

GOVERNMENT OF THE PUNJAB,
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY,
GENERAL MANAGER (OPERATIONS)
96-GULBERG ROAD, LAHORE.
TELEPHONE NO. 042-99263055-9 FAX NO. 042-35879809

Web Site: www.tevta.gop.pk E-mail: dmt.ops@tevta.gop.pk

CIRCULAR:

Important

Subject: **NON-TRANSFERABLE AND STATION SPECIFIC APPOINTMENTS**

No. TEVTA/GM(O)/34/27/1 It has been observed that contract employees influence higher offices for transfers from one institute to another on the pretext that the posts occupied by them are transferable.

2. It is clarified that contract appointments are institute specific and non-transferable. However, the authority reserves the right to transfer any contract employee on administrative grounds. All appointing authorities are directed to make sure that the words "institute specific and non-transferable" are in the appointment letters. Sample draft of appointment order is enclosed.

Dated:
December 12, 2009

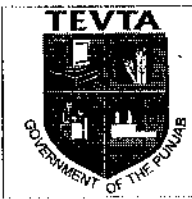
Chairman TEVTA

Copy to:

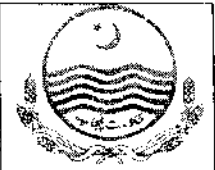
1. All General Managers, TEVTA Secretariat, Lahore.
2. The Deputy General Manager (Finance) TEVTA
3. All Zonal Managers, TEVTA Punjab.
4. All District Managers, TEVTA Punjab.
5. The Manager (Operations, Technical), TEVTA Secretariat.
6. The Deputy Manager (Technical), Operations Wing, TEVTA
7. Manager (MIS) TEVTA – with the request to place circular on website.
8. PSO to Chairman TEVTA
9. PS to C.O.O TEVTA
10. PS to Secretary TEVTA.

Khawaja Adnan Zahir
12/12/2009

Khawaja Adnan Zahir
General Manager (Operations)



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-H, GULBERG-II LAHORE.
PABX: 9263055-59, Fax: 9263054
Web Site: www.tevta.gop.pk



ORDER

No.TEVTA/..... The Competent Authority is pleased to order the following appointment on the terms and conditions in Technical Education & Vocational Training Authority as mentioned below:-

S. No.	Name & Father's Name	Place of Posting with Designation	Pay Scale
1	As per prevailing notification.

- a) Your services will be **on contract** basis under approved rules / regulations of TEVTA as issued / amended from time to time by the authority initially for a period of three years extendable from time to time up to the age of 60 years subject to satisfactory performance by reporting officer, revocable by either of the parties with one month notice or on payment of one month pay in lieu thereof. In case of misconduct your services will be terminated without any notice.
- b) Your designation, responsibilities or duties and place of ~~duty~~ may change from time to time at the discretion of the Authority.
- c) Your appointment will be **station / Institution specific and non-transferable anywhere in the Punjab**. However the Authority has the right to change duties/assignments and the place of duty on administrative grounds.
- d) You will produce duly attested copies of your **educational / testimonials, character certificate** from the head of academic institution last attended/head of organization last served, **NIC and domicile** along with two photographs and **Medical Fitness Certificate** issued by **Medical Superintendent of Services Hospital Lahore** or concerned **District Headquarters Hospital**, at the time of your joining.
- e) This appointment shall be subject to **verification of personal data** prior to or after the appointment. If at any stage it is discovered that you had obtained the appointment on the basis of forged/bogus documents or through deceit by any means, the appointment shall be considered to be void ab-initio and you shall be liable to refund all amounts received from the TEVTA as a consequence of appointment, in addition to such other action as may be taken against you under the law.

Log-eeb
12/12/09

- f) The appointment shall be subject to further condition of verification of **antecedents** by the Police Department if not already in Government Service.
- g) You shall perform your duties efficiently, diligently and to the best of your abilities. You shall not engage directly or indirectly in any trade, business or occupation on your own except as may be permitted by the Authority in writing and shall not absent yourself (except as in emergency, such as illness, accident etc.) from your duties without having first obtained permission from competent Authority.
- h) You will not divulge directly or indirectly to any person or body any knowledge or information, which you may acquire concerning the affairs, property, enterprise and undertaking of the Authority including its business and other matters.
- i) ~~Unless the period of contract is extended by the competent authority, you will stand relieved on the expiry of contract period.~~

If you accept the above said terms & conditions, please sign the duplicate copy of this letter as token of your acceptance and submit it to the concerned appointing authority _____ within 30 days of the issuance of this letter for posting failing which this offer will stand withdrawn.

Dated the .
.....

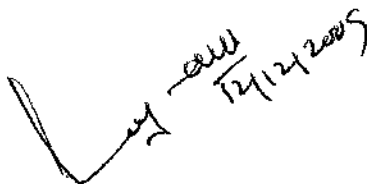
Appointing Authority

No. Even & Date
.....

Copies to: -

1. The Deputy General Manager (Finance), TEVTA.
2. The Manager (MIS), TEVTA Secretariat.
3. The District Manager TEVTA, Bhakkar/Mianwali.
4. The officer concerned.
5. Master file.

Appointing Authority


12/12/2005