

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No.5 (2)2021-HR-II

Islamabad, the 21<sup>st</sup> December, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/DISPATCH RIDERS/NAIB QASIDS"**

Secretariat Training Institute is organizing subject courses from 01-01-2024 to 05-01-2024. 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, and Naib Qasids and equivalents.

**Course objectives:-**

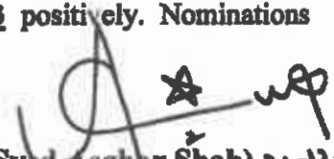
To create awareness amongst the participants about their duties and responsibilities.

**Courses Contents/Outlines:-**

i)	General Ethics & Behavior Sense of responsibilities Discipline, Control & Punctuality	ii)	Rules for t.o use of Staff Car, 1980 Mannerism. Individual/Collective behavior Dress code integrity
iii)	Traffic Rules/Regulations & Managing Crises Patience in case of casualty	iv)	Fundamental Knowledge for trouble shooting Maintenance of vehicle/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 22-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-01-2024 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 26-12-2023 positively. Nominations received after the deadline will not be entertained.

  
(Syed Asghar Shah) 21-12-2023  
Section Officer (HR-II)

- 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)