

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2019/ 187


27<sup>th</sup> Mauve Area, G-9/1,  
Islamabad, the March 19, 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 "Budget Preparation and Implementation in Public Sector"	<b>Duration</b>	08-04-2019 to 12-04-2019
		<b>Timing</b>	09:15 am to 01:00 pm
		<b>Eligibility</b>	Officers in BS-17-19
b.	Training Course on "Microsoft Office 2013" (Word, Excel, Power point and Internet)	<b>Duration</b>	15-04-2019 to 19-04-2019
		<b>Timing</b>	09:15 am to 11:15 am
		<b>Eligibility</b>	Officials in BS-09-16
c.	Training Course on "Service Rules & Regulations"	<b>Duration</b>	29-04-2019 to 10-05-2019
		<b>Timing</b>	09:15 to 11:15 am.
		<b>Eligibility</b>	Officials in BS-11-16
d.	Training Course on "Ethics, Manners & Hospitality"	<b>Duration</b>	15-04-2019 to 19-04-2019
		<b>Timing</b>	09:15 to 11:15 am.
		<b>Eligibility</b>	Officials in BS-01-07 Drivers & Naib Qasids
e.	Training Course on "Orientation in Office Procedure"	<b>Duration</b>	22-04-2019 to 26-04-2019
		<b>Timing</b>	09:30 to 11:00 am.
		<b>Eligibility</b>	Officers in BS-17-19

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 latest by **March 26, 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)**

**Copy to: -**

**AD MIS**

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