

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2023/895

February 28, 2023

Training Opportunities

Subject: **Training Course on "Microsoft Office (Excel & Power Point)" for Officers in BS 17-19 to be Conducted by Secretariat Training Institute (STI) at Islamabad from 20-03-2023 to 24-03-2023.**

Secretariat Training Institute (STI), Islamabad is organizing following training course at STI, Islamabad and has invited suitable nominations of NHA officers. Details of course is given below: -

	Course	Detail	
i	Microsoft Office (Excel & Power Point)	Duration	20-03-2023 to 24-03-2023
		Timing	09:00 am to 11:00 am
		Eligibility	BPS 17-19

2. Addressees are requested to kindly forward suitable nominations of **eligible officers 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 07, 2023** 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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Dir (MIS) → **To be uploaded on NHA's Website**