

NATIONAL HIGHWAY AUTHORITY

Administration Wing (Establishment Dte)

No. 72(7)/NHA/Admn/Tpt/14/604


Islamabad, the 20th May, 2014

CIRCULAR

Subject: **SOP FOR NHA SMS LOG OF VEHICLES**

SMS Log for NHA Vehicles (A Software) has recently been introduced on directions of competent authority initially for HQ Vehicles and will be extended to Regional & Project Offices shortly. Following SOP in this regard is hereby circulated for strict compliance by all concerned:-

- a. All the drivers deployed with official vehicles (whether charged through Estb/RMA/Projects) are responsible to send SmS Log on monthly basis i.e. 1st to 3rd day of each month (**e.g GT-955 Meter reading**) on system No. **03008503534**. Officer concerned will ensure compliance by their respective drivers.
 - b. All those Officers who have not been provided drivers are responsible to send SmS Log every month by their self.
 - c. SMS Log statement will be attached with POL Bills to be presented for approval of the Competent Authority. POL / Repair / Maint will be stopped for those vehicles whose SMS Log has not been received.
 - d. POL & Repair / Maint of such vehicles whose SMS Log has not been received by due date will be suspended.
 - e. In case of vehicles which are in use at NHA HQ (whether in poor or with Officer) charged out of projects, the Accounts Section will release payment of POL / Repair / Maint expenses in Contractors IPC subject to provision of SMS log by Transport Section NHA HQ only.
 - f. Transport Section randomly check Log Books of vehicles and put-up a statement every month for review of Member (Admn).
 - g. Transport Incharge will be responsible to ensure that SMS log in respect of all vehicles are sent well in time.
2. This issues with the approval of Member (Admn).


(MUHAMMAD IFITKHAR)
DIRECTOR (ESTABLISHMENT)

Distribution

1. All Members/Secretary, NHA
2. All GMs (HQ/Projects/Regions)
3. All Directors
4. All DD/AD
5. All SPS/PS HQ.
6. Other officers/officials in use of NHA vehicles.
7. In-charge MT Park.
8. All Drivers

Copy to:

- Director (HRD)
- IT Consultant