

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2023/ 910

May 18, 2023

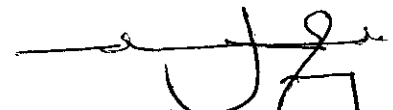
Training Opportunities

Subject: **Nomination of NHA Officials (HQ Only) for (Part Time) Training Course on "Duties & Responsibilities of Assistant Private Secretaries and Steno typists (PA) to be Conducted by Secretariat Training Institute (STI) at Islamabad from 12-06-2023 to 16-06-2023.**

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: -

S #	Name of Course/ Training	Detail	
a.	Training Course on "Duties & Responsibilities of Assistant Private Secretaries & Steno typists (PA)"	Duration	12-06-2023 to 16-06-2023
		Timing	09:00 to 11:00 am.
		Eligibility	Assistant Private Secretaries & Steno typists (PA)"

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 **May 23, 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.


(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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Dir (MIS) → To be uploaded on NHA's Website