

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2024/06

January 15, 2024

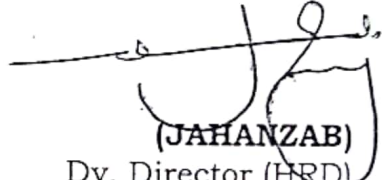
**Training Opportunities**

Subject: **Nomination of NHA Officers (HQ Only) for Training Course on "Microsoft Excel" to be Conducted by Secretariat Training Institute (STI) at Islamabad from 29-01-2024 to 02-02-2024.**

Secretariat Training Institute (STI), Islamabad is organizing following training course for Government servants (BS 17-19), at STI, Islamabad and has invited suitable nominations of NHA officers. Details of course is given below: -

Sr	Course Content/Outline	Detail	
ii.	<ul style="list-style-type: none"><li>• Overview of MS Excel</li><li>• Conditional Formatting</li><li>• Soft &amp; Filter</li></ul>	<b>Duration</b>	29-01-2024 to 02-02-2024
		<b>Timing</b>	09:00 am to 11:00 am
		<b>Eligibility</b>	BS 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 **January 17, 2024** 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)  
051-9032747

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