

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2021/ 715

December 24, 2021

**Training Opportunities**

Subject: **Nomination of NHA Officials (HQ Only) for One Week (Part Time) Training Course on "Financial Issues Related to Pension and Retirement" for Assistants/UDCs and LDCs to be Conducted by Secretariat Training Institute (STI) at Islamabad from 10-01-2022 to 14-01-2022.**

Secretariat Training Institute (STI), Islamabad is organizing following training course at STI, Islamabad and has invited suitable nominations of NHA officials. Details of course is given below: -

|     | <b>Course Content/Outline</b>  | <b>Detail</b>      |                          |
|-----|--|--------------------|--------------------------|
| i   | Preparation of Service Book  | <b>Duration</b>    | 10-01-2022 to 14-01-2022 |
| ii  | Pension Rules/Preparation of Pension Papers (FR/SR)                                      | <b>Timing</b>      | 09:00 am to 11:00 am     |
| iii | Benevolent and Group Insurance Rules/Benefits for Serving & Retiring Government Servants | <b>Eligibility</b> | Assistants/UDCs and LDCs |

2. Addressees are requested to kindly forward suitable nominations of **eligible officials posted at HQ only** for the above mentioned training course who have not been nominated/attended above training course so far. The nominations should reach in HRD Cell latest by **December 28, 2021** 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.

  
**(NAZMA AFTAB)**  
AD (HRD)  
051-9032747

**All Members, HQ**

**All GMs, HQ/Secretary NHA**

**Dirs (Estb/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Env/Complaints/Land/ISO)**

Copy to: -

**AD MIS**

→ **To be uploaded on NHA's Website**