

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **ONE WEEKS (PART TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, GENERAL ETHICS, MANNERS & BEHAVIOUR OF DRIVERS/DISPATCH RIDERS (DRS.)/QASIDS/DAFTRIS/NAIB QASIDS & EQUIVALENTS" FROM 24-10-2022 TO 28-10-2022**

STI is organizing subject course from 24-10-2022 to 28-10-2022. 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 & 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. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 14-10-2022.



(Madiha Rafique)  
Section officer (QA-I)  
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All Drivers/DR./Qasids/Daftris/Naib Qasids, Finance Division, Islamabad.  
Finance Division's u.o No.F.3 (3) QA-I/2014 dated 28-09-2022

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