



NOTIFICATION

Subject: **POLICY ON TRANSFERS / POSTINGS**

No. TEVTA/Admn/20-09 In continuation of notification No. TEVTA / Admn / 2012 dated 26.03.2012, following policy guidelines shall be observed while making transfers/postings as per delegation OR making recommendations to the authority:

- i. The applications for transfers / postings will only be considered in summer / winter vacations.
- ii. Transfers / postings may be made against vacant posts OR upon receipt of consent of mutual transfer against teaching posts subject to same subject / trade / technology.
- iii. Three years mandatory stay at one station may be observed strictly except in case of administrative grounds.
- iv. There will be no transfers during the probation period.
- v. The requests for transfers of employees recruited against the institute / station / job specific posts shall not be entertained except under special circumstances with the orders of Chairperson, TEVTA.
- vi. There will be no erratic postings and transfers / postings shall be made against posts of same scale / cadre / and subject / trade / technology with the approval of Chairperson, TEVTA.
- vii. Attachments may be allowed in following cases by the Chairperson TEVTA:—
However, this will not be quoted as precedent for such requests:
 - a. Wedlock.
 - b. Health cases.
 - c. Other compassionate issues.
- viii. There will be no transfer in case of single teacher available for that subject with prior provision of substitute.

2. The above policy guidelines shall be followed by competent authorities in TEVTA for all categories of posts in field as well as in Secretariat. The above policy guidelines may be strictly followed.

Dated:

CHAIRPERSON TEVTA

April 03, 2012.

Copy to:

1. All General Managers, TEVTA Secretariat, Lahore.
2. All Deputy General Managers, TEVTA Secretariat, Lahore.
3. All Zonal Managers, TEVTA Punjab.
4. All District Managers, TEVTA Punjab.
5. All Managers, TEVTA Secretariat.
6. Manager (MIS) TEVTA – with the request to place circular on website.
7. SA to Chairperson, TEVTA.
8. PS to C.O.O, TEVTA.

Bushra Jaffer H.
MANAGER (ADMN)

*web pr
sr. pr (adm)
10/1/12*