

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

Subject: - **ONE WEEKS (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/DESPATCH RIDERS/ NAIB QASIDS" FROM 01-01-2024 TO 05-01-2024**

STI is organizing subject course from 01.01.2024 to 05.01.2024. 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/DRs, 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 25.12.2023.

  
(Aamir Habib Abbasi)  
Deputy Secretary (QA-I)  
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's U.O. No.F.3 (3) QA-I/2014 dated 21.12.2023

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