

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.5-1/2026-SD

Dated 6th August, 2026

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/DESPATCH RIDERS AND NAIB QASIDS" FROM 31-08-2026 TO 04-09-2026.**

Secretariat Training Institute (STI) is organizing subject course from 31-08-2026 to 04-09-2026. The training sessions will be held from 09:00 to 11:00 hours daily Details are as follows:-

Target Audience/Group:

This course is designed for Drivers/Despatch Riders and Naib Qasids.

Course objectives:

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

Course Contents/Outlines:

i	General Ethics & behaviour Sense of responsibility	ii	Discipline, Control & punctuality. Rules for the use of Staff Cars, 1980 Safety of the vehicles.
iii	Mannerism Individual/ collective behaviour	iv	Attending Protocol duty Fundamental knowledge for trouble shooting.
v	Dress code Integrity	vi	Maintenance of vehicles. Maintenance of Log Book

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 **27-08-2026. 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 **31st August, 2026 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.


(Bashir Ahmed Solangi)
Deputy Director (SD)
Tele:9265200

To:

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for up loading on STI's website.