

NATIONAL HIGHWAY AUTHORITY

Personnel Bureau (HRMIS Cell)

1(16)-Admn(HRMIS)/NHA/13/09

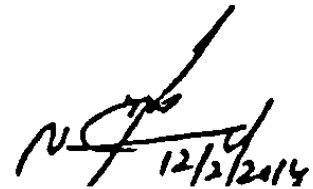
27-Mauve Area, G-9/1
Islamabad, Dated: 12th Feb, 2014

Circular

Subject: **SOP FOR ACCESSING SHARED FOLDER**

I am directed by the Competent Authority to convey all concerned that Admn wing is sharing Data on Server. In this regard a SOP for Accessing Shared Data has been prepared. Main Points of the same are as under:-

- Admn wing Folder which is shared on Server has Sub Folders of each section.
- All files related to one section will be placed in that sub folder.
- Member (Admn) and GM (Admn) have permission to Read all Folders/Sub folders.
- One user from each section has full permission to Insert, Update, Delete data in the files belongs to that section.
- No one can change the data of others.
- Posting summaries will automatically change with the change in data.
- Keep backup copy of updated data on your computers also.
- All concerned Sections are required to update their relevant data time to time.
- The TORs of each Section will be assigned by Member (Admn).
- Shared Server/Folders will be managed by HRMIS Cell.



(Sajid Mehmood Awan)

AD (HRMIS)

Personnel Bureau

Copy to:-

- SO to Member (Admn) NHA, HQ
- GM (Admn) NHA, HQ.
- Director (Recruitment) NHA, HQ
- DD (Pers-I) NHA, HQ
- DD (Pers-II) NHA, HQ
- DD (Confidential) NHA, HQ
- DD (Legal) Personnel-Bureau NHA, HQ