

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

No. 9(1)-STI/HRD Cell/NHA/2019/ 132

27th Mauve Area, G-9/1,
Islamabad, the December 07, 2018


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	Detail
a.	Training Course on "Ethics, Manners & Hospitality"	Duration	07-01-2019 to 11-01-2019
		Timing	09:15 am to 11:30 am
		Eligibility	Officers in BS-01-07
b.	Training Course on "Promotion Policy/Rules"	Duration	07-01-2019 to 11-01-2019
		Timing	09:15 am to 11:15 am
		Eligibility	Officers in BS-17-19
c.	Training Course on "Microsoft Office and Internet"	Duration	14-01-2019 to 25-01-2019
		Timing	09:15 to 11:30 am.
		Eligibility	Officers in BS-07-16
d.	Training Course on "Financial Issues Relating to Pension and Retirement"	Duration	21-01-2019 to 25-01-2019
		Timing	09:15 am to 11:30 am
		Eligibility	Officials in BS-11-16
e.	Training Course on "Improving Personal Effectiveness"	Duration	21-01-2019 to 25-01-2019
		Timing	09:00 am to 11:15 am
		Eligibility	Officials in BS-17-19
f.	Training Course on "English Shorthand Theory"	Duration	01-01-2019 to 03-04-2019
		Timing	09:00 am to 11:00 am
		Eligibility	Steno typists/UDCs/LDCs

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.


(MUHAMMAD HASAN SHAFQAAT)
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

BD/MIS)

Er 11/12/2018