

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-4/2024-SD-II

Dated 3rd July, 2024

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/ DESPATCH RIDERS/NAIB QUASIDS" FROM 26-08-2024 to 30-08-2024**

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, 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 **20-08-2024**. **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 **26th August, 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.

Nausheen Kaleem

(NAUSHEEN KALEEM)
Deputy Director (SD-II)

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.