

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)/2021-HR-II

Islamabad, the 15th May, 2023

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & HOSPITALITY FROM 29-05-2023 TO 02-06-2023

Secretariat Training Institute (STI) is organizing subject course from 29-05-2023 to 02-06-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 1-7.

Course objective:

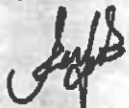
To Create awareness among the participants about their duties & responsibilities.

Course Contents/Outlines:

<input type="checkbox"/> General Ethics & behavior	<input type="checkbox"/> Security of Classified documents /negotiations/Attending Protocol duty
<input type="checkbox"/> Sense of responsibility	<input type="checkbox"/> Traffic Rules/Regulation
<input type="checkbox"/> Discipline, Control & Punctuality	<input type="checkbox"/> Managing crisis
<input type="checkbox"/> Rules for the use of Staff Cars, 1980	<input type="checkbox"/> Fundamental knowledge for trouble shooting.
<input type="checkbox"/> Mannerism	<input type="checkbox"/> Maintenance of Vehicles
<input type="checkbox"/> Individual/collective Behaviour	<input type="checkbox"/> Maintenance of Log Book
<input type="checkbox"/> Dress code	<input type="checkbox"/> Safety of the vehicles.
<input type="checkbox"/> Integrity	

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Division / Department and Organizations may reach the institute latest by 25-05-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 29-05-2023 at 09:00 hours. No registration shall be allowed after 09:30 hours.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 22-05-2023 positively. Nominations received after the deadline will not be entertained.


(Aamir Waheed)
Section Officer (HR-II)

- ✓ i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)