GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (2)/2021-HR-II   Islamabad, the 10th July, 2024

CIRCULAR

SUBJECT: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/DISPATCH RIDERS/ NAIB QUASIDS" FROM 26-08-2024 TO 30-08-2024.**

Secretariat Training Institute (STI) is organizing subject course from 26-08-2024 to 30-08-2024. 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, 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 20-08-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 26-18-2024 at 09:00 a.m hours. No registration shall be allowed after 0915 hours.

3.   The interested officials of the **Main Ministry**, may forward their nomination, duly approved by their reporting officer to **HR-II** section latest by **20-08-2024** positively. Nominations received after the deadline will not be entertained.

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

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)