with instruments as per requirement of the project and contract agreement.</i></p> <p><i>y. To ensure that staff deployed in Laboratory is well qualified and having sufficient experience.</i></p> <p><i>z. To ensure quality control at project sites.</i></p> <p><i>aa. To ensure that material being used at site is as per quantity of contract agreement.</i></p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>bb. To suggest policies and procedures in inspection, sampling, material testing and acceptance of material.</p> <p>cc. To advise PDs/DDs at site for quality control.</p> <p>dd. To maintain and update materials data regarding location, quality, quantity, rates etc.</p> <p>The posts are required as under: –</p> <ul style="list-style-type: none"> – Operation Wing HQ 2 – Regional Offices 5 (one each) <p>3 Director (Motorways) – 1 Posts</p> <p>a. To ensure proper maintenance of the Motorways being looked by the Authority.</p> <p>b. To ensure that road users are not facing any problem.</p> <p>c. To ensure proper running of electrification system of the Motorway.</p> <p>d. To ensure safety and security of Motorways utilities and properties.</p> <p>e. To check that collection of tolls on the Motorways is fairly handled.</p> <p>f. To prepare proposals for betterment of the Motorways.</p> <p>g. To ensure beautification along the Motorways.</p>
12.	Director (Infrastructure) Operations Wing HQ.	19	1	<p>a. To ensure that land acquisition for projects is taken place properly.</p> <p>b. To maintain complete record of land pertaining to NHA.</p> <p>c. To ensure completion of land acquisition process within due course of time.</p> <p>d. To followup the land acquisition disputes.</p> <p>e. To ensure that R.O.W. is not occupied illegally.</p> <p>f. To arrange removal of un – authorised encroachment with the coordination of concerned Provincial Govt. authorities/NHA Regional GMs.</p> <p>g. Relocation of all utilities fallen within the ROW and removal of forest etc.</p> <p>h. To ensure that ROW record are being maintained properly.</p>

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				<p>i. To ensure negotiation with land owners and payments for land acquisition after proper checking of site.</p> <p>j. Coordination with Federal, provincial Governments, Local Administration, NHA offices for land and utilities matters.</p> <p>k. To formulate policies and guide lines under instructions from Seniors for the proper and efficient acquisition, management and utilisation of Right of Way (R.O.W.) appurtenant to the following aspects of the National Highways: –</p> <p>a) Acquisition of land for establishment/expansion of R.O.W.</p> <p>b) Relocation of utilities.</p> <p>c) Removal of encroachments.</p> <p>d) Generation of revenue from R.O.W. of National Highways.</p> <p>e) Maintenance of land/R.O.W. record.</p> <p>f) Establishment of services/amenities on National Highways.</p> <p>l. To liaise and coordinate with General Managers (Regional) NHA, Federal/Provincial authorities and utility departments/corporations/companies in regard to the aforesaid matters.</p> <p>m. To monitor progress of tasks assigned to GMs (Regional) Land Management Staff and PDs NHA in connection with the development and utilisation of R.O.W.</p> <p>n. To monitor collection of R.O.W. related revenues.</p> <p>o. To ensure economic utilisation of funds earmarked for acquisition of land and relocation of utilities.</p> <p>p. To grant NOCs for establishment of amenities/Filling Stations on National Highways with the approval of the Competent Authority.</p> <p>q. To maintain record of land and services situated within the R.O.W. of National Highways.</p>

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13.	Director (Budget & Accounts) (Finance Wing NHA HQ)	19	1	<ul style="list-style-type: none"> a. To supervise Budget and Accounts Bureaus. b. To ensure timely submission of estimates for budget allocation. c. To ensure that expenditures are within the approved budget. d. To ensure that all payments are being made with the approval of competent authority as per policy and procedures. e. To ensure that Budget and Accounts Bureaus are maintaining their records properly. f. To suggest improvement in accounts & budget system. g. To ensure that periodical accounts and budget statements are prepared and issued properly. h. To ensure that necessary statements of demands and expenditures are received from regions and projects etc. well in time and allocation of funds have been finalized. i. Coordination between Accts & Budget bureaus, seniors, regions, Banks and other agencies, in Accounts matters. j. To ensure Working of Accounts offices in regional HQs and on project sites, as per rules and policy/procedures.
14.	Director (Legal) (Under Secretary NHA) HQ	19	1	<ul style="list-style-type: none"> a. To assist the management in legal matters. b. To give legal opinions on NHA business matters in all fields. c. To coord counsel engaged by NHA for court cases. d. To provide required information record to advocates pleading NHA cases. e. To participate in the framing Rules/Regulations/policies for NHA business. f. To coord Regional and field offices in legal matters. g. To ensure that lawyers engaged by NHA are attending courts etc. properly.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> <i>h. To keep watch on NHA cases in the courts and ensure attendance of NHA officials /witnesses regularly.</i> <i>i. To ensure that NHA cases should not be spoiled by any party.</i> <i>j. To maintain legal cases record.</i>
15.	Dy Financial Advisor (Finance Wing) HQ	19	2	<ul style="list-style-type: none"> <i>a. To assist the Financial Advisor in discharging his duties efficiently.</i> <i>b. To update financial informations.</i> <i>c. To ensure proper maintenance of funds/revenue record.</i> <i>d. To correspond with different agencies for negotiations in financial/revenue matters.</i> <i>e. To collect/issue required informations for private sector financing.</i> <i>f. To propose standard terms and conditions for loan negotiations.</i> <i>g. To maintain record of loan/grants and return of it.</i> <i>h. To deal with Banks, Insurance Companies for jobs assigned to Financial Advisor.</i> <i>i. To check all loan negotiation cases and ensure that complete record is attached with the case and it is as per policies/procedures.</i> <i>j. To ensure renewal of guarantees provided by the consultants/contractors in due course of time.</i> <i>k. To update expenditures of NHA in all respects.</i> <i>l. To prepare proposals for fund generation.</i> <i>m. To assist planning wing and consultants in preparation/checking of BOQs.</i> <i>n. Analysis and evaluation of financial proposals by private sector financing.</i>
16.	Staff Officer (To Chairman, NHA)	18	1	<ul style="list-style-type: none"> <i>a. To supervise the staff being attached with the Chairman, NHA.</i> <i>b. To maintain record of Chairman, NHA Office.</i> <i>c. To ensure compliance of instructions issued by the Chairman, NHA.</i> <i>d. To ensure disposal of Fresh Receipts/Dak after seen by the Chairman, NHA.</i>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> e. To maintain Tours/Visits record of the Chairman, NHA and ensure completion of formalities required for tour/visit of the Chairman, NHA. f. To issue Tour Programmes of the Chairman, NHA. g. To ensure completion of all formalities required at the station of tour by the Chairman, NHA. h. To ensure proper running of the office of the Chairman, NHA.
17.	Dy Director (Legal) (Under Secretary NHA, HQ)	18	1	<ul style="list-style-type: none"> a. To assist Director (Legal) in performance of his duties. b. To attend court cases for assistance of counsels engaged by NHA. c. To produce necessary record and prosecution witnesses before the courts in NHA cases. d. To intimate the witnesses and NHA officers/offices concerned about the dates of hearing in courts. e. To prepare NHA court cases hearing details. f. To prepare and submit reports on the progress of Court cases to seniors. g. To coordinate lawyer and concerned officers/offices of NHA about courts cases. h. To handle all litigations and negotiations being faced by NHA in its business.
18.	Dy Director (Sectt.) (Secretary Section NHA)	18	1	<ul style="list-style-type: none"> a. To assist the Secretary (NHA) in the meetings of NHA Executive Board and National Highway Council. b. Collect and compile agenda items for meetings of Executive Board and National Highway Council. c. Issuance of minutes of meetings. d. Followup the compliance of decisions taken by the National Highway Council and the Executive Board. e. Any other job related to the business of National Highway Council and the Executive Board.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>f. To assist the Secretary, NHA in departmental Coord: Conferences.</p> <p>g. Collection and compilation of agenda items for Coord: Conference and issuance of minutes of Coord: Conference.</p> <p>h. Followup of decisions taken in Coord: Conferences.</p> <p>i. To handle the National Assembly and Senate questions business.</p> <p>j. To maintain the record of scrutiny of PC-I and PC-II being conducted by the Secretary, NHA.</p> <p>k. To deal with the matters of Coordination being handled by the Secretary, NHA.</p> <p>l. To keep the record and do the needful in complaint cases received in Secretary section.</p> <p>m. To handle with trainings, workshops, seminars in all respects.</p>
19.	Deputy Director (Admn) (Admn. Wing HQ and Regional Offices)	18	7	<p>1. <u>Dy. Director (Admn) (Regional Offices – 5 Posts)</u></p> <p>a. To provide legal assistance to the GM in administrative matters.</p> <p>b. To ensure implementation of Govt. of Pakistan and NHA instructions on the administrative matters.</p> <p>c. To ensure that disciplinary actions are being initiated as per rules/ terms and conditions of service.</p> <p>d. To ensure that all administrative decisions are being taken by the Competent Authority.</p> <p>e. Submit proposals for transfers/postings on completion of tenure by an employee at a station,</p> <p>f. To prepare cases of disciplinary matters.</p> <p>g. To ensure that all formalities and requirements have been fulfilled before making any recruitment, and ensure that the candidate is meeting the all educational qualifications, experience and age for the post concerned.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>h. To deal with retirement cases and ensure that no employee should remain in service after reaching to the age of superannuation.</p> <p>i. To ensure punctuality of the staff of the office of General Manager/prepare attendance register and check it from time to time.</p> <p>k. To deal with protocol duties under the instructions of the GM.</p> <p>l. To handle with the matters pertaining to inauguration ceremonies etc.</p> <p>m. To ensure that store is maintained properly and its record is complete in all respects.</p> <p>n. To control the issuance of store items.</p> <p>o. To deal with the Transport matters in all respects.</p> <p>p. To deal with purchasing/auctions/disposal of properties as per Govt. instructions.</p> <p>q. To ensure safety and security of NHA properties and office record.</p> <p>r. To ensure proper running of office equipments.</p> <p>s. To deal with repair/ maintenance of office instruments.</p> <p>t. To deal with the Hiring of private houses for NHA use.</p> <p>u. To ensure that all bills against utility charges i.e. electricity, gas, water etc. are being paid in due course of time with the proper sanction of the competent authority.</p> <p>v. To ensure that office record is maintained properly in Admn. section.</p> <p>w. To ensure that record of movement of files is in line.</p> <p>x. To ensure that policy circulars and other general circulars are brought to the notice of all concerned within the respective Province.</p> <p>y. To feed necessary informations as and when required by the NHA HQ.</p> <p>z. To ensure verification of character and antecedents of newly recruited employees of NHA.</p> <p>aa. To deal with all other cases pertaining to employees service matters.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>bb. To deal with the medical cases of NHA employees.</p> <p>cc. To ensure cleanliness and maintenance of NHA buildings.</p> <p>2. Deputy Director (Personnel) Admn. Wing NHA HQ</p> <p>a. To ensure recruitment as per Govt. instructions/NHA Rules.</p> <p>b. To deal with transfers, postings, deputation cases.</p> <p>c. To deal with the promotions, moveover, selection grade cases.</p> <p>d. To deal with the retirement and pension cases.</p> <p>e. To deal with seniority and disciplinary cases.</p> <p>f. To ensure completion of ACRs within due course of time.</p> <p>g. To ensure completion of Service Books/Record of all NHA employees.</p> <p>h. To ensure verification of character/antecedents of new commer employees in NHA.</p> <p>j. To ensure collection of annual assets reports.</p> <p>k. To ensure that staff is attending office punctually.</p> <p>l. To ensure that office record and its movement registers are maintained properly.</p> <p>m. To ensure completion of departmental enquiries in due course of time.</p> <p>n. Coordination between Personnel Bureau, seniors and other offices.</p> <p>o. Medical cases and re-imbursement of claims to employees on medical expenses.</p> <p>p. Enlistment and removal of Hospitals/Doctors/ Laboratories of NHA Panel.</p> <p>q. To supervise R & I section and ensure that postal stamps record is properly maintained.</p> <p>r. Issue departmental Identity cards.</p> <p>s. To deal with cases of honorarium and rewards</p> <p>t. To deal with the cases of scholarship to the children of NHA employees.</p>

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				<p>3. <u>Deputy Director (General Admn)NHA HQ</u></p> <ul style="list-style-type: none"> a. To deal with the transport matters in all respects. b. To maintain record room. c. To ensure proper functioning of Telephone Exchange. d. To ensure maintenance of telephone, electricity, Gas and water supply connections. e. Installation of official telephones in offices and at the residences of NHA officers. f. To lookafter the running of Office Lifts. g. To ensure Security of NHA properties. h. To supervise Photocopying and Stencil cutting machines at NHA HQ. i. To control Security staff at NHA HQ. j. To ensure supply of Newspapers and Periodicals to the officers as per entitlement. k. To ensure payment of utilities bills in due course of time. l. Coordination between General Admn Bureau, seniors and other offices. m. Maintenance of office as well as Rest House Buildings. n. Maintain plantation at NHA Offices and Rest Houses. o. To ensure proper running of Stores and see that store record is duly completed in all respects. p. Purchasing and issuance of office stationery/equipments/fixtures/furniture etc. q. Repair and maintenance of office equipments/fixtures/furniture, etc. r. Hiring of private buildings for office as well as residence purposes. s. Loans and advances of different types to NHA employees. t. Auctions of NHA properties. u. To deal with matters pertaining to sports and other entertainment of NHA Staff. v. Any other matter pertaining to Welfare of staff members and their family members.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
20.	Maintenance Engineer (Field offices of Five Regions)	18	25	<p>a. To supervise maintenance works within the allocated jurisdiction.</p> <p>b. To prepare annual maintenance works programme, regarding routine and periodic maintenance contracts.</p> <p>c. To maintain full record of maintenance works and payments thereon.</p> <p>d. To ensure that all National Highways are in proper condition and there is no hinderance for traffic.</p> <p>e. To prepare replies on audit observations pertaining to respective area of maintenance works.</p> <p>f. To prepare and submit progress reports on maintenance works as directed by the Seniors.</p> <p>g. To ensure quality control at site.</p> <p>h. To ensure proper attendance of Consultants/Contractors and NHA staff at site.</p> <p>i. To ensure completion of maintenance works within the scheduled time and approved estimates.</p> <p>j. To ensure proper utilization of machinery at site as per contract conditions.</p> <p>k. To ensure supply of material at site in due course of time, so that work may not suffer.</p> <p>l. To ensure payment of bills to consultants/contractors as early as possible after its submission.</p> <p>m. To check the completion of MBs for claims by contractors/Consultants.</p> <p>These MEs will be deployed in Regions as under: –</p> <ul style="list-style-type: none"> – Punjab (South Region) 4 DG Khan, Rajanpur, Bahawalpur & RY Khan – Punjab (North Region) 4 Rawalpindi, Jhelum, Lahore & Sahiwal – Sindh 6 Hyderabad, Moro, Sukkur, Larkana, Dadu & Nooriabad. – Baluchistan 5 Dalbandin, Zhob, Loralai, Khuzdar & Sibbi. – NWFP 6 Abbottabad, Gilgit, Peshawar, Bannu, Kohat & D.I.Khan. <p style="text-align: right;">Total: – 25</p>

