



Government of the Punjab
Technical Education & Vocational Training Authority

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OPERATIONS WING

NOTIFICATION

No. TEVTA/Ops-I/ 14 The competent authority has been pleased to notify the Standard Operating Procedure (SOP) for MS Training (Short Course) 04 months duration and MS Training (For DAE Students) in TEVTA Institutions as per approved curricula of Academics Wing.

Dated Lahore, the
January 12, 2017

CHIEF OPERATING OFFICER
TEVTA

A Copy is forwarded for information and necessary action to the:-

1. All General Managers TEVTA Secretariat, Lahore
2. The Deputy General Manager (Academics) TEVTA Secretariat, Lahore
3. The Deputy General Manager (Placement) TEVTA Secretariat, Lahore
4. All Zonal Managers, TEVTA Punjab
5. The Manager (MIS), TEVTA Secretariat, Lahore.
6. All District Managers, TEVTA Punjab
7. S.A to Chairperson, TEVTA Secretariat, Lahore
8. P.S to Chief Operating Officer, TEVTA Secretariat, Lahore
9. P.A to General Manager (Operations) TEVTA Secretariat, Lahore
10. Master File


Manager (Operations - I)

**STANDARD OPERATING PROCEDURE (SOP)
FOR MS TRAINING (SHORT COURSE) AND
MS TRAINING (FOR DAE STUDENTS) IN
TEVTA INSTITUTIONS
AT MS IT ACADEMIES PHASE-II**



TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE
Website: www.tevta.gop.pk

January, 2017

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1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA has specifically focused to produce skilled and semi-skilled Information Technology experts with Microsoft certification recognized worldwide, to introduce latest courses in Information Technology and to alleviate poverty by imparting internationally recognized employable IT Skills.

2. SALIENT FEATURES OF PROGRAMME

To attract the youth for training in Microsoft recognized IT courses, the program has following features:

- Minimum qualification for admission is Matric
- No fee will be charged.
- Registration fee will be provided by TEVTA.
- Free training material will be provided by TEVTA.
- Stipend @ Rs. 1000/- will be awarded for financial support of students of MS Training (Short Course).
- Microsoft vouchers will be provided free of cost for online examination.
- Minimum age limit is 18 years.
- Trainee must have a valid CNIC or B-Form.

3. TRAINING SCHEDULE FOR 1st BATCH

Start of classes of 1st Batch w.e.f January, 2017.

4. TRAINING PARAMETERS

Training parameters for MS Training (Short Course)

- | | |
|-------------------------------|---------------------------------|
| • Total duration of Course | 04 months |
| • Total Training hours | 400 Contact hours |
| • Average daily conduct hours | 04 hours / day (06 days / week) |

Training parameters for MS Training (For DAE Students)

Course and timings will be same as per Computer subject of DAE courses

4.1 Timings

The Microsoft courses may be conducted in morning and evening shifts.

The Principal / HOI will submit schedule / timings of Microsoft courses to the District Manager along with the copy to Zonal Manager for information. All the classes will be arranged in the premises of institutes.

4.2 Number of Trainees per Class

25 / 20 students will be admitted in one class, admission target for each institution has been given in the approved PC-I, keeping in view the requirement of the area.

Name of Institutes, number of batches and trainees are mentioned in the detail of Annual Estimated Cost for training at Annex – F & Annex- G



5. ADMISSION PROCEDURE

5.1 Admission procedure for MS Training (Short Course)

5.1.1 Candidates must be encouraged, facilitated and guided by institute admission committee. Only a copy of educational certificate and copy of CNIC / B-Form must be obtained from trainee prior to admission to verify fulfillment of minimum entry qualification condition. A prescribed admission form (free of cost) will be provided to the applicants at the time of admission. There is no need of prospectus for the admission.

- Minimum age limit 18 years

5.1.2 Selection of candidates shall be done on the recommendations of concerned admission committee on the basis of interview. To minimize dropouts, un-employed serious candidate belonging to lower income group should be preferred for admission under this program

5.1.3 Following must be kept in view:

- Trainee must have a valid CNIC or B-Form.
- Trainee cannot be temporary or permanent employee of any institute / centre.
- No under-age candidate shall be admitted.
- Students already enrolled in TEVTA institutions for other courses / studies will not be eligible for admission in MS Training (Short Course).
- A candidate shall be enrolled / registered only for one programme course.
- Students once enrolled in one batch under this program shall not be eligible for any other batch of this program.

5.2 Admission procedure for MS Training (For DAE Students)

Students of DAE who are currently studying Computer subject in their Regular Course will be given MS Training (For DAE students).

5.3 Advertisement for Admission

Centralized admission campaign is being launched by TEVTA. However, a comprehensive media campaign at local level will be launched by the Principal / HOIs by using Local cable network, newspapers, FM Broadcast, Leaflets & Panflex Banners and announcement in mosques etc. The expenditure on local campaign will be met from the regular Non-Salary budget.

