



## NOTIFICATION

**TEVTA/Bud/Leave/2010-11.**

In pursuance of sub section-5 of section-6 of TEVTA Act 2010 and in supersession of all previous notifications / orders on the subject, the powers **for sanction of leaves** are hereby delegated to the functionaries of TEVTA as per following schedule:

### **A) Leave (All Kinds Except Study Leave / Ex-Pakistan Leave) up to 90 days**

<b>Extent of Power</b>	<b>Authority</b>
All Staff of the Institution / Service Center	Principal / Head of Institute Concerned
Principals & All Field Staff	District Manager Concerned
District Managers and Staff of Zonal Office	Zonal Manager Concerned
Deputy Managers (RDAT)	Manager (AT)
All Staff of RDAT Offices in Field	Deputy Manager (RDAT)
All Staff of GM (SCs) Office & Head of Service Center	General Manager (SCs)
All Staff of Finance Wing & Admn Wing at Secretariat and Field Offices	Deputy General Manager (Finance)
Deputy General Manager / Zonal Managers / Managers & Secretariat Staff	General Manager Concerned
General Managers / Chief Operating Officer	Chairperson TEVTA

### **B) Leave (All Kinds Except Study Leave / Ex-Pakistan Leave) beyond 90 days**

<b>Extent of Power</b>	<b>Authority</b>
All staff of the Institutions / Principals	District Manager Concerned
District Managers / All Field Staff / Staff of Zonal Office	Zonal Manager Concerned
All Staff of Service Centers / Staff at GM (SCs) Office	General Manager (SCs)
DGM / Zonal Managers / Managers & Secretariat Staff	General Manager Concerned
All Staff of RDAT & Deputy Managers (RDAT)	General Manager Concerned
All Staff of Finance Wing & Admn Wing at Secretariat and Filed Offices	General Manager (F&A)
General Managers / Chief Operating Officer	Chairperson TEVTA

### **C) Study Leave / Ex-Pakistan Leave (Field Offices)**

<b>Extent of Power</b>	<b>Authority</b>
Study Leave / Hajj & Umrah Leave / Leave Ex-Pakistan: All Staff of Concerned Zone	Zonal Manager Concerned
Study Leave / Hajj & Umrah Leave / Leave Ex-Pakistan: All Staff of Service Centers / Staff at GM (SCs) Office	General Manager (SCs)

### **D) Study Leave / Ex-Pakistan Leave (TEVTA Secretariat)**

<b>Extent of Power</b>	<b>Authority</b>
Study Leave: DGM / Zonal Managers / District Managers / Managers / Project Managers / All Staff of TEVTA Secretariat	General Manager Concerned
Hajj & Umrah Leave: DGM / Zonal Managers / District Managers / Managers / Project Managers / All Staff of TEVTA Secretariat	General Manager Concerned
Leave Ex-Pakistan: DGM / Zonal Managers / District Managers / Managers / Project Managers / All Staff of TEVTA Secretariat	General Manager Concerned
Leave Ex-Pakistan: General Managers / Chief Operating Officer	Chairperson TEVTA

**CHAIRPERSON TEVTA**

**No. Even & dated**

19th May, 2011

**A copy is forwarded for information to:**

1. The Accountant General Punjab, Lahore.
2. All General Mangers TEVTA Secretariat, Lahore.
3. All Zonal Managers, Lahore, Multan and Rawalpindi.
4. All District Managers TEVTA in the Punjab with request to circulate the same to lower formation.
5. PSO to Chairperson TEVTA.
6. PS to COO TEVTA.

**(MIRZA UMAR FAOOQ)**  
**DGM (FINANCE)**  
**TEVTA**