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21	Dy. Director (Computer) (Admn. Wing) HQ	18	1	<ul style="list-style-type: none"> a. To Control Computer Network of the Authority. b. To impliment/propose latest computer technology wihtin the Authority. c. To ensure that computer system in organisation is being handled by qualified persons properly. d. Computerization and Prgramming of entire technical and non – technical matters of important nature. e. Purchasing and maintenance of software and hardware items. f. Supervise internal computer training. g. Assist Selection Committees in recruitment of Computer Personnel.
22.	Transport Economist (Planning Wing) HQ	19/18	1	<ul style="list-style-type: none"> a. To check portions of feasibility study reports prepared by the Consultants related to transportation. b. Carryingout economic analysis of projects. c. Checking of economic analysis in PC – I's/PC – II's. d. To workout vehicles operating costs and updating them for different highways. e. To workout tolls and other user charges. f. Workingout the Parameters/TOR for Private Financing of projects i.e. B.O.T and B.O.O.T. etc.
23	Dy. Director(Accounts) (Finance Wing HQ and Regional Offices)	18	<div>6</div> <div>HQ 1</div> <div>Regions 5</div>	<ul style="list-style-type: none"> a. To supervise Accounts Bureau and assist the Director (Accounts) to accomplish his job assisgnement in accounts matters. b. To ensure that all accounts books are completed in all respects. c. To ensure that all payments are as per Govt. instructions and under the approval of the Competent Authority. d. To ensure that payment is being made out of concerned head of account. e. To ensure that accounts statements are bieng prepared in due course of time.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> f. To ensure that all sanction memos are duly supported by the relevant documents. g. To suggest improvement in accounts systems. h. Coordination between the Bureau and seniors as well as other wings. i. To assist regional GMs in Accts matters. j. To collect expenditures statements and ensure budgetary control within the approved estimates against all heads of accounts.
24	Deputy Director (Audit) (Audit Wing HQ)	18	2	<p><u>Dy. Director (Audit) – I</u></p> <ul style="list-style-type: none"> a. Internal Audit of NHA/Regular Establishment Budget items, at NHA Headquarters and Regional Offices as well as Maintenance Offices. b. Stores audit. c. NHA Transport audit. d. Toll Plazas Audit. e. Purchasing, Sale and Auction matters audit. f. Audit of cases of Hiring of Private Properties for NHA use. g. To audit the payments made to NHA employees under any head. h. To vet and give opinion on all matters received in Audit Division for advice. <p><u>Dy. Director (Audit) – II</u></p> <ul style="list-style-type: none"> a. NHA projects and Maintenance works audit. b. Audit of Payments to Consultants and Contractors. c. Payment of land Acquisition. d. Audit of payments, other than Consultants/Contractors and Land Acquisition out of development projects and maintenance funds. e. To coordinate and deal with the matters relates to DAC/PAC. f. To followup and ensure compliance of decisions taken by DAC/PAC.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
25.	Dy. Director (Budget) (Finance Wing HQ)	18	1	<ul style="list-style-type: none"> a. To deal with the cases pertaining to entire Budget of NHA and its related projects. b. To prepare budget estimates and initiate the case for allocation of budget in due course of time. c. To introduce and suggest improvement in the Budget system of the Authority. d. To prepare budget statements in time. e. To collect necessary information/demand from regional and other field offices for preparation and allocation of budget. f. Coordination with FA Organisation and Ministries of Communications and Finance for preparation and allocation of budget. g. To ensure submission of budget allocation case and release of budget in due course of time.
26.	Dy. Assistant Financial Advisor (Finance Wing HQ)	18	2	<ul style="list-style-type: none"> a. To assist the seniors. b. To maintain the record pertaining to the Financial Advisor section. c. To ensure finalization of cases in due course of time relating to security of Bank Guarantees, Insurance Policy works. d. To advise in the matters pertains to Finance clauses in contract documents. e. To ensure safe custody of original contract documents, Bonds and Guarantees. f. To maintain final accounts of NHA projects. g. To assist the seniors in revenue matters. h. To frame policies and procedures for revenue generation. i. To suggest Private Sector Financing system. j. To deal with the cases pertaining to Private Sector Financing parties. k. To deal with the auction and collection of revenue at Toll Plazas. l. To maintain record of revenue received through Toll Plazas.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
27.	Dy Director (Infrastructure) NHA HQ.	18	1	<ul style="list-style-type: none"> a. To maintain the record of infrastructure cell under the control of Director (IS). b. To visit National Highways and ensure security and safety of ROW and NHA properties along the highways. c. Coordination between NHA offices in land acquisition matters. d. To deal with land acquisition litigations/negotiations. e. To assist the seniors in land acquisition and other related matters assigned to the Director (Infrastructure). f. To made research for framing latest standard policies for land acquisition and other matters related to infrastructure. g. To maintain updated record of land of NHA and infrastructure within the ROW of National Highways. h. To take necessary action for land acquisition for NHA works. i. To handle court cases about land and infrastructure. j. To prepare proposals for tree plantation/beautification along the National Highways. k. To handle cases of disposal of NHA properties within ROW.
28.	Dy. Director (Operational) (Operation Wing HQ)	18	4	<ul style="list-style-type: none"> a. To deal with all operational activities of maintenance and construction for coordination and directions. b. To be vigilant for unforeseen events, like floods rain damages to National Highways etc. and collect timely information from the GM (Region) and remain in-tact with the concerned field staff. c. To keep the record of emergency works and submit progress on those jobs. d. To act as Coordinator for all works of the regions between the GM, Directors (Constructions and Maint of regional offices), Maintenance Engineers, Project Directors, NHA HQ and other relevant agencies.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>e. To issue Tour Programmes and maintain record of the inspections held by the seniors issue inspection instructions and followup the compliance of the same.</p> <p>f. To handle the audit paras about construction and maintenance works.</p> <p>g. To examine claims other than routine bills, submitted by the Consultant/ Contractor.</p> <p>h. To see site situation and submit views on the damages claims demanded by the Consultant/Contractors.</p> <p>i. To see site situation and submit comments on receipt of variation orders from Project site.</p> <p>j. To ensure that any claim or variation order must be within the approved cost of contract.</p> <p>k. To examine cases received for maintenance works.</p> <p>l. To suggest policies for maintenance works.</p> <p>m. To represent Operations Wing HQ in prequalification of Contractors/ Consultants for maintenance works.</p> <p>n. To prepare plans for maintenance works.</p> <p>o. To deal with complaints received in Operation Wing about maintenance works.</p> <p>p. To issue policy instructions duly approved by the competent authority for construction works in the field.</p> <p>q. Coordination between Operation Wing HQ and Regional/Project Site Office, about construction works.</p> <p>r. To issue site inspection programmes of Member (Ops)/GM (Construction), for construction works.</p> <p>s. To maintain record of site inspections held by the Member (Ops)/GM (Construction) and followup of the orders passed on the inspection reports.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>t. Office management of Operations Wing, HQ.</p> <p>u. To deal with administrative matters relating to other wings and are received in Operation wing for consultation/comments of Member (Ops)/GM (Const).</p> <p>v. To ensure that the contractor and consultant have mobilized their sources at site after payment of mobilization advance, in due course of time.</p> <p>w. To ensure that work of projects is running as per schedule.</p> <p>x. To ensure that projects works are in progress within the estimated cost of the project.</p> <p>y. To examine B.O.Q. and suggest improvement for cost control.</p> <p>z. To ensure that payments made against project cost estimate, are in accordance with the approved budget.</p> <p>aa. To maintain record of construction projects.</p> <p>bb. To ensure deployment of staff by Consultants/Contractors as per agreement.</p> <p>cc. To deal with the matters pertaining to provision of staff of NHA at site.</p> <p>dd. To ensure proper installation of machinery at project site.</p> <p>ee. To ensure that site conditions are not injurious for the staff working at site.</p> <p>ff. To deal with the matters of insurance of projects staff of consultants/contractor if provided under contract agreement.</p> <p>gg. To ensure proper handing/takingover of the project and its related machinery, Lab: instruments, vehicles etc.</p> <p>ii. To deal with the matters disputed between, NHA/Consultants/Contractors, and suggest solution of disputes.</p> <p>These Posts are required for assistance of 4 Directors of Operation Wing at HQ as under: –</p> <p>– Construction Projects 2</p> <p>– Maintenance Works 2</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
29.	Deputy Director (Planning) (Planning Wing HQ)	18	11	<ul style="list-style-type: none"> a. To assist the seniors in Central Material Testing Laboratory, at NHA HQ. b. Collect information regarding latest material testing procedures. c. To advise/suggest improved and developed material testing policies. d. Coordination with regional and field material testing laboratories. e. To maintain record of testing reports held in the Central Material Testing Laboratory. f. Research the quality control procedures being adopted on International level and suggest better improvements, on quality control. g. To maintain record of equipments being installed in all of the material testing laboratories. h. To deal with the matters of PC-Is and PC-IIs. i. To deal with the appointment of Consultants. j. To deal with the business of National Assembly and Senate. k. Processing of Prime Minister and President's directives and necessary action there on. l. To handle office management of Planning Wing, section concerned. m. Maintenance of road inventories, pertaining to all National Highways, Motorways and other roads/ bridges assigned to NHA. n. Maintenance of upto date road statistics, socioeconomic data, traffic related data, Highway condition evaluation and road life studies. o. Maintenance of latest and upto date maps of all National Highways and development and enforcement of an accurate system of referencing, closely tied and coordinated to the kilometer markers on the Highways. p. To ensure that statistical and mapping record is maintained properly in the Regional as well as other field offices. q. To deal with the matters pertaining to long range and short range plans. r. To evaluate nationwide highway transportation needs.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>s. To develop recommended policy about highways.</p> <p>t. To prepare highway legislative bills.</p> <p>u. To prepare and suggest priorities of project programmes.</p> <p>v. To compile over-all progress on the plans recommended by the Planning & Programming Division. To act as Coordinator for projects with other wings of NHA and</p> <p>w. other agencies. To evaluate the designs submitted by the consultants for bridge</p> <p>x. structure, roadway works, pavement and geometric designs etc.</p> <p>y. Updating the design methods.</p> <p>z. To collect data for design and suggest economical design systems.</p> <p>aa. Compiling of overall progress on the matters pertaining to design.</p> <p>bb. To ensure approval and issuance of designs for a project within due course of time.</p> <p>cc. To collect traffic analysis data i.e. Traffic Volume, traffic volume survey, vehicle mass and dimension survey, Speed surveys, origin and destination surveys, travel time, delay and quarry surveys, parking data, traffic generation and impacts, fuel, emission and noise surveys, axle load surveys.</p> <p>dd. To review periodical survey data and prepare upto date reports with the consultation of other concerned organisations, about roadways.</p> <p>ee. To evaluate traffic reports prepared by the consultants/designers and submit with suggestions for improvements.</p> <p>ff. Coordination of on-going traffic studies carried out by the Consultants.</p> <p>gg. To provide traffic data information to the consultants and other sections of the authority for planning and other purposes.</p> <p>hh. Keep the record of rainfall, air and temperature, frost actions over all the country.</p> <p>ii. Preparation of seismic maps for different regions with particular reference to the respective project and its provision to the designer.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>jj. Analysis of thermal propertise of soil with respect to change in temprature and absorption of heat and preparation of soil mapping for different regions around the country.</p> <p>kk. Keep the record of water resources on the surface and ground for different regions.</p> <p>ll. Study of water resources on the surface and underground and its impact on the road pavement for particular road section under design.</p> <p>mm Analysis of traffic pollution and impact of traffic noise on nature for particular road section/project.</p> <p>nn. Analysis of environmental aspect from the feasibility studies carriedout by the consultants for a particular project.</p> <p>oo. To assist designer in selection of the economical feasible route for road work.</p> <p>pp. To deal with legal matters pertaining to acquisition of right of way.</p> <p>qq. To advise the designer on the matters related to the relocation of utilities and the anticipated problems in relocating these and acquisition of land.</p> <p>rr. Coordination with field staff working for land acquisition.</p> <p>ss. To assist the designer in identification of cost effective land and in preparation of alignment.</p> <p>tt. To deal with the matters related to prequalification of Consultants and Contractors.</p> <p>uu. To deal with contracts agreements and other documents pertaining to contracts.</p> <p>vv. To develope standarized Specification Book for NHA projects.</p> <p>ww. To delawith tendering matters. roadway works, pavement and geometric designs etc.</p> <p>xx. Updating the design methods.</p> <p>yy. To collect data for design and suggest economical desing systems.</p> <p>zz. Compiling of overall progress on the matters pertaining to design.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>aaa.To ensure approval and issuance of designs for a project within due course of time. These Posts are required to utilize their services as under for assistance of seniors and achievement of above targets: –</p> <ul style="list-style-type: none"> – Consultants matters – Contractors matters – Testing Laboratory – Survey – Quantity – Highway Safety – Design – Traffic Engineering – Hydrology – Structure – Coordination <p>Note: –Distribution of jobs among the Dy. Directors in Planning Wing will be decided by the Member (Planning).</p>
30	Dy. Director (Motorways) Operation Wing HQ	18	2	<ul style="list-style-type: none"> a. To assist Director (Motorways) in discharge of his duties. b. To watch the working of Motorways and submit report if any negative point is noticed/reported. c. To submit motorways situation periodically to the seniors. d. To ensure that all utilities of motorways are in proper functioning. e. To prepare suitable proposals for maintenance and improvement of motorways. f. To see that all road signs, barears and crossings are in proper position. g. To see proper running of Toll Plazas on Motorways. h. To ensure proper attendance of NHA Staff, deployed on the Motorways.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>i. To ensure beautification of the Motorways and prepare proposals for the same.</p> <p>j. To ensure security and safety of road users.</p> <p>These posts are required for the following purposes: –</p> <ul style="list-style-type: none"> – Office and Coordination jobs. – Field Works.
31.	Dy Director (Quantity Survey) (Regional Offices)	18	5 (One each Region)	<p>a. To inspect projects/maintenance works sites to ensure proper quantity of material and fair use of it.</p> <p>b. To coordinate consultants while preparing BOQs.</p> <p>c. To see that quantities proposed by the consultants are actually needed and will be available for works as per requirements</p> <p>d. To check the bills of consultants and contractors in accordance with BOQ items and contract documents.</p> <p>e. To maintain record of quantity of material used at projects site within the Region concerned.</p> <p>f. To coordinate between NHA HQ, Regional and site offices for quantity matters.</p> <p>g. To conduct survey at the time of feasibility study, during running of a project or maintenance works.</p> <p>h. To Supervise, assist, advise in the survey works being held by the staff of Consultant and Contractors at site.</p> <p>i. To check X-Sections and layout of the project as per design and drawings.</p> <p>j. To collect survey data required for PC-Is & PC-IIs estimates for construction and maintenance project works.</p> <p>k. To scrutinize BOQs prepared by the consultants.</p> <p>l. To ensure that bills claimed/paid against any project work are in accordance with BOQ of respective projects/works.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>m. To see that MBs have been completed by the Engineer in all respects.</p> <p>n. To see that variation recommended by the Engineer has valid ground and the cost of project will remain within the approved estimate.</p> <p>o. To assist the staff of consultants/contractors/NHA in calculations of quantities.</p> <p>p. To ensure that bill of consultant/Contractor is complete/accurate in all respects and necessary supporting documents are attached with it.</p>
32.	Dy Director (Monitoring) (Regional Offices)	18	5 (One each Region)	<p>a. To prepare plans and programmes for construction and maintenance of National Highways within the Region concerned.</p> <p>b. To ensure proper functioning of consultants and contractors in respect of NHA works.</p> <p>c. To ensure completion of NHA works as per schedule and submit deficiency reports/behind schedule reports to General Manager of the Region.</p> <p>d. To ensure proper attendance of NHA officials at NHA works</p> <p>e. Coordination between Regional office, projects and maintenance offices within the Region.</p> <p>f. To circulate schedules of NHA works duly approved by the competent authority.</p> <p>g. To call progress reports and maintain record of NHA works.</p> <p>h. To convey necessary information of Regional works to NHA HQ with the approval of the GM.</p> <p>i. To coordinate between Regional office and NHA HQ.</p> <p>j. To prepare budget demands for construction and maintenance works of the region.</p> <p>k. To control staff matters of the field site works.</p>
33.	Dy Director (Highway Safety) (Regional Offices)	18	5 (One each Region)	<p>a. To ensure that traffic is running on the National Highways smoothly without any hinderance.</p> <p>b. To propose arrangements for safe and secure traffic flow on the National Highways.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>c. To collect and maintain information/record of road accidents and prepare road safety plans.</p> <p>d. To examine and prepare design in the following fields: –</p> <ul style="list-style-type: none"> – Road Layout. – Sign location. – Road marking. – Identification of black spot. <p>e. To ensure that sign boards are properly displayed on the Highways.</p> <p>f. To ensure that site visibilities are cleared to the traffic and also ensure safety clearance of all high power transmission lines crossing the Highways.</p> <p>g. To control unauthorised U– Turns and speed breakers on the Highways.</p> <p>h. To prepare and recommend cost preventive/remedial measures.</p> <p>i. Formation and implementation of rules regarding highways road side facilities and improved safety of road users.</p> <p>j. Liaison and coordination with local administration for removal of encroachments from Highways.</p>
34.	Assistant Director (Electrical) (Motorways)	17	1	<p>a. To supervise electrical system of the Motorways.</p> <p>b. To ensure proper functioning and maintenance of electrical lines/items.</p> <p>c. To check and maintain bills/expenditures on electrification of Motorways.</p> <p>d. To coordinate with WAPDA in connection with electrical matters.</p>
35.	Protocol Officer (NHA HQ)	17	2	<p>a. To deal with the protocol matters.</p> <p>b. To assist in the jobs pertaining to the arrangements of Seminars, Symposiums, Conferences and Ceremonies.</p> <p>c. To see arrangements for guests visiting NHA in connection with official business.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>d. To ensure that accomodation and transport facilities have been properly made available for guests of NHA.</p> <p>e. To ensure proper security arrangements for VIP guests.</p> <p>f. To coordinate with Police and other agencies for security, traffic and VIP route matters.</p> <p>g. To arrange meal and other refreshment items for guests.</p> <p>h. To receive and see – off the official guests at Airports, Railway Stations or any other stop.</p> <p>i. To collect/maintain and circulate programmes of official guests.</p> <p>These posts are required as under:–</p> <ul style="list-style-type: none"> – For attachment with the Chairman, NHA. – For posting in Directorate General (PR).
36.	Assistant Director (Legal) (NHA HQ)	17	2	<p>1. <u>AD (Legal) Personnel Bureau</u></p> <p>a. To assist DD (Personnel) in the legal jobs of personnel Bureau.</p> <p>b. To deal with legal cases in courts in connection with service appeals.</p> <p>c. To handle with Annual Confidential Reports and Annual Assets Returns.</p> <p>d. To handle departmental disciplinary cases.</p> <p>e. To handle departmental service appeals.</p> <p>f. To coordinate/assist the lawyers engaged by NHA for service cases.</p> <p>g. To collect and provide necessary material in court cases about service matters.</p> <p>h. To attend courts in service matters and ensure that counsel and witnesses are properly attending the cases/courts.</p> <p>i. To offer legal opinion in service matters as and when desired by the seniors.</p> <p>j. To dealwith seniority dispute cases.</p> <p>k. To see the case file is complete in all respects being routed through him.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>2. <u>AD (Legal) (Under Secretary NHA/Director (Legal))</u></p> <p>a. To deal with all legal cases other than jobs assigned to AD (Legal) Personnel Bureau.</p> <p>b. To maintain record of all cases handled by the Director (Legal).</p> <p>c. To assist Director (Legal) as and when directed.</p>
37.	<p>Assistant Director (Admn) NHA HQ and Regional Offices.</p> <p>Note: – The officers of the level of ADs in all Wings/Sections/Offices will initiate/sign the notes on the cases being submitted to the seniors. They will also issue routine office orders, letters, reminders and circulate instructions/circulars etc received from Govt. for information of all concerned.</p>	17	4	<p>1. <u>Assistant Director (Personnel Management) HQ</u></p> <p>a. To assist DD (Personnel).</p> <p>b. To handle the cases of recruitment, promotions retirement, moveover, selection grades.</p> <p>c. To deal with transfers, postings, deputations.</p> <p>d. To ensure completion of service Books and Personal Files of NHA employees.</p> <p>e. To maintain seniority lists.</p> <p>f. To ensure verification of Character, antecedents of NHA employees.</p> <p>g. To ensure proper maintenance of office record and fair movement of files.</p> <p>h. To prepare replies of the National Assembly and Senate Questions pertaining to Personnel Bureau.</p> <p>i. To deal with Medical cases/treatment of NHA employees.</p> <p>j. To deal with enlistment and removal cases of Hospitals, Doctors, Laboratories of NHA Panel.</p> <p>k. To handle the cases of official tours abroad/within the country. Booking of Air Tickets as and when required.</p> <p>l. To deal with the cases for issuance of Official Passports to the officers of NHA.</p> <p>m. To deal with cases of honorarium, rewards, scholarships.</p> <p>n. To see that case file is complete in all respects, it is properly flagged, indexed, doctated and duly supported with all relevant papers/rules.</p> <p>o. To see proper functioning of R & I Section.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>2. Assistant Director (Store and Record) NHA HQ.</p> <ul style="list-style-type: none"> a. To supervise/maintain Central Record Room of NHA. b. To ensure maintenance of Record inventory. c. To ensure security and safety of NHA Record. d. To ensure proper running of Photocopying/Stencil Cutting machines. e. To arrange supply of Newspapers, periodicals to the officers as per entitlement and payment of bills in this regard. f. To supervise the proper maintenance of stores. g. To ensure completion of stores record. h. To deal with the matters of purchasing and issuance of office stationery, equipments and fixtures. i. To handle the cases of repair/maintenance of office equipments/fixtures. j. To prepare/handle the cases of auction of NHA properties. k. To ensure completion of case files in all respects. <p>3. Assistant Director (Transport) NHA HQ.</p> <ul style="list-style-type: none"> a. To supervise Transport and its related matters. b. To see that Telephone Exchange and its functioning is in proper way and necessary Telephone Calls record is being maintained by the respective staff. c. To ensure maintenance and proper functioning of telephone system, d. To ensure proper security measures within the Office premises, and control on security Staff/Section. e. To supervise Reception and its staff. f. To ensure payment of bills of Telephones within due date. g. To ensure completion of case files in all respects

