

National Highway Authority

Administration Wing (HRD) Cell

No. 18(1)-Japan/HRD/NHA/2023/977

Islamabad the, December 18th, 2023

CIRCULAR

Subject: **NOMINATION OF NHA OFFICERS FOR PARTICIPATION IN E-LEARNING TRAINING COURSE ON "PSYCHOSOCIAL SUPPORT IN THE WORKPLACE" UNDER THE SINGAPORE COOPERATION PROGRAMME JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) THE 21ST CENTURY (JSPP21) TO BE HELD FROM JANUARY 29, 2024 TO FEBRUARY 02, 2024.**

Economic Affairs Division (EAD), Islamabad has circulated the schedule of subject **online training course** and has invited **01** suitable nomination of relevant Officer from NHA. **The Officers who fulfill the following eligibility criteria of Sponsor/NHA are only eligible:** -

Eligibility Criteria of (Sponsor)

a.	Be a Permanent Government Officers (BS 17 and above) only nominated by respective Federal Government
b.	Mid to senior level government officials involved in provision of support and emergency response as well as the designing of interventions for workplace
c.	Able to attend all the synchronous e-learning sessions (participants will require an internet-enabled device with Zoom installed, webcam, microphone and audio)
d.	Proficient in Spoken and written English

NHA's Eligibility Criteria

a.	Minimum three years' service in NHA.
b.	Must be a regular employee of NHA.
c.	The employee has not attended any other program abroad for duration of more than one month during last one year.
d.	His / her job is related to the scheduled program
e.	Not dealing with any special assignment
f.	Neat and clean service record & no departmental proceedings are pending or under process against him or area of his existing responsibility
g.	The employee is not on long leave (leave of 30 days or more)
h.	He is not dealing with a special assignment
i.	He is not under medical treatment/leave for long time
j.	Recommendation by the Member In-charge

2. Matter is circulated for information, dissemination and seeking suitable nominations/willingness of Officers **who fulfill the above mentioned criteria of Sponsor/NHA** in said training course along with 05 sets of duly filled /signed the following documents at the earliest but not later than **December 20, 2023**. **Nominations received after due date without recommendation of the concerned Member will not be processed/entertained:** -

✓ Nomination Letter	✓ Proforma for Foreign Training (FTC Proforma)
✓ Copy of CNIC	✓ Photograph

3. Further details and prescribed FTC proforma, may be downloaded from the EAD's website www.ead.gov.pk/


(JAHANZAB)
Dy. Director (HRD)
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All Members (HQ/Regions/Zones/)
All GMs (HQ/Regions/ Zone)/ Secretary NHA

Director (MIS) →

To be uploaded on NHA's Website