

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/767

March 09, 2022

Training Opportunities

Subject: **01 Week (Part Time) Training Course on "Communication Skills" for Officials in BS 11-16 to be Conducted by Secretariat Training Institute (STI) at Islamabad from 04-04-2022 to 08-04-2022.**

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: -

	Course Content/Outline	Detail	
i	Noting & Drafting on Files	Duration	04-04-2022 to 08-04-2022
ii	Preparation of Drafts/Specimen of Forms of Communications	Timing	09:00 am to 11:00 am
iii	Check on Delays	Eligibility	BPS 11-16

2. Addressees are requested to kindly forward suitable nominations of **eligible officials posted at HQ only** for the above mentioned training course and who have not been nominated/attended above training course so far. The nominations should reach in HRD Cell latest by **March 16, 2022** 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.


(SHAHZEB)

Superintendent (HRD)

051-9032710

All Members, HQ

All GMs, HQ/Secretary NHA

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

Copy to: -

AD MIS

→ To be uploaded on NHA's Website