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>4. Assistant Director (General Services) NHA HQ</p> <ul style="list-style-type: none"> a. To process the cases for hiring of private buildings for the use of residences and office accomodations. b. Maintenance of Office as well as Rest House Buildings. c. To Maintain plantation in office premises and NHA rest houses. d. To deal with the cases of loans/advances to NHA employees. e. To deal with the mattters pertaining to sports and other entertainments. f. Any other matter relates to the welfare of NHA employees and their family members. g. To ensure functioning and maintenance of office lift. h. To handle the matters pertaining to electricity, water supply and Gas connections. i. To ensure completion of case files in all respects.
38.	Assistant Director (Audit) NHA HQ	17	1	<ul style="list-style-type: none"> a. To handle office management of the Audit Wing. b. To maintain the record of the Wing. c. To issue reminders on audit matters. d. To assist Dy Directors (Audit-I and II) in office jobs. e. To supervise the attendance of the staff posted in the Audit Wing. f. To handle leave and other service matters of the staff of the Wing. g. To circulate policies and procedure of Audit. h. To issue programmes of Audit parties. i. To follow the collection of material and replies on audit observations and submit to seniors for decision. j. To arrange and present record before external audit, DAC/PAC. k. He will be under the direct control of the Director (Internal Audit).

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
39.	Private Secretary	17	5	a. To take dictation from the officer to whom attached and typing thereof.
	Personal Assistant	16	15	b. To ensure disposal of cases in due course of time being handled by the respective officer through him, and keep movement record of files.
	Stenographers	15	47	c. To maintain secret cases files as and when directed.
	Stenotypists	12	81	d. Telephone attendance and maintain telephone messages register.
				e. To maintain record of visitors and fixation of time for meetings with the consultation of the officer concerned.
				f. To maintain staff car log book of the officer.
				g. To maintain the record of section properly.
				h. To intimate the officer well in time about his meeting and disposal of important cases.
				i. To maintain telephone directory properly.
				j. To control and ensure punctuality of staff attached with the officer in his personal office.
				k. To prepare papers for meetings and interviews.
				l. To attend the work connected with the officer's tours.
				m. In case of posting with the officers of BS-19 and above as PS/PA, he will countersign the bills of Staff of that officer in respect of TA/DA, Overtime and any other official claims.
				n. In case of posting with the officers of BS-20 and above as PS/PA, he will also countersign telephone bills of the office and residence official telephones of the officer concerned.
				These posts are required as under:-
				- PS (BS-17) Chairman/Members
				- PA (BS-16) GMs, Secretary, F.A & DG (PR)
				- SG (BS-15) Directors
				- ST (BS-12) Dy Directors

