



Government of the Punjab
Technical Education & Vocational Training Authority
96-H, Gulberg-II, TEVTA Secretariat, Lahore.
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Website: www.tevta.gop.pk Email: manager.ops@tevta.gop.pk
OPERATIONS WING



No. TEVTA/Ops-1/188

Dated: September, 6, 2013

To

1. All General Managers, TEVTA
2. All Managers, TEVTA
3. All Zonal Managers
TEVTA Punjab
4. All District Managers,
TEVTA Punjab (with the request to disseminate to their institutes)

Subject:- **VISIT SOP - PRINCIPALS / TEACHERS & OTHER STAFF.**

In order to streamline the procedure, maximize the benefits and to avoid wastage of time of both the Visitors and the Officers to be visited, henceforth, following instructions shall be followed by the visitors:-

- a. Visit to Secretariat will be undertaken only when solicited by the concerned General Manager / Deputy General Manager.
- b. Prior permission of the unsolicited visits must be obtained from the concerned General Manager / Deputy General Manager by explaining the purpose for visit.
- c. The visitor shall register the particulars at the Gate, obtain the visitor card and attach it to pocket.
- d. All visitors shall move to the visitors room / waiting room specified for this purpose in the Secretariat.
- e. The visitors shall report their arrival to the PA / PS of the officer concerned and wait.
- f. No visitor shall sit in the office in the absence of Officer concerned.

Sr. Prog (MS)
for website
10/9/13

- g. After the visit the visitors should enter the time of departure at the gate and return the visiting card.
- h. Visitors will ensure that they park the vehicles at the pre-designated places.
- i. The visitors are requested to be correctly dressed up



HAMID GHANI ANJUM
General Manager Operations

CC:

1. S.A to Chairperson, TEVTA
2. P.S to Chief Operating Officer, TEVTA
3. P.A to General Manager (Operations), TEVTA Secretariat, Lahore
4. Master File