

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/766

March 09, 2022

Training Opportunities

Subject: **01 Week (Part Time) Advance Course on "Microsoft Excel" for Officials in BS 07-16 to be Conducted by Secretariat Training Institute (STI) at Islamabad from 28-03-2022 to 01-04-2022.**

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	Detail	
i	Microsoft Excel	Duration	28-03-2022 to 01-04-2022
		Timing	09:00 am to 11:00 am
		Eligibility	BPS 07-16

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 15, 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)

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AD MIS

→ To be uploaded on NHA's Website