GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
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No.5 (2)/2021-HR-II   Islamabad, the 14th April, 2022

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & BEHAVIOUR OF DRIVERS/DISPATCH RIDERS (DRs.)/ QASIDS/DAFTRIS/ NAIB QASID & EQUIVALENTS FROM "23-05-2022 TO 27-05-2022

Secretariat Training Institute (STI) is organizing subject course from 23-05-2022 to 27-05-2022. The training sessions will be held from **09:00 to 11:00 hours** daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Drivers/Dispatch Riders (DRs.) Qasids/Daftris/Naib Qasid and equivalent.

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 & Responsibility 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 19-05-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 23-05-2022 at 0900 hours. No registration shall be allowed after 0915hours.

3.   The interested Drivers/Dispatch Riders of the Ministry, may forward their nomination, latest **by 09-05-2022 positively.**

(Muhammad Arshid)
Deputy Director (HR-II)
051-9217786

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