

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 20<sup>th</sup> September, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON " DUTIES & RESPONSIBILITIES OF DRIVERS/DISPATCH RIDERS/ NAIB QUASIDS" FROM 23<sup>RD</sup> TO 27<sup>TH</sup> OCTOBER, 2023.**

Secretariat Training Institute (STI) is organizing subject course from 23-10-2023 to 27-10-2023. 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 Drivers, DRs, Niab Qasid and equivalents.

**Course objectives:-**

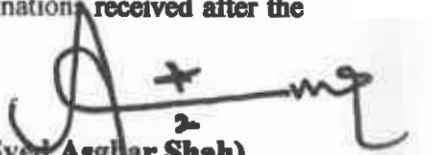
To create awareness amongst the participants about their duties and responsibilities.

**Courses Contents/Outlines:-**

i)	General Ethics & Behaviors Sense of responsibilities Discipline, Control & Punctuality	ii)	Rules for the use of Staff Car, 1980 Mannerism Individual/Collective behavior Dress code integrity
iii)	Traffic Rules / Regulation & Managing Crises Patience in case of casualty	iv)	Fundamental knowledge for trouble shooting Maintenance of vehicles/log book safety of the vehicles
v)	Security of Classified documents/ negotiations / conversations / Attending protocol Duty.		

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 13-10-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 23-10-2023 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 02-10-2023 positively. Nominations received after the deadline will not be entertained.

  
(Syed Asghar Shah)  
Section Officer (HR-II) 20/9/23

- i. Copy to Database Administrator, 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)