

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2023/ 957

October 09, 2023


Training Opportunities

Subject: **Nomination of NHA Officials (HQ Only) for (Part Time) Training Course on "English Shorthand Speed" to be Conducted by Secretariat Training Institute (STI) at Islamabad from 06-11-2023 to 30-11-2023.**

Secretariat Training Institute (STI), Islamabad is organizing following training course for **Government servants (BS 01-16), who have already completed English Shorthand Theory Course** at STI, Islamabad and has invited suitable nominations of NHA officials. Details of course is given below: -

Sr	Course Content/Outline	Detail	
i.	<ul style="list-style-type: none">• Dictation from Pitman Shorthand Instructor Book• Dictation from the Book of 700 Common Words• Editorial Dictation	Duration	06-11-2023 to 30-11-2023
		Timing	09:00 am to 11:00 am
		Eligibility	BS 01-16 (APS, Stenotypist/UDCs/LDCs etc)

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 **October 16, 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)
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All Members, HQ

All GMs, HQ/Secretary NHA

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

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Director MIS →

To be uploaded on NHA's Website