

# NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

No. 9(1)-STI/HRD Cell/NHA/2019/ 154

27<sup>th</sup> Mauve Area, G-9/1,  
Islamabad, the January 23, 2019

## Training Opportunities

Subject: **Nomination of NHA Officers/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 officers/officials. Details of courses are given below: -

S #	Name of Courses / Training	Detail	
a.	Training Course on "Public Sector Management"	Duration	04-02-2019 to 01-03-2019
		Timing	09:15 am to 11:45 am
		Eligibility	Officers in BS-17-19
b.	Training Course on "Microsoft Office 2013"	Duration	11-02-2019 to 15-02-2019
		Timing	09:15 am to 11:15 am
		Eligibility	Officials in BS-09-16
c.	Training Course on "Ethics, Manners & Hospitality"	Duration	18-02-2019 to 22-02-2019
		Timing	09:15 to 11:15 am.
		Eligibility	Officials in BS-01-07 Drivers & Naib Qasids

2. Addressees are requested to kindly forward suitable nominations of **officers/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 **at least 10 days prior to commencement of the specific course** with their contact/cell number and email. The nominations may be forwarded with the recommendation of concerned Member/GM. The nominations received without recommendation of concerned Member/GM or after the prescribed date will not be entertained, please.

For   
(BARKAT ALI)  
Director (HRD)  
051-9032652

**All Members, HQ**

**Director (Estab/Reg/MIS/Legal/Recruit/Pers/Coord/PR/Environment)**

**AD MIS/(Software Development) → To be uploaded on NHA's Website**