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
40	Assistant Director (Planning) NHA, HQ.	17	20	<ul style="list-style-type: none"> a. To assist the Director (Highway Safety) to accomplish his job. b. To maintain record of Highway Safety Division. c. To followup the reference and their disposal made by Highway Safety Division. d. To study and collect latest Highway Safety procedures/policies and steps declared on International level. e. To make proposals for improvement of Highway Safety measures. f. To supervise and guide mapping section in preparation of Highway System Maps, relating to National level highways, provincial level roads and each major urban area roads. g. To lookafter preparation of Special Maps pertaining to Surface Types, Traffic Volumes and Sufficiency Ratings. h. To prepare charts, drawings and slides/transparencies for presentations as and when desired. i. To check projects maps prepared by the Consultants and suggest improvements. j. Supervision of staff posted in the Planning Wing. k. Preparation of long and short range plans/programmes. m. Preparation of Annual Programme(PSDP). n. Framming Highway Policies. o. Analysis financial statistics i.e. Funding resources for a project, expenditures involved in a project, future level of expenditures. p. To check/review PC-I's and PC-II's for new projects, prepared by the Consultants. q. Coordinate and monitor consultants. r. To determine project termini i.e. Contractor's capability of detour routes, availability of materials, local needs of the highway/bridge, results of projects after its completion, nationwide benefits of the project.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>s. To establish the type of improvement, appropriate for correction of a deficient structure of roadway.</p> <p>t. To prepare and check project cost estimates.</p> <p>u. Identification of deficient segments of roadway and needed improvement.</p> <p>v. Responsible to see the matters pertaining to the design of pavement and geometric design.</p> <p>w. To see the design from the point of view of asphalt, specifications for aggregates and other materials.</p> <p>x. To check and review the design drawings submitted and prepared by the Consultants/designer.</p> <p>y. To maintain the record of standard specification, International specifications likewise DIN, AASHTO, NAASRA, ROAD NOTE, ASTM etc.</p> <p>z. To compare the parameters worked out by the Consultants/designer as particular specification and submit comment/observations to seniors.</p> <p>aa. To ensure implementation of approved design at site and submit observations, if any, after implementation.</p> <p>bb. To keep the record of all drawings pertaining to Bridge projects.</p> <p>cc. To see and physically check the bridge structures on National Highways and identify the bridges need reconstruction or repair/maintenance.</p> <p>dd. Prepare estimates/proposals for repair/maintenance/reconstruction of bridges on National Highways.</p> <p>ee. He will also have standard check design.</p> <p>ff. To visit project sites and ensure implementation of approved design in the structure construction of bridges.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>gg. To check the bore logs alongwith consultants and finalise the location of bridges/culverts, based on most economical and feasible section.</p> <p>hh. To keep close liaison with other agencies i.e. WAPDA, Irrigation, Railway and OGDC in the planning and desinging stage of construction of bridges/culverts.</p> <p>ii. To maintain the survey record relating to Planning Wing.</p> <p>jj. To keep all survey maps and survey data for all National Highways.</p> <p>kk. To prepare record of bench marks and ROWs.</p> <p>ll. To examine the preliminary and detail drawings prepared by the consultants/designer and verify various positions of design parameters through site verification, particularly the curves and X-Sections.</p> <p>mm To verify position and marks (PBM) established by the consultants for layout.</p> <p>nn. To research for introduction of latest designs in construction of Highways and Bridges.</p> <p>oo. To arrange literature through news papers and magazines, periodicals, engineering books e.t.c. for development of new technology in the various fields of Higwayand bridges design works.</p> <p>pp. To propose seminars, workshops and lectures related tothe design matter.</p> <p>qq. To frame design related articles for publications and maintain record of such articles published in national and international periodical duly written by the designers of higway and bridges.</p> <p>rr. To keep close coordination with research institutes working in the field of highway designing.</p> <p>ss. To keep the record of traffic factors required for computation of the traffic design.</p> <p>tt. To update the studies of axle load, axle configuration system and equalencies through consultants or agencies working in the field of highway designing.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>uu. To evaluate the impact of design traffic on pavement with reference to the axle loading , configuration tyre pressure e.t.c.</p> <p>wv. To prepare reports on growth trend of traffic on the country and provide information to the designers/other departments on request with the permission of Director (Design).</p> <p>ww. To up date the conversion factors in relation with the change in type of traffic and manufacture trend.</p> <p>xx. To evaluate the traffic studies carried out by the consultants with particular reference to the design traffic computation.</p> <p>yy. To maintain the record of all data pertaining to the traffic services i.e: –</p> <ol style="list-style-type: none"> 1. Movement of passengers goods transportation. 2. Place utility of transportation. 3. Time utility of transportation 4. Demand of services of traffic around the country. <p>zz. To analyse the traffic movement and demand, taking into account the political, economical, social and environmental aspects.</p> <p>a1. Evaluation of the charts concerning traffic services from feasibility and traffic studies prepared by the consultants/designers for a specific project consulting the relevant record.</p> <p>a2. To deal with the prequalification of contractor and policies/procedures on the subject matter.</p> <p>a3. To prepare standard agreements for the contracts.</p> <p>a4. To maintain the record of contract Section.</p> <p>a5. To deal with the matters related to contract conditions and specifications.</p> <p>a6. To draft polices/proceduers about specifications.</p> <p>a7. To maintain the record af specification section.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>a8. To develop standard specification Book for NHA contracts.</p> <p>a9. To check and subject the improvement in the specification prepared by the consultants.</p> <p>a10.To assist field organizations in understanding/Clarifications and implementations of contract specifications.</p> <p>a11.To frame standard form for calling Tenders for award of contracts.</p> <p>a12.To compile the record of contractors received with tenders for award of contracts.</p> <p>a13.To prepare classwise/costwise list of contractors who have submitted tenders for award of contracts.</p> <p>a14.To assist the committee constituted for the examination of tenders & award for contracts.</p> <p>a15.To maintain the record of tenders issued and received.</p> <p>a16.To supervise material testing laboratory at regional level.</p> <p>a17.To ensure quality control within the region at site of construction projects and maintenance works.</p> <p>a18.To check quarry site before approval of material at works.</p> <p>a19.To ensure proper material testing at site by NHA/consultants/contractor laboratories.</p> <p>a20.To ensure that the staff posted by consultants/contractors at site for testing purpose is properly qualified with relevant experience.</p> <p>a21.To ensure that laboratory equipments installed at site by NHA/Consultants/Contractors are functioning as per requirements of the projects works.</p> <p>a22.To suggest improvement in quality control at site.</p> <p>a23.To ensure maintenance of material testing record.</p> <p>Note: -Distribution of jobs among the Assistant Directors in Planning Wing will be decided by the Member (Planning).</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
41.	Assistant Director (Operations Wing) NHA HQ	17	4	<ul style="list-style-type: none"> a. To assist the Dy. Director (Quality Control) in Central Material Testing Laboratory. b. To see/check the implementation of procedures specified for material testing in the Laboratories. c. To assist the field staff in streamlining the site operations, testing and maintenance of quality standard. d. To ensure that Laboratory equipments are in fair condition. e. To ensure that material samples are from the same material which is to be used at site. f. To ensure that material testing record is maintained properly. g. To submit suggestions for improvement in the material testing system. h. Coordination with planning wing at the time of feasibility studies of a project. i. To proper programmes and schedule of project. j. Review and Monitor the progress of projects. k. To collect/prepare weekly, monthly, quarterly and yearly progress of the projects and submitted the same to senior. l. To point out the project lagging behind schedule. m. To suggest steps for timely completion of projects. n. Coordination with the Planning Wing at the time of preparation of estimate costs for projects. o. To examine the cost estimates prepared by the Consultant with the liaison of Planning Wing. p. Preparation of cash flow and budgetary requirements for construction process. q. To ensure the completion of the projects within the estimated cost. r. To evaluate the cases of variations received from the field and see the affect of variation on the project cost.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>s. To check the affect of any change in the project on its cost.</p> <p>t. Development of budget and cost analysis of projects.</p> <p>u. To assist the seniors in coordination with site offices.</p> <p>v. To check the condition of completed/constructed projects and prepare plans for their upkeep/maintenance.</p> <p>w. To suggest proposals for long duration/life of existing highways/Bridges.</p> <p>x. To call proposals from regions about the works on existing Highways/Bridges.</p> <p>y. To maintain the record of all contracts i.e. maintenance and Construction projects.</p> <p>z. To maintain the record of contractors/Consultants engaged on the contracts/projects of NHA.</p> <p>aa. To maintain the record of staff deployed by consultant/contractors at project sites.</p> <p>bb. To maintain the record of Consultants/Contractors about their performance and instructions thereon.</p> <p>cc. To ensure proper shifting of site record HQ/Regional record room after completion of project.</p> <p>dd. To maintain the record of plants, equipments and machinery deployed at site.</p> <p>ee. To suggest resources development for constructions and maintenance works.</p> <p>ff. Time and method studies.</p> <p>gg. To maintain inventory of technical equipments needs for timely completion of projects.</p> <p>hh. To carryout design for pavements rehabilitation proposals.</p> <p>ii. Pavement investigation/design.</p> <p>jj. MIL survey and PMS running.</p> <p>kk. Pavement testing (destructive and non destructive) already being carridout by the concerned quarter.</p> <p>ll. To be responsible for junction design.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>mm To adopt and suggest improvement in the kilometer post reference system.</p> <p>nn. Liaison with other agencies concerned about Traffic Laws</p> <p>oo. To look at the highway safety aspects from the maintenance point of view.</p> <p>pp. To carryout Traffic Count, O.D. Surveys and to coordinate with other organisations as regards the traffic volume surveys on vital rational links.</p> <p>These posts are utilized as under: –</p> <ul style="list-style-type: none"> – Construction Wing 2 – Maintenance Wing 2
42.	Assistant Directors (Field Maintenance Works, and Regional Offices)	17	55	<p>a. To physically present/supervise the maitenance works of the area allocated to him.</p> <p>b. To ensure quality and completion of work in due course of time.</p> <p>c. To check/ verify the claims of consultants and contracors.</p> <p>d. To ensure punctuality of NHA/contactors staff at site.</p> <p>e. To ensure proper functioning of National highway under his supervision.</p> <p>f. To ensure that no one is trying for illegal encroachments in the right of way of National Highway.</p> <p>g. To submit proposals for maintenance works and road condition reports to the Maintenance Engineer.</p> <p>h. To collect progress reports on construction works and submit to seniors.</p> <p>i. To ensure smooth running of Traffic on National Highways.</p> <p>j. To maintain record of maintenance and construction works of the region.</p> <p>These posts are required for the jobs as under: –</p> <ul style="list-style-type: none"> – Construction Projects (One each Regional Office) 5 – Maintainece Works 50 – Punjab (South) 8 – Punjab (North) 8 – Sindh 12 – NWFP 12 – Baluchistan 10

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
43.	Assistant Director (Infrastructure) (NHA HQ & Regional Offices)	17	6 HQ 1 Regions 5	<p>a. To deal with the cases relates to the permission for petrol pumps, Erection of Sign Boards and lying Pipelines etc.</p> <p>b. To deal with the claims of Provinces/Railways etc. for utilization of their areas by NHA.</p> <p>c. To ensure coordination with Regional GM's that ROW inside the National Highways is clear and there is no illegal encroachment in the ROW.</p> <p>a. To dealwith the cases for installation of sign board on road sides by the different agencies.</p> <p>b. To handle the cases of removal of unauthorised encroachments on Highways within R.O.W.</p> <p>c. To visit sites and submit feasibility reports on installation of sign boards.</p> <p>d. To enforce NHA policies regarding establishment of hotels, petrol pumps, parks etc. on the National Highways.</p> <p>e. To ensure payment by concerned agencies regarding establishment of petrol pumps, hotels and installation of publicity board on National Highways.</p> <p>f. To ascertain and demarcate land to be acquired for the new alignment and existing projects on National Highways.</p> <p>g. To collect revenue data including Khasra numbers and Jama Bandi of Land record.</p> <p>h. To collect average cost of the land to be acquired for NHA project.</p> <p>i. To Prepare details of utilities for which amount is required to be paid to the land owners.</p> <p>j. To Negotiate with land owners for acquisition of Land.</p> <p>k. To ensure issuance of Notification under Land Acquisition Act by the Land Recvenue Department in due course of time.</p> <p>l. To dealwith the Court Cases of Land Acquisition pertaining to NHA Land.</p> <p>m. To maintain record of NHA Land.</p> <p>n. To Maintain record of payments made to the land owners for Land acquisition.</p> <p>o. Coordination with all concerned in connection with land acquisition.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
44.	Assistant Director (Motorways)	17	2	<ul style="list-style-type: none"> a. To assist the seniors in construction and maintenance of Motorways. b. To coordinate with quarters concerned for proper functioning of Motorways c. To maintain record of construction and maintenance of Motorways. d. To prepare periodic functioning report on the Motorways for submission to seniors. e. To lookafter the safety and security of Motorways utilities.
45.	Assistant Director (Computer Engg.) NHA HQ.	17	1	<ul style="list-style-type: none"> a. To keep the computers and related items in running condition. b. To see proper repair of computers from Market when needed. c. To deal with minor and day to day repair/maintenance of hard and soft wares. d. To take action for removal of mechanical defects from computerization system of the Authority. e. To maintain stock of necessary instruments and parts needed for day to day repair/maintenance of computers.
46.	Statistics Investigator NHA, HQ (Planning Wing)	17	1	<ul style="list-style-type: none"> a. To conduct and collect the record about traffic flow on National Highways. b. To hold periodic traffic counting on National Highways at different points. c. To assist seniors in dealing with the matters of Highway Safety. d. To maintain the record about increase of axle load on Highways. e. To maintain the record of accidents on highways and causes thereof. f. To collect data about different type of transport running on the National Highways. g. To assist Director(Highway Safety) as and when directed by him.
47.	Public Relation Officer Directorate General NHA, HQ.	17	1	<ul style="list-style-type: none"> a. Coordination with Electronic and Print Media. b. To issue Press releases as and when directed by the seniors. c. To send news for broadcasting in electronic media with the approval of the seniors. d. To assist DG (PR) in his official jobs. e. To dealwith Printing works.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>f. To submit press cuttings from Newspapers related to NHA for perusal and orders of the seniors.</p> <p>g. To handle preparation of medals/gifts/soviniers for official purposes of NHA and maintain necessary record thereof.</p> <p>h. To maintain record of News/Items of Print and Electronic Media related to NHA.</p>
48.	Assistant Director (Budget) (Finance Wing NHA HQ)	17	1	<p>a. To ensure timely submission of Budget Estimates to the Seniors for onward submission to the Ministry of Communications and Ministry of Finance for allocation of Budget.</p> <p>b. To ensure that after allocation of Budget all concerned have been informed about the headwise budget allocation.</p> <p>c. To ensure that priodical Budget statements have been prepared and despatched to concerned quarters.</p> <p>d. To ensure that no budget amount should lapse at the end of financial year but it must be allocated/utilized under the proper head of account.</p> <p>e. Suggest and ensure the improvement in Budget system in the Authority.</p> <p>f. Collect estimates from Regional GMs etc. for preparation of budget requirements.</p> <p>g. To update and finalize budget estimates for establishment and project works.</p>
49.	Assistant Director (Accounts) NHA HQ and Regional Offices.	17	7 HQ : 2 Regions: 5	<p>1. <u>Assistant Director (Accounts) NHA HQ – 2 Posts.</u></p> <p>a. To ensure proper maintenance of record of all paid vouchers and completion of Accounts Books.</p> <p>b. To check that Sanction Memos received for payment are in order and formalities have been completed.</p> <p>c. Re–conciliation of Accounts.</p> <p>d. To ensure that Bank statements are being received and all Bank accounts are in order as per record of NHA.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>e. To ensure that record of Cheque Books and payment slips is maintained properly by NHA staff.</p> <p>f. To ensure that claims of Consultant/Contractors and employees of NHA are complete in all respects as per terms and conditions of Contract and as per rules.</p> <p>g. To ensure that works expenditure and payments are in accordance with Contract Agreement/BOQ and MBs are completed.</p> <p>h. To ensure that payment is being made out of the concerned head of account.</p> <p>i. To ensure that periodic accounts statements are being prepared in due course of time.</p> <p>j. To ensure that necessary cheques have been despatched to the person concerned immediately after passing the voucher.</p> <p>k. To ensure proper disposal of Audit observations.</p> <p>i. To ensure that salaries, TA/DA, transfer grant claims etc. are being finalized in due course of time immediately.</p> <p>m. To prepare periodical returns.</p> <p>n. To ensure that all payments are within the approved budget under the head of account concerned.</p> <p>2. Assistant Director (Accounts) Regional Offices, 5 Posts.</p> <p>In addition to jobs mentioned against the ADs (Accounts) NHA HQ (Sl. No. 49 "1" above), these officers have to perform the following duties: –</p> <p>a. Financial Advisor to the GM(Region) concerned.</p> <p>b. To prepare and timely submission of budget estimates of the respective province and certify that all expenditures are within the conformity of rules/ orders of the competent authority.</p> <p>c. To perform the duties as DDO for GM Office and timely disbursement of pay and allowances and other claims of the staff of NHA.</p>

