

National Highway Authority

Administration Wing (HRD) Cell

No. 8(1)-PPMI/HRD/NHA/2018/128

Islamabad, the December 06, 2018

Training Opportunities

Subject: **Nomination of NHA Officers for Participation in Training Courses to be held at PPMI, Islamabad During the 3rd Quarter (January to March 2019)**

Pakistan Planning and Management Institute (PPMI), Planning Commission Government of Pakistan, Islamabad has circulated the schedule of following training courses to be conducted during the 3rd Quarter (January to March 2019) and has invited suitable nominations as per detail given below: -

Sr.	Course / Training	Detail
a.	Financial & Audit Management in Public Sector	January 01-04, 2019
b.	Project Preparation and Management in Public Sector	January 15-18, 2019
c.	Human Resource Management in Public Sector	January 22-25, 2019
d.	Project Management for PDs of PSDP Funded Projects	February 04-08, 2019
e.	Financial Management Procedures/Policies in Public Sector.	February 12-15, 2019
f.	Development of Key Performance Indicators (KPIs)	March 13-15, 2019
g.	MS. Project	March 20-22, 2019
h.	Dealing Tax Matter in Government Departments	March 27-29, 2019

2. The above training courses are free of cost and will be conducted by PPMI at PPMI Complex, St # 1, Sector H-8/1, Islamabad.

3. The Nominations may be forwarded on the following prescribed format:

Sr. #	Name & Designation	Course	Organizations	Contact No.	Email

4. Addresses are requested to kindly forward the nominations of **relevant officers in BS-17 & above only** for the courses which are relevant to their job assignment of those who have not been nominated / attended the proposed training course so far, if any, above on prescribed format duly signed by the nominees with the recommendation of concerned GM/Member latest by **December 26, 2018**. The nominations received without prescribed format and recommendation of concerned GM/Member or after the prescribed date will not be entertained.

(AZRA BIBI)

Dy. Director (HRD)

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All Members, HQ/Regions

All GMs, HQ/Regions

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

AD MIS/(Software Development) —————> (To be uploaded on NHA's Website)