

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2024/ / 7

January 30, 2024

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 19-02-2024 to 23-02-2024.**

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	19-02-2024 to 23-02-2024
		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 **February 01, 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