

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 14<sup>th</sup> May, 2024

CIRCULAR

**SUBJECT:- ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVER/DISPATCH RIDERS/NAIB QUASIDS**

Secretariat Training Institute (STI) is organizing subject course from 10-06-2024 to 14-06-2024. 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, Naib Qasid and equivalent.

**Course objectives:-**

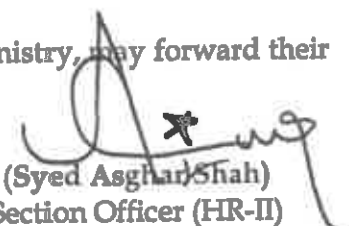
To create awareness amongst the participants about their duties & responsibilities.

**Courses Contents/Outlines:-**

i)	General Ethics & Behavior Sense of responsibility Discipline, Control & Punctuality	ii)	Rules for use of Staff Car 1980 and Mannerism individual/collective behaviors 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/Division/Department and Organizations may reach the institute latest by 06-06-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 10-06-2024 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested Drivers/Dispatch Riders of the Main Ministry, may forward their nomination, latest by 30-05-2024 positively.

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

- i. Copy Database Administrator Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- ii. Notice Board

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-4/2024-SD-II

Dated 9<sup>th</sup> May, 2024

**MEMORANDUM**

**Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/ DESPATCH RIDERS/NAIB QUASIDS".**

STI is organizing subject course from 10-06-2024 to 14-06-2024. 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, Despatch Riders, Naib Qasid and equivalent.

**Course objectives:**

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

**Course 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/Regulations Managing Crisis 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/negotiation/ conversation/ Attending protocol duty		

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by 06-06-2024. 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/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number* mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 10<sup>th</sup> June, 2024 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.

3. Participants must attend all modules in order to become eligible for the Certificate.

  
**(Muhammad Haroon Rashied)**  
Deputy Director (SD-II)  
Tele: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
- (ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.
- (iii) DD(IT) for uploading STI Website.