

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2022/ 828

July 25, 2022

**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 Officials in BS 11-16 to be Conducted by Secretariat Training Institute (STI) at Islamabad from 22-08-2022 to 26-08-2022.**

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	Preparation of Service Book	Duration	22-08-2022 to 26-08-2022
ii	Pension Rules/Preparation of Pension Papers (FR/SR)	Timing	09:00 am to 11:00 am
iii	Benevolent and Group Insurance Rules/Benefits for Serving & Retiring Government Servants	Eligibility	Officials in BS 11-16
iv	Revised Leave Rules, 1980		
v	TA/DA Rules		

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 **August 01, 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.

  
**(SYED ZAWAR HAIDER)**  
Director (HRD)  
051-9032710

**All Members, HQ**

**All GMs, HQ**

**Secretary NHA**

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

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→ To be uploaded on NHA's Website