



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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No.NHA/11041/08/2010-HR.I

17.5.2012

OFFICE MEMORANDUM

Sub: Streamlining the functioning of Field Offices

In order to streamline the functioning of field offices (i.e. Zonal Offices, Regional Offices, PIUs, CMUs and Site Offices), the following decision has been taken:-

- (i) A formal work distribution should be made amongst the Technical officers of the Regional Office by CGM (Tech.) of RO and by Project Director for PIUs/ CMUs and Site Offices with the approval of concerned CGM (Tech.) of RO.
- (ii) The attendance register for ensuring attendance of staff posted in field offices should be maintained as per the instructions contained in NHA HQ Circular No.NHA/0001/Admn.II/Misc./2012 dated 8.5.2012. The ED for employees of Zonal Office, CGM (Tech.) of RO for employees of RO and PD for employees of PIUs/CMUs and officer-in-charge of Site Office for employees of Site Office, respectively will be responsible for maintaining and monitoring the attendance registers and will countersign the register on each day.
- (iii) The record of incoming and outgoing communications and movement of files, etc. should be maintained as per instructions contained in Swamy's Manual on Office Procedure for Central Govt. Offices.

2. All officers and employees are directed to follow these instructions scrupulously. Any violation of these instructions may attract disciplinary action.

(P.C. Grover)
CGM (Admn. & HR)

To,

All officers and employees of NHA



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File No. : NHAI/0001/Admn.II/Misc./2012

08 May, 2012

CIRCULAR

It has been decided that in addition to the Access Card, an Attendance Register is to be maintained in each division in respect of officers and staff upto Manager level, who are working on regular/contract/deputation basis. The register shall be maintained by Head of the divisions *m.e.f. 01st June, 2012*. All are required to sign their attendance for attending the office with arrival and departure time on day-to-day basis. In case of delay, 10 minutes grace time may be considered by the controlling authority. Controlling Officers are advised to mark "cross" with red pen on same day, if the column of Attendance Register is not signed by the individual due to his/her absence.

2. The payment of monthly salary shall be regularly made by the Finance division on the basis of attendance certified by the Head of the divisions on monthly basis. However, the payment of salary will be made, based on attendance from 1st day of the month to the 20th day of the every month. The payment of excess salary, if any, will be adjusted in the subsequent month based on the attendance received for the previous month.

3. All ROs/PDs/SLOs are also directed for taking similar action for the staff working under their jurisdiction.

4. This issues with the approval of the Competent Authority.


(P.C. Grover)
CGM (HR/ADMN.)

To,

1. All the officers/staff posted at NHAI HQs (Corporate & MTNL building)
2. All CGMs/GMs
3. All Regional Officers/Project Directors/SLOs

Copy also to

1. PS to Chairman
2. PS to Member (Admn.)/Member (Fin.)/Member (T)/Member (P)/CVO
3. CGM (F&A)- for necessary action, please.