

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & BEHAVIOR 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 equivalents.	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. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 13-05-2022.


(Amran Qayyum)
Dy. Secretary (QA/PMDU)
Ph: 9207853

All Officials (BPS 09-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014-78

dated 12-04-2022

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