

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2019/236

27<sup>th</sup> Mauve Area, G-9/1,  
Islamabad, the July 15, 2019

**Training Opportunities**

Subject: **Nomination of NHA Officials (HQ Only) for (Part Time) Training Courses to be Conducted by Secretariat Training Institute (STI) at Islamabad.**

Secretariat Training Institute (STI), Islamabad is organizing following training courses at Islamabad and has invited suitable nominations of NHA officials. Details of courses are given below: -

S #	Name of Courses / Training	Detail	
a.	Training Course on "Microsoft Powerpoint 2013"	Duration	05-08-2019 to 09-08-2019
		Timing	09:00 am to 11:00 am
		Eligibility	APs/Steno typists/LDCs
b.	Training Course on "Ethics, Manners & Hospitality"	Duration	26-08-2019 to 30-08-2019
		Timing	09:00 to 11:00 am.
		Eligibility	Drivers/Naib Qasids & Equivalents (BS-1-07)

2. Addressees are requested to kindly forward suitable nominations of **officials posted at HQ only** for the above mentioned training courses which are relevant to their job assignments and who have not been nominated/attended above training courses so far. The nominations should reach in HRD Cell latest by **July 22, 2019** with their contact/cell number and email. The nominations may be forwarded with the recommendation of concerned Member. The nominations received without recommendation of concerned Member or after the prescribed date will not be entertained, please.

  
**(BARKAT ALI)**  
Director (HRD)  
051-9032510

All Members, HQ

All GMs, HQ/Secretary NHA

Dirs (Estb/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Env/Complaints)

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—————▶ **To be uploaded on NHA's Website**