

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-4/2023-SD-II

Dated 18th July, 2023

MEMORANDUM

Subject: **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON " DUTIES & RESPONSIBILITIES OF DRIVERS/DESPATCH RIDERS / NAIB QUASIDS" FROM 28-08-2023 TO 01-09-2023.**

STI is organizing subject course from 28-08-2023 to 01-09-2023. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows: -

Target Audience / Group:

This course is designed for Drivers, DR's/Naib Qasid & equivalent.

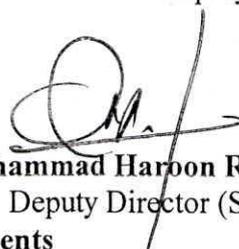
Course objectives:

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
iii)	- Dress Code - Integrity - Managing Crisis	iv)	- Security of Classified documents / negotiation / conversation / Attending Protocol duty - Traffic Rules / Regulations
v)	- Fundamental Knowledge for trouble shooting - Maintenance of vehicles/Log book - Safety of the vehicles		

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **22-08-2023**. **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. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 28-08-2023 **at 0900 hours.** **No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.


(Muhammad Haroon Rashied)
Deputy Director (SD)

Joint Secretary (Admn), Ministries / Divisions / Heads of Departments
Heads of Subordinate Offices/Autonomous Bodies.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: dds2@sti.gov.pk