



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

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

04<sup>th</sup> September, 2012

**OFFICE MEMORANDUM**

It has been observed on quite a few occasions that when Chairman has called for officers in the morning around 10.00 AM they were yet to come and when sought out in the evening, left the office early. This has been viewed seriously.

2. In this regard, Circulars of even number dated 08.05.2012, 31.05.2012 and 22.06.2012 have already been issued, wherein, it was directed that the Attendance Register is to be maintained in each division. The said register shall be maintained by the Head of the division and all the concerned employees are directed to sign the attendance register for attending the office with arrival and departure time on day to day basis.

3. All the officers/staff are requested to attend the office in time and leave the office after closing hours only. Senior officers are requested to set an example in this regard.

  
(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)
4. DDO, NHAI, HQs.