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50.	Assistant Financial Advisor (Finance Cell NHA. HQ)	17	4	<p>These posts are required for the assistance of seniors in the following jobs: –</p> <ol style="list-style-type: none"> Dealing with Private Sector Financing, Registration of Insurance companies, Generation of Funds, Chartered Accountants Audit matters. Maintainance of expenditures record, Bank accounts record, Toll Plaza matters. Dealing with contract documents and negotiations and financial policies matters. Consolidation of accounts, maintenance of fixed assets record, GP/CP Fund matters. <p>These posts are required for the following fields: –</p> <ol style="list-style-type: none"> Privat Sector Financing and vetting/safety of Contract Documents/Bank Guarantees. Funds Generation matters, consolidation of accounts. NHA Assets and expenditures matters. Financial policies, GP/CP Fund, chartered Accountant Audit, etc.
51.	Assistant Programmer (Computer Bureau) Admn. Wing, HQ	16	2	<ol style="list-style-type: none"> Computerization of files received from different wings. Computer programming of statistic type material. Software development. To control servers in the Headquarters. To secure the important/secret nature computerized material. To ensure timely completion of computer work by the staff working under the control of individual. To ensure proper functioning of all computers under their charge. To submit proposals for repair/maintenance of computers well in time, so that work should not suffer. <p>These posts are required as under: –</p> <ol style="list-style-type: none"> Centralized Computer Bureau Works. Coordination and assistance to different sections.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
52.	Supdt. (Internal Audit) NHA HQ.	16	3	<p>a. Maintenance of Audit record/files.</p> <p>b. Submit cases of DAC/PAC to seniors in time.</p> <p>c. Ensure that replies to audit paras are received from all concerned at appropriate time.</p> <p>d. To prepare audit programmes of audit teams.</p> <p>e. To control attendance of staff of concerned section.</p> <p>f. To prepare details of classwise audit observations i.e. proposed audit para, draft para, advance para etc.</p> <p>g. To prepare cases properly.</p> <p>h. To perform as a member of audit team.</p> <p>These posts are required as under: –</p> <ol style="list-style-type: none"> 1. Office Management 2. NHA Regular Budget Audit. 3. Projects and maintenance works audit.
53.	Head Daughtsman (Planning Wing HQ	16	1	<p>a. To ensure safety and security of Projects Drawings.</p> <p>b. To check design/drawings submitted by the consultants comparing with the feasibility studies reports and PC–Is, PC–IIs needs.</p> <p>c. To supervise the works being carried by his juniors.</p> <p>d. To submit technical advises in drawing works.</p> <p>e. To prepare drawing sheets as and when directed by the seniors.</p> <p>f. To draught drawing from survey reports.</p> <p>g. To assist the site/head office staff and ensure that projects works are being carried as per drawings.</p>

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54.	Senior Enumerator (Planning Wing NHA HQ)	16	4	<p>a. To enumerate the transportation of goods and passengers by road.</p> <p>b. To maintain the transportation record of all National Highways and re-check it periodically.</p> <p>c. To submit load increase/decrease reports on Highways.</p> <p>d. To visit all National Highways and maintain the record of main damages to road due to increase of transportation load.</p> <p>e. To assist the seniors in Highway safety matters as and when desired.</p> <p>These posts are required as under: -</p> <ol style="list-style-type: none"> Office management and record maintenance, in statistics section. Field visits and collection of Highways statistics, about axel load and traffic counting. Highways accidents and safety matters. Coordination and submission of comperative statements.
55.	Senior Lab. Technician (Planning Wing) NHA HQ.	16	8	<p>a. To control the staff of Material Testing Laboratory.</p> <p>b. To keep the equipments of Laboratory in order.</p> <p>c. To assist the seniors in testing of material.</p> <p>d. To prepare material testing reports and maintain record in this regard.</p> <p>e. To ensure that sample is from same material which is being used at site.</p> <p>f. Secure and safe the samples of material received for testing.</p> <p>g. Responsible for security and safety of material testing laboratory equipments.</p> <p>These posts are required for the jobs as under:-</p> <ol style="list-style-type: none"> Construction Projects 5 (one each region) Maintence Works 2 Office Management, Coordination 1

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56.	Librarian (Public Relation Directorate) NHA HQ	16	1	<ul style="list-style-type: none"> a. To ensure safety and security of books/material available on the record of Central Library. b. To maintain the record and control on issue and receipts of Library Books etc. c. Classification and cataloging of books in the library. d. To provide upto date information to the readers. e. To advise regional library staff in matters related to Library as and when desired.
57.	Security Supervisor (Admn. Wing HQ)	16	1	<ul style="list-style-type: none"> a. To supervise security measures at NHA HQ. b. To suggest better security steps for safety of Govt. property. c. To keep close watch through his staff on the movement of visitors. d. To ensure maintenance of visitors registers properly. e. To ensure maintenance of vehicle movement register for security purpose. f. To look after reception and ensure that security as well as reception staff is well behaved with the visitors. g. To guide the visitors in connection with the office business visits. h. To ensure that the visitors are attending only the officer/office for which they have been allowed. i. To ensure placement of fire fighting instruments in proper condition. j. To ensure that no official property is allowed out of office premises without formal permission of the Incharge of section concerned.
58.	Office Superintendent (Admn Wing HQ & Regional Offices).	16	7	<ul style="list-style-type: none"> a. To put up cases in due course of time, with rules/policy position, on the relevant subject. b. To ensure completion of office record in all respect of the office concerned. c. To ensure maintenance of attendance/leave record of staff. d. To ensure completion of Service Books and other service record. e. To ensure completion of record of sanctioned, working and vacancy position. f. To control movement of office files properly.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>g. To ensure security and safety of office record.</p> <p>h. To ensure punctuality of staff and submit reports to seniors in case of indiscipline in the office by any official.</p> <p>i. To supervise the work of Assistants, Clerks etc working under him.</p> <p>j. To draught/prepare notes on the cases as and when directed by the seniors.</p> <p>These posts are required for posting as under: –</p> <p>– Regional Offices 5</p> <p>– Admn Directorate HQ 2</p>
59.	Supervisor (General Services) Admn Wing NHA HQ	16	1	<p>a. To supervise working of Photocopier Section Services and to ensure that Photocopier Machines should be maintained/repared properly and in due course of time.</p> <p>b. To see that Electricity, Water & Gas services are in order and make necessary arrangements as and when needed in this connection.</p> <p>c. To arrange repair, maintenance of office as well as residential buildings, under the use of NHA.</p> <p>d. To ensure proper functioning of office lifts, generator, AC Plant, Telex, Fax machines and arrange timely repair/maintenance of these items..</p> <p>e. To maintain grossy grounds and plantation within office and rest houses buildings.</p> <p>f. To ensure cleanliness of the office as well as rest house premises.</p> <p>g. To ensure timely receipt and payment of utility services bills.</p> <p>h. To arrange repair/maintenance of office furniture, instruments, machinary etc.</p> <p>i. To ensure cleanliness of official/NHA buildings premises.</p>
60.	Supdt. (Record) Admn Wing NHA HQ	16	1	<p>a. To lookafter/maintain record room.</p> <p>b. To ensure security and safety of the record received in the record room</p> <p>c. To control movement of record properly.</p> <p>d. To arrange maintenance, placement, completion of registers of the record.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> e. To make lists annually with the consultation of all wings for destruction of expired record and maintain details of destroyed record. f. To maintain receipt and issue registers. g. To ensure that record should not go in any irrelevant hand.
61	Suprintendent (Store) (Admn Wing NHA HQ)	16	1	<ul style="list-style-type: none"> a. To ensure proper maintenance of stores. b. To maintain receipt and issue registers. c. To upkeep the registers and ledgers. d. To prepare detail of old/irrepairable stock and submit proposals for auction as per policy on the subject matter. e. To submit store items demand for purchase in time. f. To ensure security and safety of store items. g. To advise field store maintaining staff as and when desired by the seniors. h. To report shortage of stock to seniors and suggest suitable action in this regard. i. To reply the audit observations on store items.
62.	Superintendent (Budget) (Finance Wing HQ)	16	2	<ul style="list-style-type: none"> a. To maintain the record of Budget Bureau. b. To control the movement of files. c. To submit budget cases in due course of time. d. To ensure that all informations required for preparation of budget are recieved properly. e. To ensure disposal of files/cases immediately after their finalization by the competant authority. f. To maintain nesssry statements/registers for budget informations. g. To ensure submission of cases in proper way as per prescribed procedure. h. To control the staff working under his control. <p>These posts are required as under: –</p> <ul style="list-style-type: none"> 1. To prepare, compare and collect expenditures record. 2. Budget preparation/allocations.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
63.	Supdt. (Accounts) (HQ & Regional Offices)	16	16	<p>a. To ensure maintenance of accounts books properly.</p> <p>b. To ensure maintenance/preparation of accounts statements in due course of time.</p> <p>c. To ensure correctness of all vouchers prepared for payment.</p> <p>d. To ensure that request for payment are being submitted under proper sanction.</p> <p>e. To ensure that Cheque Books and cash are kept in safe custody under lock and key by the cashiers.</p> <p>f. To arrange binding of paid vouchers.</p> <p>g. To ensure that no undue delay may occur in payment after clearance of the case.</p> <p>h. To ensure punctuality of staff under his supervision.</p> <p>i. To ensure that no any payment is being made in duplicate.</p> <p>j. To ensure maintenance of record properly.</p> <p>These posts are required as under: –</p> <p>– Finance Wing HQ 6 (Finance Cell 2, Two in each of Accounts Sections)</p> <p>– Regional Offices 10 (2 in each Region)</p>
64.	Inspectors (Maintenance field units under Regional General Managers)	16	108	<p>a. To watch the works of maintenance at site.</p> <p>b. To ensure quality of works at maintenance sites.</p> <p>c. To ensure that the contractors are using required equipments properly.</p> <p>d. To ensure timely completion of works.</p> <p>e. To ensure deployment of qualified personnel by contractors at site, as per contract conditions.</p> <p>f. To watch the condition of roads within particular jurisdiction and submit reports to senior for necessary action.</p> <p>g. To ensure proper attendance of NHA staff at site.</p> <p>h. To ensure smooth running of traffic on the Highways.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
	Note: – See Stenographers at Sr.No.39			<p>i. To remain close to the allocated site every time.</p> <p>These posts are required as under: –</p> <ul style="list-style-type: none"> – Motorways Maintenance 8 – Punjab (South) 16 – Punjab (North) 16 – Sindh 24 – NWFP 24 – Baluchistan 20
65.	Computer Technician (Computer Bureau, NHA HQ) Admn. Wing.	14	2	<p>a. To ensure proper functioning of Computers without any technical fault.</p> <p>b. To handle minor repair and routine maintenance of computers</p> <p>c. To maintain necessary stock of spare parts for electronic devices.</p> <p>d. To look after working of fax machines, photocopiers etc. and to deal with minor repairs.</p>
66.	Computer Operator (HQ & Regional Offices)	14	20	<p>a. To computerize the files being dealt by the senior level officers.</p> <p>b. Data processing.</p> <p>c. Programming / Computerising of statistical, diagrammatic, engineering and charts material.</p> <p>These posts are required as under: –</p> <ul style="list-style-type: none"> – Operation Wing HQ (Const + Maint) 2 – Planning Wing HQ (Design, C&S, Plg) 3 – Punjab (South + North) (Const, Maint) 4 – Sindh (Const, Maint) 2 – NWFP (Const, Maint) 2 – Baluchistan (Const, Maint) 2 – Finance Wing HQ (Acctt, Budget, Finance Cell) 3 – Secretary (NHA) 1 – Legal Section 1

