



NATIONAL HIGHWAY AUTHORITY

(Admn Wing - Personnel Bureau)

No. 11(9)/Promotion/Admn(P-II) NHA/23---1885 Islamabad, the 11 October, 2023

CIRCULAR

Subject: **SIX (06) WEEKS/THREE (03) WEEKS IT TRAINING OF NITB FOR MINISTERIAL POST (ASSISTANT, UDC, LDC)**

The undersigned is directed to refer to NHA's earlier office order No. 3(11)/Upgradation/Admn (P-II)/NHA/16-2312 dated 29th August, 2016, read with Establishment Division (Cabinet Secretariat), Islamabad O.M No.8/46/2016-R-6(Pt-II) dated 04-12-2019, circulating therein that qualifying of the following courses from the National Information Technology Board (NITB) shall be a pre-condition both for promotion and initial appointment:-

Sr#	Designation and BPS of the post	Additional Condition for promotion/ initial appointment
1.	Assistant (BPS-15)	6 weeks Basic IT Training Course (Including MS Office) Conducted by NITB
2.	Upper Division Clerk (BPS-11)	3 weeks Basic IT Training Course (Including MS Office) Conducted by NITB
3.	Lower Division Clerk (BPS-09)	3 weeks Basic IT Training Course (Including MS Office) Conducted by NITB

02. Training is mandatory in the event of promotion and initial appointment. For initial appointment after selection before completion of probation period and for promotion before consideration for promotion passing of prescribed training is mandatory.

03. All incumbents of the above posts are again advised to undergo the relevant mandatory training course from the National Information Technology Board (NITB). For this purpose, National Information Technology Board (NITB) website may be visited (<https://nitb.gov.pk/BitTraning>).

04. After passing the relevant course, the officials are required to submit copy of NITB certificate to this office for record. In case of any assistance, kindly contact to Focal Person, Mr. Tahir Ayub (051-9032744).

05. The above is circulated for information and compliance by all concerned.


(ABUBAKAR SIDDIQUE)
ASSISTANT DIRECTOR (PERSONNEL-II)

Distribution: -

1. All Members (HQ/Zones)
2. Secretary, NHA, HQ
3. All GMs (HQ/Regions/Projects), NHA
4. Dir(Accounts-Estab/HRD/MIS/Legal) HQ
5. Dir (Recruitment/Regulations)NHA, HQ
6. Dir (Internal Audit) NHA, HQ
7. Dir (Confidential) NHA, HQ
8. DD(Pension & GP Funds/HRMIS) HQ
9. DD(Pers-I/Welfare-I&II/Confidential), HQ
10. SPS to Chairman, NHA, HQ
11. SO to Member (Admn) NHA, HQ
12. DD (MIS) NHA, HQ.....**Please upload on NHA Website**
13. All DDs (Accounts) Zones/Regions/Projects
14. All officials concerned