

# NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2019/303

27<sup>th</sup> Mauve Area, G-9/1,  
Islamabad, the October 18, 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	
		Duration	
a.	Training Course on "Office Procedures"	Duration	04-11-2019 to 15-11-2019
		Timing	09:00 am to 11:00 am
		Eligibility	Officials in BPS 09-16
b.	Training Course on "Official Urdu"	Duration	11-11-2019 to 15-11-2019
		Timing	09:00 to 11:00 am.
		Eligibility	Assistant Private Secretary, Steno typist, UDC & LDC's
c.	Training Course on "Promotion Policy/Rules"	Duration	11-11-2019 to 15-11-2019
		Timing	09:00 to 11:00 am.
		Eligibility	Officers in BPS 17-19
d.	Training Course on "English Shorthand Speed"	Duration	18-11-2019 to 13-12-2019
		Timing	09:00 to 11:00 am.
		Eligibility	Assistant Private Secretary, Steno typist, UDC & LDC's
e.	Training Course on "General Financial Rules & Procedures"	Duration	25-11-2019 to 29-11-2019
		Timing	09:00 to 11:00 am.
		Eligibility	BPS 11-16
f.	Training Course on "Public Procurement Rules & Procedures"	Duration	25-11-2019 to 29-11-2019
		Timing	09:00 to 11:00 am.
		Eligibility	BPS 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 **October 24, 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)  
051-9032710

**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**