

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2023/976

December 18, 2023

**Training Opportunities**

Subject: **Nomination of NHA Officials (HQ Only) for 04-month (Part Time) Training Course on "English Shorthand Theory" to be Conducted by Secretariat Training Institute (STI) at Islamabad from 01-01-2024 to 30-04-2024.**

Secretariat Training Institute (STI), Islamabad is organizing following training course for Government servants (BS 01-16), at STI, Islamabad and has invited suitable nominations of NHA officials. Details of course is given below: -

Sr	Course Content/Outline	Detail	
		Duration	01-01-2024 to 30-04-2024
i.	<ul style="list-style-type: none"><li>• Basic Principles of Shorthand</li><li>• Consonants and Short Forms</li><li>• Vowels and Diphthongs</li><li>• Exercise No. 1 to 140</li></ul>	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 **December 20, 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)**

Copy to: -

**Director MIS** →

**To be uploaded on NHA's Website**