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
67.	Data Entry Operator (Computer Bureau Admn. Wing, NHA HQ)	12	2	a. To enter Data in the Computer. b. To handle and maintain data library record. c. To dealwith office management works of computer bureau as and when desired by the seniors. d. To maintain record of soft and hardware items.
Note: – See Stenotypists at Sr.No.39				
68.	Computer Person (NHA HQ & Regional Offices)	11	10	a. To complete routine computer works as and when received. b. To prepare details of computer works and maintain necessary files. c. To be custodian of hard disks. d. To streamline the computer works dealt in the section. These posts are required as under: – – Computer Bureau Centralized Work 2 – DG (PR) 1 – Internal Audit 1 – Inspection Wing 1 – Regional Accts Sections 5 (One each Region)
69.	Office Assistant (NHA HQ & Regional Offices)	11	38	a. Putting previous papers and other references relating to the case under consideration. b. Opening of files, giving heading to a file, and to keep the record of movement of files. c. To keep close eye on the movement of files of his section and followup of the files. d. Keeping a note of all important orders and decisions. e. Recording, indexing and weeding of files. f. Watching the necessity of keeping priority or security lables on files.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>g. Casual typing, maintenance of diary register, preparation of statements and putting up of routine reminders.</p> <p>h. Custodian and responsible for security and safety of files.</p> <p>i. To ensure disposal of time limited cases in due course of time.</p> <p>j. To ensure completion of Service Books when posted in section concerned.</p> <p>k. To ensure that no official should continue in service after completion of 60 years age and submit such cases well in time to the competent authority for decision (while dealing the personnel management).</p> <p>l. To maintain staff attendance register and submit to seniors for counter signature as directed.</p> <p>m. Recording of Notes and preparing of drafts in cases marked to him.</p> <p>n. To maintain record/list of cases under process and put up to seniors for disposal in due course of time.</p> <p>o. To be responsible for putting up the periodical returns in time.</p> <p>These posts are required for attachment / posting as under: –</p> <ul style="list-style-type: none"> – Chairman, Office 1 – Secretary Section 3 – Planning Wing 7 – Public Relation Directorate 2 – Admn Wing HQ 14 – Regional Offices (one each) 5 – Infrastructure (HQ + Regions) 6

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
70.	Audit Assistant (Internal Audit)	11	2	<ul style="list-style-type: none"> a. To maintain DPS/PDPs/APs files. b. To deal with office management of Audit section and maintain record. c. To maintain record of DAC/PAC cases. d. To assist Audit Parties during audit inspections. e. To compile replies/informations related to audit observations. f. To maintain reports and return registers. g. To streamline the replies to audit observations and submit to seniors in due course of time. h. To submit files to seniors duly completed in all respects. i. To Control movement of files.
71.	Laboratory Technician (Planning Wing HQ)	11	12	<ul style="list-style-type: none"> a. To operate Material Testing Laboratory Equipments for material testing. b. To maintain files/record and watch the movement of Laboratory files. c. To get samples of material from project sites and arrange testing in the Laboratory. d. To assist the seniors in Laboratory activities. e. To ensure cleanliness, safety and security of Laboratory equipments. f. To submit Laboratory related cases to seniors in due course of time. <p>These posts are in use as under:-</p> <ul style="list-style-type: none"> 1. Construction Projects 10 (2 each region) 2. Maintenance Works 2
72.	Draughtsman (Planning Wing HQ / Regional Offices)	11	<div>14</div> <div>Plg. Wing 4</div> <div>2 each region 10</div>	<ul style="list-style-type: none"> a. To prepare estimates for drawing materials required for official use. b. To prepare drawings and ensure their safety. c. To see that drawings are being prepared as per design of the project. d. To compare drawing sheets with the estimates received from the field survey works team. e. Before start of work on drawings it must be ensured that the estimates submitted by the field units/consultants are as per design in accordance with the specification and approved cost.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
73.	Asistant Librarian (Dte.Gen P.R. HQ)	11	2	<ul style="list-style-type: none"> a. To stock/settle the books in Library as per classification. b. To make catalogue cards. c. To issue, receive and place the books properly. d. To follow the books issued and ensure their return. e. To save and secure books from any loss. f. To keep newspaper files in proper way. g. To ensure cleanliness of the Library and its stock. h. To prepare inventory of books.
74.	Photographer (Public Relations Dte. HQ)	11	1	<ul style="list-style-type: none"> a. To operate video Camera during meetings, conferences and seminars for NHA record and electronic media news coverage. b. To prepare documentary films for press news. c. To maintain photography record of official activities.
75.	Storekeeper (Admn. Wing HQ)	11	2	<ul style="list-style-type: none"> a. To place store items at proper place as per classification. b. To prepare inventory of store items. c. To ensure safety from any damage to all store items. d. To prepare details of store items being required for stock and are in shortage in the store. e. To maintain the record of demand notes. f. To submit files of stores to seniors for preparation of cases. g. To compile the bids/quotations received for purchasing/auction/disposal of store items. h. To maintain/prepare store record in proper way. i. To ensure that old items are received in store before issue of new items as a replacement. j. To prepare details of un-serviceable/missing items and submit to seniors for decisions. k. To prepare stock registers itemwise.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>l. To submit proposals/estimates for purchase of store items.</p> <p>m. To prepare necessary store statements.</p> <p>n. To assist the Audit parties during stores audit.</p> <p>o. To control the staff of stores.</p> <p>These posts are required as under: –</p> <p>1. Stationery and Furniture Items Store.</p> <p>2. Machinery, Transport and Engineering Items Store.</p>
76.	Care Taker (Regional Offices)	11	5	<p>a. To supervise the working of Electrician, Plumber, Gardner, Generator Operator, Carpenter, Sweeper and such like other staff.</p> <p>b. To ensure proper maintenance of office, official residential and rest houses buildings of NHA.</p> <p>c. To watch that utility services i.e. electricity, water and gas supply connections are functioning properly.</p> <p>d. To ensure beautiful plantation within the office as well as rest houses buildings.</p> <p>e. To ensure good services for guests at NHA Rest Houses and see that necessary rent has been charged and deposited in the relevant Bank Account.</p> <p>f. To ensure that office places are acquired as per allocation.</p> <p>g. To verify the bills of repair/maintenance of buildings and utility services dealt through Care Taker.</p> <p>h. On receipt of demand for repair/maint. of any building or utility service connection, he should inspect the site and ensure that the defect, identified in the demand actually need required attention.</p> <p>i. To maintain proper record of repair/maintenance of buildings and utility services.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
77.	Enumerator (Planning Wing HQ)	11	5 (For works one each region)	<ul style="list-style-type: none"> a. To assist seniors to discharge their duties properly, in Traffic Control Programme. b. To maintain the record of counting of traffic flow on National Highways. c. To maintain the record of classified transport running on the National Highways. d. To compile and streamline the reports of consultants on traffic flow/axel load on a Highway, and to submit the same to seniors. e. To assist the consultants in the field at the time of feasibility studies of a project in connection with the traffic counting/classification.
78.	Surveyor (Planning Wing HQ & Regional Offices)	11	10 Plg. HQ 5 One each region 5	<ul style="list-style-type: none"> a. To assist seniors in survey works. b. To maintain Survey instruments neat and clean. c. To keep survey instruments in safe custody and proper condition. d. To maintain Survey record properly. e. To remain present at site and watch the survey works being conducted by the Consultants/Contractors. f. To handle survey instruments while survey is in hand by NHA surveyor.
79.	Accounts Assistant (Finance Wing HQ & Regional Offices)	11	24 Finance HQ 9 (Accounts, Budget, Finance Cell) 3 each region 15	<ul style="list-style-type: none"> a. To open/maintain office files of the section concerned. b. To control the movement of files. c. To submit the cases to seniors in due course of time. d. To prepare vouchers for payment properly. e. To maintain Accounts Books. f. To compile Accounts Statements. g. To prepare monthly salary/pay bills. h. To submit bills after careful study for payment. i. To arrange binding of paid vouchers properly. j. To collect Bank statements from Banks for NHA record / action. k. To maintain attendance register of staff as directed by the seniors.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> l. To issue cheques to concerned parties on receipt of passed voucher as per policy instructions. m. To complete cash book. n. To ensure security and safety of cash in hand. o. To disburse pay and allowances and other payments and maintain proper record. p. To ensure safe custody of cheque books. q. To maintain record of concerned section. r. To update the data for Budget preparation/allocation. s. To submit cases to seniors for necessary action. t. To prepare budget reports/returns in due course of time. u. To compile expenditures against allocated budget estimates (Headwise).
80.	Sub-Engineer (Infrastructure)	11	6 HQ 1 Regions 5	<ul style="list-style-type: none"> a. To assist the land acquisition staff in measurement of land. b. To see site plan/drawing and ensure that the land being acquired is as per plan. c. To check engineering side factors in infrastructure works. d. To maintain record of ROW. Land, Utilities inside the NHA land in accordance with the drawings of ROW. e. To see/check engineering side matters related to land of NHA and update drawings in this regard. f. To deal with and assist the seniors in infrastructure and land matters from the engineering point of view.
81.	Key Punch Operator (Computer Bureau Admn. Wing HQ)	10	4	<ul style="list-style-type: none"> a. Feeding of Data received for computerization. b. To maintain inventory of computer files. c. To keep hard disks in proper way. <p>These posts are utilized one each for Finance, Operations, Planning and Administration Wings matters.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
82.	Kanogo (Infrastructure) NHA HQ	9	2	<p>a. To assist the officers in assessment of land and related utilities.</p> <p>b. To maintain revenue record of all Highways.</p> <p>c. To undertake the land acquisition process for the new alignments.</p> <p>d. To followup the land acquisition cases of NHA in different offices/departments.</p> <p>e. To maintain record of Land Acquisition Court Cases and other disputed matters about land.</p>
83.	Upper Division Clerk (All offices of NHA)	7	65	<p>a. Filing work.</p> <p>b. Paging, paragraphing and completion of files.</p> <p>c. To handle with the movement of files.</p> <p>d. To followup/locate the section files if not received back within a weeks time.</p> <p>e. Casual typing work/Diary Despatch.</p> <p>These posts are required as under: -</p> <ul style="list-style-type: none"> - Chairman Office 1 - Secretary NHA 1 - Inspection Wing 1 - Internal Audit 1 - Planning Wing 17 - P.R. Directorate 1 - Admn Wing HQ 7 - Finance Wing HQ 4 - Operation Wing HQ 5 - 3 each regional office 15 - Infrastructure 7 (HQ + Regions) - Motorway Maintenance 5

