

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

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F.No.5-1/2021-SD-II

Dated 7<sup>th</sup> April, 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 23-05-2022 TO 27.05.2022.**

STI is organizing subject course from 23.05-2022 to 27.05.2022. 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 **19.05.2022**. **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 **23<sup>rd</sup> May, 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*  
**(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.

12 APR 2022

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*13/4/22*

*Mr. Ali*  
*Pl upload on*  
*web and also*  
*Provide a copy*  
*to Secy (Admn)*  
*for information and*  
*Nomination.*  
*13/4/22*

*13/4/22*  
*14/4/22*

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