

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2019/199

27th Mauve Area, G-9/1,
Islamabad, the April 18, 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	
		Duration	
a.	Training Course on "Office Automation / IT (English Typewriting)"	Duration	13-05-2019 to 11-06-2019
		Timing	09:00 am to 11:00 am
		Eligibility	UDCs, LDCs and Dependents of Government Servants
b.	Training Course on "English Shorthand Speed Course"	Duration	29-05-2019 to 27-06-2019
		Timing	09:00 am to 11:00 am
		Eligibility	APs, Stenotypists, LDCs and Dependents of Government Servants
c.	Training Course on "Duties & Responsibilities of Private Secretaries / Assistant Private Secretaries"	Duration	06-05-2019 to 17-05-2019
		Timing	09:00 to 11:00 am.
		Eligibility	PS/APS/PA/Stenographers

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 **April 25, 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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