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
84.	Lightman (Directorate General PR HQ)	7	1	<ul style="list-style-type: none"> a. To assist the Photographer. b. To assist the Press Photographers in NHA Programmes. c. To operate lights for photography.
85.	Telephone Operator (Admn. Wing HQ)	7	4	<ul style="list-style-type: none"> a. To operate NHA Telephone Exchange Key Board. b. To perform Telephone Duties as and when desired by the seniors. c. To book telephone calls and maintain necessary record. d. To compile Telephone Bills and verify with the Telephone Call Register. e. To ensure that Telephone under their control are not misused. <p>These posts are needed to run the telephone exchange of NHA around the clock.</p>
86.	Senior Acctt. Clerk (Finance Wing HQ & Regional Offices)	7	19	<ul style="list-style-type: none"> a. To assist the Accounts Assistant in maintaining the accounts record/registers etc. b. To update/compile/ necessary record for preparation of periodic accounts returns/ statements. c. To streamline the Accounts files/record. d. To control the movement of files/cases of Accounts. e. To see binding works of paid vouchers etc. f. Casual Typing work. g. To update/compile data received in respect of Audit Observations. h. To keep the files in good conditions. i. To control the movement of audit files and followup of the cases moved for decision of seniors. j. Filing work. <p>These posts are required for posting in Accounts, Audit, Finance Cell, Budget and Regional Accounts Sections.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
87.	Lower Division Clerk (NHA HQ, Regional Offices)	5	92	<p>a. To deal with dak receipt and diary/despatch in the section.</p> <p>b. Typing work of the section.</p> <p>c. Filing work as and when desired by incharge.</p> <p>d. To assist the Asstt/UDC in discharging their duties.</p> <p>These posts are required as under: -</p> <ul style="list-style-type: none"> - Secretary NHA 4 - Internal Audit 1 - P.R. Directorate 2 - Finance Wing HQ 6 - Punjab (South) 6 - Sindh 7 - Baluchistan 5 - Inspection Wing 1 - Planning Wing 22 - Admn Wing HQ 19 - Operation Wing HQ 7 - Punjab (North) 6 - NWFP 5 - Infrastructure 7 <p>Duties of LDC while posted as Diary Despatch Clerk will be as under: -</p> <p>a. To receive Dak for diary/Despatch for all NHA Sections in R & I Section.</p> <p>b. To Update Diary/Despatch register in all respects.</p> <p>c. To check the enclosures, if any with the letters.</p> <p>d. To separate fair copy from the office copy and records date of despatch on both copies.</p> <p>e. To affix office stamp on the envelop, mentioning address of sender.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>f. To return the office copies to sections concerned.</p> <p>g. To prepair envelops for sending the Dak received for despatch.</p> <p>h. To sortout the dak to be despatched carefully and separate local dak from the dak to be sent by post.</p> <p>i. To prepare Dak book and pass it to Naib Qasid for Delivery to concerned office/officer.</p> <p>j. To keep cyclostyled adress slips for addresses frequently addressed.</p> <p>k. To maintain record of postal stamps used, telegrams, TCS, DHL, UMS etc.</p> <p>Duties of LDC while posted as receptionist: -</p> <p>a. To prepare visitors register.</p> <p>b. To issue visit slips.</p> <p>c. To guide the visitors.</p> <p>d. To maintain visitors record.</p> <p>e. To handle telephone calls/messages at reception.</p>
88.	Laboratory Assistant (Planning Wing HQ)	5	6 Regions 5 HQ 1	<p>a. To assist Lab. Technicians in material testing.</p> <p>b. To maintian the files of Laboratory in line.</p> <p>c. To maintain/clean the Laboratory equipments.</p> <p>d. To deal with dak receipt and Diary/Despatch in the Laboratory.</p> <p>e. To maintain the Lab. equipments record and prepare Lab. equipments Stock Register.</p>
89.	Tracer (Planning Wing HQ)	5	2	<p>a. To assist seniors in tracing/draughting of drawings.</p> <p>b. To do the tracing work of drawings prepared by his seniors.</p> <p>c. To maintain the record of tracing works.</p>
90.	Ferroprinter Operator (Planning Wing HQ)	5	2	<p>a. To operate Ferroprinter and prepare drawings on it.</p> <p>b. To maintain Ferroprinter Machine.</p> <p>c. To maintain necessary register/record about Ferroprinter Machine.</p> <p>d. To maintain stock register for Ferroprinter Machine items.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
91.	Telephone Lineman (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To watch proper functioning of Intercom and direct Telephone numbers. b. To report defects of telephones to seniors and do the needful. c. To see that no telephone number should be changed/shifted without prior permission of the competent authority. d. To change/shift telephones sets from one place to other under the orders of the competent authority. e. To instal new telephone sets as and when dierectd by the controlling officer. f. To ensure that a telephone set/number is under use of the officer/official for whom it is installed. g. To ensure proper functioning of telephone Exchange of NHA. h. To ensure that all Telephone sets and other telephone instruments of NHA are in good condition. i. To ensure that telephone connections are in working condition. j. To be responsible for cleanliness of NHA Telephone Exchange. k. Coordination with PTC offices in connection with the telephone matters. l. To handle routine/minor repair maintenance of Telephone instruments in NHA. m. To watch/lookafter all telephone lines of NHA from the point of safety and security. n. To maintain necesssry stock of instruments required for repair/miaintenance/ upkeep of Telephone system in NHA.
92.	Photocopier Operator (Admn. Wing HQ & Regional Offices)	5	9 HQ 4 Regions 5 (One each)	<ul style="list-style-type: none"> a. To Operate Photocopier machines. b. To ensure its timely repair/maintenance. c. To ensure that Output of Machine is satisfactory. d. To ensure that machine is not mishandled/misused. e. To maintain nesssry record of repair/maintenance of the machine. f. To maintain record of number of copies made by the machine. g. To ensure security and safety of the machine. h. To operate Duplicator Machine and ensure its repair/maintenance in due course of time.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
93.	Electrician (Admn. Wing HQ)	5	4	<ul style="list-style-type: none"> a. To maintain electricity connection within the office, Rest Houses and NHA Residential Buildings. b. To assist the WAPDA staff as and when their services have been acquired by NHA. c. To ensure proper repair/maintenance of electricity items. d. To report defects of electricity connections/wiring, needs immediate attention of NHA/WAPDA. e. To maintain necessary stock of electricity repair instruments. f. To maintain record of major electricity faults/repair/maintenance.
94.	Painter (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To colour doors, windows, furniture for routine maintenance. b. To maintain road sign boards. c. To maintain vehicles Number Plates. d. To maintain office name plates.
95.	Carpenter (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To upkeep the wooden items of the office and residential buildings of NHA. b. To handle minor repair/maintenance of office furniture and fixtures. c. To ensure/check that all wooden items are in proper condition.
96.	Masson (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To maintain construction of NHA buildings. b. To repair damages of buildings construction. c. To see proper works by labour when engaged from market. d. To see proper disposal of rain water from roof of NHA building.
97.	Lift Operator (Admn. Wing HQ)	5	3	<ul style="list-style-type: none"> a. To operate the Lift of NHA H.Q. b. To ensure its proper functioning. c. To ensure its proper repair maintenance. d. To ensure its security and safety. e. To maintain record of its repair/maintenance.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
98.	Generator Operator (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To operate Generator as and when desired. b. To ensure proper repair /maintenance of Generator. c. To charge/provide oil of machine in due course of time. d. To see that functioning of the generator is in good condition. e. To report immediately the defects etc. to seniors for necessary action. f. To ensure safety and security of the generator.
99.	Plumber (Admn. Wing HQ)	5	2	<ul style="list-style-type: none"> a. To ensure proper water and sui Gas supply within the NHA Offices and residential Buildings. b. To assist the Water Supply and sui gas staff as and when they are attending any NHA work. c. To ensure proper repair/ maintenance of water and Gas items. d. To ensure proper functioning of water and gas supply connections. e. To handle minor repair/maintenance of items related to water and gas supply connections. f. To maintain necessary instruments stock for repair/maintenance of water/Gas supply connections/items.
100.	AC Plant Operator (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To operate the plant as per requirement. b. To ensure timely repair/maintenance of the plant. c. To ensure proper functioning of the plant. d. To report defects of plants to seniors for necessary action immediately. e. To ensure safety and security of the plant.
101.	Telex/Fax machine operators (Admn. Wing HQ)	5	1	<ul style="list-style-type: none"> a. To operate telex/telefax machines. b. To ensure that reference received for telex/fax is really of important and urgent nature duly directed by a Director level officer. c. To maintain Fax messages register. d. To ensure that telex/fax machine are not handled by irrelevant person. e. To ensure safety and security of instruments.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
102.	Junior Accounts Clerk (Finance Wing HQ & Regional Offices)	5	13	<p>a. Typing work of Accounts Section concerned.</p> <p>b. Dack receipt and despatch work.</p> <p>These posts are required to utilize their services as under:--</p> <p>– Finance HQ 3</p> <p>– Regional Office (2 each) 10</p>
103.	Patwari (Infrastructure Regional Offices)	5	15 (3 each Region)	<p>a. To assist Kanogo in land acquisition matters.</p> <p>b. To maintain record of Hasra numbers, Jamabandi, Akas, Shajra Kiswan and land acquisition register.</p> <p>c. To assist the Surveyors during the process of Servey for land acquisition.</p> <p>d. To assist the seniors/revenue staff for disbursement of compensation to the land owners.</p> <p>e. To maintain the permanent record of mutation in favour of NHA on different alignment/ ROW in the region concerned.</p> <p>f. To maintain the record of NHA lands/infrastructures.</p> <p>g. To collect and maintain information about NHA land properties.</p>
104.	Driver (For all offices/entitled Officers of NHA)	4	225	<p>a. To drive the vehicles on which deployed by the seniors.</p> <p>b. To ensure safety and security of the vehicle allotted.</p> <p>c. To ensure change of oil, tuning, service etc. in due course of time, of the allocated vehicle.</p> <p>d. To report defects to Incharge Officer immediately for repair/maintenance.</p> <p>e. To ensure that vehicle's defect is fully removed/repared.</p> <p>f. To ensure updating the Log Book.</p> <p>g. To report the renewal of Registration, Token Tax, Insurance etc. in due course of time to the seniors for necessary action.</p> <p>h. To keep the vehicles neat and clean.</p>

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<p>i. To change tyres at the time of need.</p> <p>j. To ensure that spare tyre and kit of necessary instruments are always with the vehicles in good condition.</p> <p>k. To check the vehicles carefully at the time of handing/taking over of the charge.</p> <p>l. To check oil and water etc. before driving the vehicle and take necessary action in all respects for safe driving/journey.</p> <p>These posts are required for posting with officers/sections as under: –</p> <ul style="list-style-type: none"> – Chairman, NHA 1 – Secretary NHA 2 (Personal duty + council, Board, Courts duties) – Inspection Wing 2 (GM + Site Inspections with Director) – Internal Audit 1 – Planning Wing 28 (Member + Directors + Material quarry sites and survey duties) – P.R. Directorate 1 – Admn Wing 38 (Staff Bus + Officers coaster + Ambulance + VIP/Official (HQ + Regions) Guests duties + utility services + D.R. Duties + Pool Duties + Night/Emergency Duties Member + Director + Regional Offices Admn Pool + Emergency etc) – Finance Wing HQ 8 (Member + GM + Fin.Adv: + Directors + Bank/AGPR Duties + Misc: Duties) – Operation Wing HQ 7 (Member + GMs + Directors) – Punjab (South) 22 (GM + Directors + Maintenance Units + Site duties) – Punjab (North) 22 – do –

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> - Sindh 29 (GM + Directors + Maintenance Units + Site Duties) - NWFP 27 (GM + Director + Maintenance Units + Site Duties) - Baluchistan 25 (GM + Directors + Maintenance Units + Site Duties) - Infrastructure 7 (One each Region + Director + Inspection/Pool) - Motorway Maint. 5 (Director + Site Duties)
105.	Cook (Admn Wing HQ & Regional Offices)	2	6 Admn HQ 1 Regions 5 (One each)	<ul style="list-style-type: none"> a. To prepare and serve meal, tea, refreshment items for guests of NHA. b. To maintain the kitchen neat and clean. c. To maintain crokery in good conditon. d. To store suitable quantity of food items.
106.	Mali (Admn. Wing HQ and Regional Offices)	2	9	<ul style="list-style-type: none"> a. To maintain plantation in NHA Offices and Rest Houses. b. To grow seasonal flowers. c. To maintain grossy grounds. d. To ensure safety of flower pots. <p>These posts are required as under: -</p> <ul style="list-style-type: none"> - HQ 3 - Punajb (North) 2 - Other Regions 4
107.	Daftari (Admn. Wing HQ)	2	2	<ul style="list-style-type: none"> a. To assist the Recordkeeper in completion of his job. b. To ensure cleanliness, safety and security of record/record room. c. To place the record at proper space fixed for the same. d. To check and ensure good binding of record. e. To check the condition of record time and again and intimate the Recordkeeper about any damage noticed by him.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
108.	Naib Qasid (All offices of NHA)	1	264	<p>a. To carry official files/papers from one place to the other within and out of office premises for official purposes.</p> <p>b. To keep the office, furniture, record and fixtures neat and clean.</p> <p>c. To conduct the visitors.</p> <p>d. To provide drinking water & tea etc to the officials.</p> <p>e. To be responsible for carriage of steel boxes containing office record from one place to another.</p> <p>f. To shift articles of light furniture e. g. Chairs, Side racks, side tables, almirahs etc.</p> <p>g. To ensure security and safety of office instruments/record during office working hours.</p> <p>These posts are required as under: -</p> <ul style="list-style-type: none"> - Chairman Section 4 (Chairman Office, Protocol Officer, Staff Officer, Dak Duties) - Secretary Section 5 (Secy., Dir (Legal), Dy. Secy., DD (Legal), Dak Duties) - Inspection Wing 2 (GM, Director) - Internal Audit 4 (Director, Dy Director, Dak Duties) - Planning Wing 53 (Member, GMs, Directors, Dy. Directors, ADs, Dak Duties) - DG (PR) 6 (DG, PRO, Protocol Officer, Library, Auditorium, Dak Duties) - Admn Wing 15 (Member, Director, Dy Directors, ADs, R & I, Transport, Store, Record, Dak Duties) - Finance Wing 18 (Member, GM, Fin: Adv., Director, Dy Directors, ADs, Staff Duties, Dak Duties) - Operations Wing 11 (Member, GMs, Director, Dy Directors, ADs, Staff Duties, Dak Duties) <p>Regions: -</p> <ul style="list-style-type: none"> - Punjab (South) 24 (GMs, Director, Dy Directors, ADs, Staff Duties, Dak Duties) - Punjab (North) 24 (GMs, Director, Dy Directors, ADs, Staff Duties, Dak Duties)

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
				<ul style="list-style-type: none"> - Sindh 30 - NWFP 29 - Baluchistan 27 - Infrastructure 8 (Director, Dy. Dir, ADs Dak Duties) - Motorways Maint. 4 (Director, Dy. Dirs, ADs Dak Duties)
109.	Helpers (Planning Wing HQ and Motorways Maintenance)	1	13 Planning 8 Motorways 5 Maint.	<ul style="list-style-type: none"> a. To assist the seniors as and when directed. b. To shift official record, instruments, material samples, office equipments etc. on the directions of the seniors. c. To handle cleanliness of office/Laboratory and equipments. d. To remain present at project site and look after the activities of Consultants/ Contractors. e. To perform duties of Naib Qasid as and when desired by the seniors. <p>These posts are required for site and Laboratory works.</p>
110.	Chowkidar (Admn. Wing HQ & Regions)	1	87	<ul style="list-style-type: none"> a. To perform security duties round the clock in rotation. b. To keep close eye on the visitors. c. To see that no office instruments/record etc. should move out of office without prior permission of the competent authority. d. To maintain Office keys entry Register.
				<ul style="list-style-type: none"> e. To maintain official vehicles movement register. f. To ensure that no irrelevant person should enter into the premises. <p>These posts are required as under: -</p> <ul style="list-style-type: none"> - NHA. HQ 20 - Regions (Including Maintenance Units, Regional Offices and Site Offices) 67 - Punjab (South) 12 - Punjab (North) 13 - Sindh 14 - NWFP 15 - Baluchistan 13

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS												
111.	Sweeper (NHA HQ and Regional Offices)	1	25	<p>a. To keep the NHA building premises neat and clean.</p> <p>b. To keep the all Bath Rooms neat and clean.</p> <p>c. To share in the shifting of office furniture, equipment, record etc. from one place to another.</p> <p>These posts are required as under: –</p> <table><tr><td>– NHA. HQ</td><td>18</td></tr><tr><td>– Punjab (South)</td><td>1</td></tr><tr><td>– Punjab (North)</td><td>2</td></tr><tr><td>– Sindh</td><td>1</td></tr><tr><td>– NWFP</td><td>2</td></tr><tr><td>– Baluchistan</td><td>1</td></tr></table>	– NHA. HQ	18	– Punjab (South)	1	– Punjab (North)	2	– Sindh	1	– NWFP	2	– Baluchistan	1
– NHA. HQ	18															
– Punjab (South)	1															
– Punjab (North)	2															
– Sindh	1															
– NWFP	2															
– Baluchistan	1															
112.	Dy. Directors Asstt. Directors Drivers	18 17 4	10 10 23	These posts are included in the core strength at 10% of total posts of respective scale/post as leave reserve for meeting shortage and emergency jobs.												

- Note:–**
1. All officers and staff have to perform any other job in addition to the assignments mentioned above, as and when directed by the seniors.
 2. All officials should note that if any of the following "Labels" are used by seniors on any case / F.R. the dealing Assistant Director /Suprintendent/Assistant should ensure that concerned case must be disposed of within the time period as mentioned against each: –
 - a. **IMMEDIATE :–** This label will be marked to the cases requiring instant attention and in any event final disposal within 24 hours.
 - b. **PRIORITY :–** This label will be used on the cases which should be disposed of within three days.

S.NO.	NAME OF POST	BS	NO. OF POSTS APPROVED	JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS
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JURISDICTIONS OF GMS IN PUNJAB

GM (Punjab – South)

He will be GM Incharge of all NH Works in Multan Division, DG Khan Division, Bahawalpur Division and Faisalabad Division. Precisely, he will be the GM Incharge of N-70 (All Punjab Portions), N-55 Indus Highway (All Punjab Portions) and N-5 (from Sindh/Punjab Border to Sahiwal District boundry at Gaimbor).

