



**GOVERNMENT OF THE PUNJAB,
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY,
GENERAL MANAGER (OPERATIONS)
96-GULBERG ROAD, LAHORE.
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CIRCULAR:

Subject: **POLICY FOR OPTIMAL UTILIZATION OF MAGAZINE FUNDS**

No. TEVTA/GM(O)/34/ 1461 It has been reported that magazine fund is collected from the students by the institutions along with fee ,however, magazines are not published/issued. In order to ascertain the situation, all Zonal Managers/District Managers are directed to submit reports about last two years publications (institution wise) and report lapses, if any. They are also directed to ensure that magazines are published and copies are kept in respective libraries and a copy is sent to R&D section of TEVTA Headquarter for record. All ZMs shall prepare a list of such institutes which collect funds but do not publish/issue magazines and initiate necessary actions under intimation to the Operations wing by 30th June each year.

Dated:
June 9, 2010

Khawaja Adnan Zahir
Chief Operating Officer 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 and e-mail to all Principals/HOs.
8. PSO to Chairman TEVTA.
9. PS to C.O.O TEVTA.
10. PS to Secretary TEVTA.


(Engr. M. Haroon Naseer)
Deputy Manager (Technical)

Sr. Asst. Manager (MIS)
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