

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 17th November, 2021

CIRCULAR

SUBJECT: - REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & BEHAVIOUR OF DRIVERS/DISPATCH RIDERS (DRs.)/ QASIDS/DAFTRIS/NAIB QASIDS &EQUIVALENTS" FROM 06-12-2021 TO 10-12-2021

Secretariat Training Institute (STI) is organizing subject course from 06-12-2021 to 10-12-2021. 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.). Qasids/ Daftris/Niab Qasids and equivalents.

Course objectives:-

To build capacity for standardized performance among the participants.

Courses Contents/Outlines:-

i) General Ethics & Behavior and Punctuality & Discipline	ii) Sense of Ownership & Responsibility (Handling of Telephone/Fax/Photocopiers, Routine Dak when required)
iii) An overview of Duties & Responsibilities of Drivers /Dispatch Riders (DRs.) Qasids/Daftris/ Naib Qasids and equivalent.	iv) 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 02-12-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-12-2021 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, latest by 29-11-2021 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.
- Section Officer (GA-I), Ministry of Commerce, Islamabad.
- Notice Board.