GM (Punjab – North)

He will be GM Incharge of all remaining National Highway Works in the four Punjab Divisions i.e., Lahore, Rawalpindi, Sargodha and Gujranwala.

Auth: – Member (Operations) NHA Office Order No.12(2)NHA/PS/M(O)/95 dated 20-6-1995.

Approved by: –

SHAHID AZIZ SIDDIQI
Chairman

Supervised by: –

M. AMIN KHATTAK
Member (Administration)

Compiled by: –

ALI AKBAR MEMON,
Dy Director (Personnel)

Computerized by: –

IJAZ AHMAD,
Computer Person

32-14
30-10
75-10

2008

Dated 9 April, 2008

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel Bureau)
Headquarters, Islamabad

No.22 (1)-Admn (P)/NHA/07/3729,

OFFICE ORDER

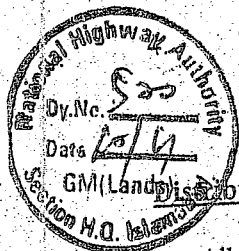
1. National Highway Authority is implementing a mega development portfolio. All these projects are subjected to the environment and social safeguards so that comprehensive Environment Impact Assessment (EIA) of each project is carried out, an Environmental Management Plan (EMP) is prepared and regulatory clearance obtained from the EPA or provincial EPD. The social safeguard requires that social impact Assessment (SIA) is conducted, and Land Acquisition and Resettlement Plan (LARP) finalized. During implementation the EMP and LARP has to be executed, monitored and evaluated. It has been experienced that the planning and execution of these activities are critical to the timely commencement of the projects. NHA presently lacks the institutional structure and capacity to accomplish the desired objective.

2. Currently GM LM & IS is responsible for land acquisition, however his role is limited to coordination only. For EIA, SIA and preparation of LARP an adhoc environment cell, staffed by a Deputy Director and an Assistant Director, under GM (Planning) exists which need a Coordinating Office /Headquarter to perform the desired functions. Considering the above requirement, National Highway Council during its 21st Meeting held on January 03, 2008 has approved restructuring of Land Management & Infrastructure Wing as Environment, Afforestation Land Acquisition & Social Wing.

3. It has therefore, decided to restructure LM&IS section as Environment Afforestation, Land and Social (EALS). GM (LM&IS) has been re-designated as GM (EALS) with immediate effect. Approved organogram of EALS Wing is attached as Annex-A. Job description of GM (EALS), Director Land & Social Section and Director Environment and Afforestation Section alongwith Resettlement and Environment Specialist are attached as Annex-B. The job description of DD/AD to work under (EALS) will be prepared by GM (EALS) and forwarded for notification by 20th April 2008. After three months entire organization / job description will be reviewed to finalize the function of the GM (EALS) and its offices. All the officers and staff working in LM&IS & Environment Cell of NHA (presently working under Member (Planning)) and Specialist hired for the purpose shall henceforth work under the administrative control of GM (EALS).

This has approval of the Chairman, NHA.

(WIQAR HUSSAIN)
Director (Personnel)



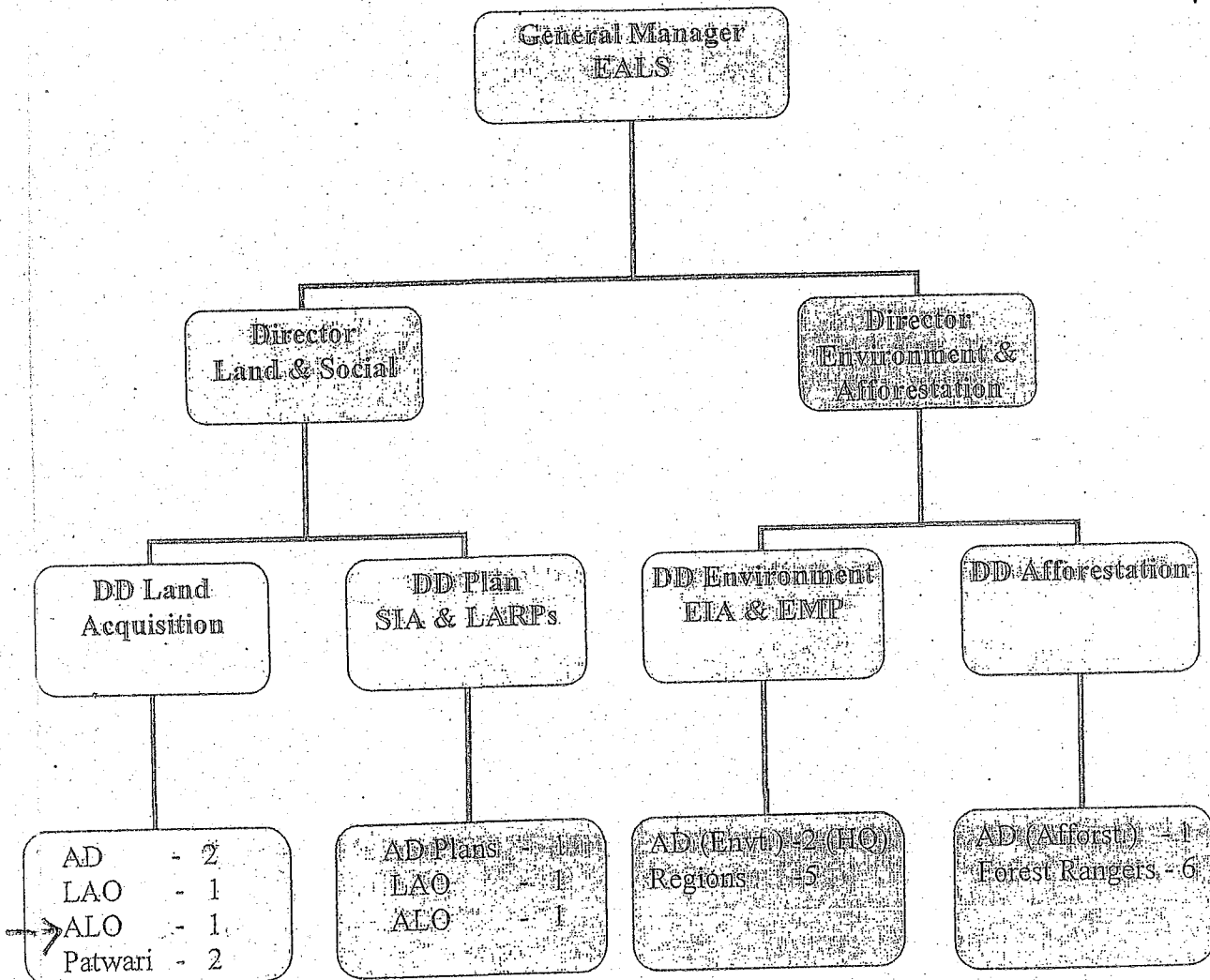
Distribution List

- All Members
- All GMs (Region/HQs/Project) (LM&IS)
- Secretary, NHA
- Director (Legal) NHA, HQ.
- Dir (Inspection) NHA, HQs
- Dir (Establishment) NHA, HQ
- DD (Confidential) NHA, HQ
- DD (Recruitment/Training) NHA, HQ.

Copy to

- PS to Chairman NHA.
- PS to DG (Admn) NHA.

- DD (PR) NHA, HQ
- Officers Concerned.
- SO to Chairman NHA.
- SO to DG (Admn) NHA.
- Incharge Computer Cell (Personnel Bureau) NHA, HQ
- Master File
- Personnel Files

Organization

JOB DESCRIPTION FOR JUSTIFICATION OF THE POSTS - ENVIRONMENT,
AFFORESTATION LAND ACQUISITION & SOCIAL WING

1. GENERAL MANAGER (EAL & S)

General Manager (Environment, Afforestation Land Acquisition & Social Matters) will act as a focal person for land acquisition, resettlement, environment, afforestation and social matters. His duties and functions shall comprise but not limited to the following: -

- a. Advise NHA's management at head office, regions and construction projects on all issues related to land management, social and environmental aspects.
- b. Prepare terms of reference for consultants to conduct EIA & SIA and formulation of land acquisition, resettlement and environmental management plans.
- c. Coordinate the procurement of consultants/experts services for conduct of EIA/SIA, and preparation of LARP and EMP with P&CA.
- d. Supervise and monitor the consultant's work program, to ensure that all activities are conducted in accordance with agreed timelines, relevant policies and procedures and that due processes have been followed.
- e. Review and approve the consultant's reports ensuring that the reports are in accordance with GOP's policies and donor's requirements.
- f. Ensure that the structured and informal stakeholder's consultations and public hearings are carried out and the necessary information are disseminated to all concerned.
- g. To ensure that land acquisition and resettlement processes is taking place properly.
- h. To follow up the land acquisition dispute.
- j. To ensure that R.O.W is not occupied illegally.
- k. To arrange removal of un-authorized encroachment with the coordination of concerned Provincial Government authorities/NHA regional GMs.
- l. Relocation of all utilities fallen within the ROW and removal of forest etc.
- m. To ensure that ROW record are being maintained properly.
- n. To ensure negotiation with land owners and payments for land acquisition after proper checking of site.
- o. Coordinate with Federal, Provincial Governments, Local Administration, NHA offices for land and utilities matters.
- p. To formulate policies and guide lines for the proper and efficient acquisitions, management and utilization of Right of Way (R.O.W) appurtenant to the following aspects of the National Highways: -

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- (1) Acquisition of land for establishment/expansion of R.O.W.
 - (2) Relocation of utilities.
 - (3) Removal of encroachments.
 - (4) Maintenance of land/R.O.W. record.

- q. To liaise and coordinate with General Managers (Regional) NHA, Federal/Provincial authorities and utility departments/corporations/companies in regard to the aforesaid matters.
- r. To monitor progress of tasks assigned to GMs (Regional) Land Management Staff and PDs NHA in connection with acquisition of land for roads.

2. Director (Land/Social).

The duties and functions of the Director (Land/Social) shall comprise but not restricted to the following:-

- a. Coordination for all land management related issues with the Project GMs/Directors and ensure economic utilization of funds earmarked for land acquisition.
- b. Liaison with Regional GMs and RAMD on land management and ROW matters on permanent basis.
- c. Maintain complete record/data of land management and social issues including follow-up of land acquisition disputes and response to petitions/complaints received from general public regarding payment of compensation other related issues.
- d. Assist the Legal Bureau in court cases concerning land acquisition disputes.
- e. Prepare TORs for social assessment, resettlement studies for consultants and ensure that the documents meet the requirement of financial partners.
- f. Supervise and monitor consultant's work engaged for conduct of SIA and formulation of LARP.
- g. Review and approve SIA and LARP documents prepared by consultants ensuring that these meet the donor's requirement and GOP's regulations.
- h. Cause to evolve resettlement and entitlement framework.
- j. Cause to formulate the land acquisition and resettlement plans in accordance with agreed timelines.
- k. Monitoring and reporting of social issues compliance during the implementation of the project.
- l. Coordination for all relevant foreign missions visiting various projects for social impact review and analysis.
- m. Custodian of related record besides coordinating and conducting studies concerning social impact assessment and mitigating measures.
- n. Assist the GM (EALS) in discharge of his day-to-day duties and attend to any other duty assigned by the higher-ups.

3. Director (Environment/Afforestation) The duties and functions of the Director (Environment/Afforestation) shall comprise but not restricted to the following:-

- a. Organize and setup environment/afforestation units.
- b. Develop TOR for consultant services to conduct EIA and formulate EMP.
- c. Monitor and supervise the consultants work of conducting EIA and monitoring of environmental parameters to ensure the proper procedures and processes.
- d. To review and approve documents prepared by consultants to ensure the desired quality.
- e. Develop training / sensitization programs for environment / afforestation and other NHA staff in collaboration with the Supervision Consultants (Environment).
- f. Ensure that the project design and specifications adequately address the EMP.
- g. Ensure that construction contractors develop and implement environmental implementation plans consistent with the EMP.
- h. Liaise with the contractors, supervision consultants, environmental and project coordinators of different packages on implementation aspects pertaining to environmental issues.
- j. Establish liaison/dialogue with NGOs and community groups impacted by projects and ensure that their legitimate concerns and suggestions are appropriately addressed and incorporated in the project.
- k. Review environmental performance of various projects through assessment of periodic environmental monitoring reports (air, water, soil, tree plantation/survival, enhancement measures, etc).
- l. Conduct periodic environmental audit of various projects.
- m. Providing in-house environmental training to various staff members and conducting refresher sessions to address environmental issues.
- n. Provide summaries of ongoing projects on environmental issues to the GM (EALS) and initiate necessary follow-up actions.
- o. Provide assistance to the government/donor agencies to supervise the implementation of EMP during construction and operational phases of the project.
- p. Collate and prepare good practice / guidance notes on integrating environmental issues into engineering design and on implementing environmental measures in the road construction and maintenance programs.
- q. Assist the GM (EALS) in discharge of his day-to-day duties and attend to any other duty assigned by the higher-ups.

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4. Resettlement Specialist

- a. Undertake poverty impact assessment for selected roads in accordance with ADB's Handbook on poverty and Social Analysis. Prepare a distribution analysis of qualified economic benefits and estimation of poverty impact ratios for selected roads.
- b. Investigate land acquisition and resettlement impacts, carry out resettlement planning and prepare a resettlement plan with ADB's policy on involuntary resettlement, handbook on resettlement "A guide to good practices".
- c. Carry out social analysis including assessment of gender and indigenous people and prepare appropriate action plan, as required, in accordance with ADB's relevant policies and guidelines.

5. Environment Specialist

- a. Based on the finding of initial Environmental examinations (IEE) during environment study assure that the adequate measures are incorporated in the design to mitigate the adverse impact including those encountered during construction.
- b. Check / verify environmental impact assessment (EIA) and or initial environmental examination (IEE) and summary IEE and EIA for selected road in accordance with ADB guidelines and other requirements.
- c. Ensure that the bid documents include specific provision to minimize disruption /damage to the environment and local settlements during construction.
- d. Prepare Environmental management plan to address implementation and monitoring parameters listed in IEE report before, during construction and operational phases.