

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/ 797

April 25, 2022

Training Opportunities

Subject: **02 Weeks (Part Time) Training Course on "Microsoft Office (Word, Excel & Power point)" for Officials in BS 09-16 to be Conducted by Secretariat Training Institute (STI) at Islamabad from 09-05-2022 to 20-05-2022.**

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 Office (Word, Excel & Power point)	Duration	09-05-2022 to 20-05-2022
		Timing	09:00 am to 11:00 am
		Eligibility	BPS 09-16

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 **April 28, 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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