



**भारतीय राश्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

(Ministry of Road Transport and Highways)  
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No.11041/217/2007-Admn

15.03.2016

**POLICY MATTERS – ADMINISTRATION/FINANCE (172/2016)**  
(Decision taken on File No. 11041/217/2007-Admn)


**Sub: Presenting Mementoes to the officers/staff on their repatriation / superannuation / retirement.**

In recognition of the services rendered by the officers/staff with NHA, it has been decided that officers / staff leaving NHA on their repatriation/retirement/ superannuation shall be presented mementoes, as per details given below:

Sl.No	Place of posting	To be presented to	To be presented by
1)	NHA HQs	On superannuation of an officer/staff (regular / long term contract) of NHA	Chairman
2)	NHA HQs	Relieving after serving on deputation with NHA	Concerned Member
3)	Field Offices	On superannuation / retirement of an officer / staff (regular / long term contract) /Relieving after serving on deputation	Concerned Regional Officer
4)	Field Office	Regional Officer relieved on deputation	New Regional Officer
5)	Field Office	On superannuation / retirement of a Regional officer (Regular / Contract)	Chairman

2. The mementoes on superannuation / retirement for the officers/staff (regular/long term contract) relieved from NHA HQs shall be arranged by NHA Club. For others at NHA Hqs, the concerned General Manager of the Division are delegated powers to procure mementoes costing not more than Rs.2000/-. For field offices, the concerned Regional Officer are delegated powers to procure mementoes costing not more than Rs.2000/-.

3. This issues with the approval of Chairman, NHA.

  
(A.K. Sadhu)  
CGM (Coord.)

To:

All Officers & Employees of HQ/ROs/ PIUs/ CMUs/ Site Offices.