

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 27th November, 2023

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON " DUTIES & RESPONSIBILITIES OF DRIVERS / DESPATCH RIDERS/ NAIB QUASIDS" FROM 4TH TO 8TH DECEMBER, 2023.

Secretariat Training Institute (STI) is organizing subject course from 04-12-2023 to 08-10-2023. The training sessions will be held from 11:30 a.m to 01:30 p.m daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Drivers, DRs, Niab Qasid and equivalents.

Course objectives:-

To create awareness amongst the participants about their duties and responsibilities.

Courses Contents/Outlines:-

i)	General Ethics & Behaviors Sense of responsibilities Discipline, Control & Punctuality	ii)	Rules for the use of Staff Car, 1980 Mannerism Individual/Collective behavior Dress code integrity
iii)	Traffic Rules / Regulation & Managing Crises Patience in case of casualty	iv)	Fundamental knowledge for trouble shooting Maintenance of vehicles/log book safety of the vehicles
v)	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 30-11-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-12-2023 at 11:30 a.m hours. No registration shall be allowed after 1200 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 29-11-2023 positively. Nominations received after the deadline will not be entertained.

(Syed Asghar Shah)
Section Officer (HR-II)

27/11/2023

- i. Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)