

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 1st November, 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 05-12-2022 TO 09-12-2022

Secretariat Training Institute (STI) is organizing subject course from 05-11-2022 to 09-12-2022. 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 / 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/Divisions/Departments and Organizations may reach Secretariat Training Institute (STI) latest by 01-12-2022. Late nomination will not be entertained. Selected officials / nominee (s) will report to the Institute for registration on 05-12-2022 at 0900 hours. No registration shall be allowed after 0915hours.

3. Interested Staff Car Drivers / Dispatch Riders, Qasids, Daftris and Niab Qasids of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **20-11-2022** 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 (A-Block& Kohsar Block)

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2022-SD-II

Dated 26th October, 2022

MEMORANDUM

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 05-12-2022 TO 09.12.2022.

STI is organizing subject course from 05.12-2022 to 09.12.2022. 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 Qasids and equivalents.

Course objectives:

To build capacity for standardized performance among the participants.

Course 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 Crisis	vi)	Patience in case of Causality & Fundamental knowledge on trouble shooting.
vii)	Security of Classified documents/ Negotiations/ Conversations/Attending Protocol Duty.		

2. It is requested that nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute by **01.12.2022**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mobile Nos./ E-mail for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **5th December, 2022 at 0900 hours. No registration shall be allowed after 0915 hours.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.


(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
Tele:9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.