

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/DESPATCH RIDERS/ NAIB QASIDS" FROM 26.8.2024 to 30.8.2024**

STI is organizing subject course from 26.8.2024 to 30.8.2024. 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, Naib Qasids 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 behaviors 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
v	Security of Classified documents / negotiation/ conversation / Attending protocol duty.		Safety of the vehicles

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 12.8.2024.**

Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU),
Ph: 9208523

All Drivers/DR./Qasids/Daftris/Naib Qasids, Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 10.7.2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.