

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.