

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 22nd September, 2021

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVER/DISPATCH RIDERS (DRS)" FROM 25-10-2021 TO 29-10-2021

Secretariat Training Institute (STI) is organizing subject course from 04-10-2021 to 08-10-2021. 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/Dispatch Riders (DRs.) and equivalent.

Course objectives:-

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

Courses Contents/Outlines:-

i)	General Ethics & Behavior.	ii)	Sense of Ownership & Responsibility
iii)	Rules for use of Staff Car 1980 and Responsibilities of Drivers/DRs including Maintenance of Vehicles & Log Book and safety of vehicles.	iv)	Individual/ Collective Behavior Mannerism, Dress Code & Integrity
v)	Traffic Rules/Regulation & Managing Crises	vi)	Patience in case of causality & Fundamental knowledge on trouble shooting.
vii)	Security of Classified documents/ Negotiations/Conversations / Attending protocol Duty.		

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 21-10-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 25-10-2021 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested Drivers/Dispatch Riders of the Ministry, may forward their nomination, latest by 20-10-2021 positively.


(Muhammad Arshid)
Deputy Director (HR-II)
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- Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board