

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/875

December 14, 2022

Training Opportunities

Subject: **Nomination of NHA Officials (HQ Only) for 3 Days (Part Time) Training Course on "E-Office Application" for Superintendents/Assistants/UDCs and LDCs to be Conducted by Secretariat Training Institute (STI) at Islamabad from 16-01-2023 to 18-01-2023.**

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	Introduction to E-Office	Duration	16-01-2023 to 18-01-2023
ii	How to Create DFA	Timing	09:00 am to 11:00 am
iii	How to Create E-file in the Programme	Eligibility	Superintendents/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 27, 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.


(JAHANZAB)
Dy. 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