



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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

16.5.2012

OFFICE MEMORANDUM

Sub: Initiation of process for extension of deputation of officers working in NHA

It has been observed that some officers are working on deputation basis beyond extended period of deputation and proposals for extension of deputation is received from HR/Admn. Division just a few days before such normal / extended deputation period comes to an end, which is not a sound proposition.

2. All officers of HR/Admn. Division are directed to initiate the proposal for extension of deputation period of an officer at least 6 months before the expiry of his deputation period. The information relating to all deputationist officers in that post must be therefore compiled in MS Excel in the format given below and submit to the Chairman for approval of the normal / extended deputation period.

Name of post: _____

Sl. No.	Name of officer on deputation	Parent Deptt.	Date of joining	Initial tenure agreed by parent deptt.	Tenure as per Regulations	Period of tenure completed till date (in years and months)	Present tenure ending on	Whether approval of MoRT&H required	Remarks

3. Any violation of these instructions will attract disciplinary action against the concerned officer(s) of HR/Admn. Division.

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

To,

All officers of HR/Admn. Division

Copy to:

PS to Chairman/Members/CVO
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