

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
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No.5 (2)/2021-HR-II

Islamabad, the 28<sup>th</sup> September, 2022

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON “DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & BEHAVIOUR OF DRIVERS/DISPATCH RIDERS (DRs.)/ QASIDS / DAFTRIS / NAIB QASIDS & EQUIVALENTS” FROM 24-10-2022 TO 28-10-2022**

Secretariat Training Institute is organizing subject courses from 24-10-2022 to 28-10-2022. 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 / Naib 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/ Photo copiers, 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 19-10-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 24-10-2022 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 10-10-2022 positively. Nominations received after the deadline will not be entertained.

  
(Muhammad Arshid)  
Section Officer (HR-II)

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