5.4 Capacity / Target

The Zonal Manager / District Manager shall ensure to fulfill the admission target of their zone / district. District Manager may change / increase training venues to achieve admission capacity of the district, keeping in view that, head wise budget expenditure should not exceed the annual estimated cost as mentioned in PC-I (Annexure - F & Annexure - G).

6. CURRICULUM AND TRAINING MANUALS

6.1 Curriculum

The curriculum of course will be provided by the curriculum section of TEVTA Secretariat, Lahore.

6.2 Training Manuals

The training manual for course will be provided by the curriculum section of TEVTA Secretariat, Lahore.

6.3 Lesson Plan

Teacher will develop lesson plan to impart training effectively. Lesson plan must be available with teacher in folder at the time of lecture / demonstration. The teacher must display weekly breakup of course contents in the class room as well.

7. BUDGET AND EXPENDITURE

7.1 Funds will be released batch wise to the institutions through District Manager directly from TEVTA Secretariat, Lahore. The funds will be credited in the non-salary - bank account of DM Office. The DM office will transfer these funds to the non-salary bank account of the institutions. The break-up of funds will be as under:

7.1.1 Budget and expenditure for MS Training (Short Course)

The detail of Annual estimated cost for training of 14730 trainees in TEVTA Institutions other than GCTs as per approved PC-I (Annex-F).

SR. NO.	HEADS OF ACCOUNT	AMOUNT
a.	Remuneration of Instructor	Rs. 300 per hour
b.	Remuneration of Lab Attendant / Assistant	Rs. 2000 per month
c.	Board Registration cost	Rs. 600 per trainee
d.	Cost of Stipend	Rs. 1000 per trainee per month
e.	Cost of Training Material	Rs. 350 per trainee per month
f.	MOS examination cost	Rs. 700 per trainee

7.1.2 Budget and expenditure MS Training (For DAE Students)

The detail of Annual estimated cost for training of 15270 DAE students in GCTs as per approved PC-I (Annex-G).

SR. NO.	HEADS OF ACCOUNT	AMOUNT
g.	Remuneration of Instructor	Nil
h.	Remuneration of Lab Attendant / Assistant	Nil
i.	Board Registration cost	Nil
j.	Cost of Stipend	Nil
k.	Cost of Training Material	Nil
l.	MOS examination cost	Rs. 700 per trainee

Note: i. If Computer Instructor is available in the institute then he will be paid remuneration for evening class only. However if Computer Instructor is not available in the institute then Instructor will be hired as visiting faculty and remuneration will be given for both Morning and evening shifts. The visiting Instructor will be hired by the District Manager concerned.

ii. Remuneration to the Lab Attendant / Assistant will be paid for evening shift only.

7.2 Funds will be released by DM to the institutions and amount of stipend will be disbursed as per actual enrollment and attendance record.

7.3 District Manager will submit batch wise budget demand of the district to Zonal Manager concerned within 1st week of start of batch. The Zonal Manager will submit consolidated demand to the GM (Operations) in the 2nd week of start of batch. The GM (Operations) will forward the demand to the Finance Wing for release of batch wise funds as per demand.

7.4 The Principal must ensure that all expenditures regarding program shall remain within the budgetary provision. In case of less admission, budgeted amounts will have to be decreased and surplus released funds will be returned to TEVTA Secretariat, Lahore through cross cheque in the name of Chairperson TEVTA along with detail of funds, at the end of batch.

7.5 Expense Mechanism

The expenditure on below mentioned "Heads of Accounts" shall be made as per standard procedure of TEVTA for programme:

- Remuneration of Teaching Staff
- Remuneration of Support Staff (Lab Attendant / Assistant)
- Training Material
- Registration cost
- MOS examination cost
- Stipend

7.6 The concerned Principal / HOIs must ensure provision of training material to students as per budget issued to the institutes in order to maintain delivery of quality training.

7.7 Since Institutes will be responsible to cover all training costs of the program within allocated / released budget for the purpose (i.e. remuneration, training materials), as such Principal of the Institute will make final decision regarding hiring / engaging of teaching & Lab staff in view the funding position, enrollment & maximum limits of remuneration. However there will be no addition in category of staff and head wise break up of budget.

8. ENGAGING / HIRING OF STAFF

8.1 PAYMENT CRITERIA OF TEACHING STAFF

Visiting faculty / Teaching staff in evening shift will be paid on basis of per hour. If the enrollment in the class is less than 90% of the target capacity mentioned in PC-I, than proportionate payment will be made to the instructors. In case enrollment is above 90% full remuneration as mentioned in para 7, will be paid to the instructors. It is noted here that remuneration to the regular teaching staff engaged in MS Course will be calculated/paid for the teaching hours beyond prescribed working hours of the institute.

8.2 RATE OF REMUNERATION FOR TEACHING STAFF

- The engaged teaching staff must be competent and skilled to impart the relevant skills and theoretical instructions.

- Hiring of highly skilled persons is recommended from market after a healthy competition if the instructor from institute is not available or not competent to impart training.

9. NON SALARY EXPENSES

9.1 Stipend

- Trainees will be paid stipend as per SOP issued by Finance Wing vide Notification No. TEVTA / GMF / Stipend / 2016 dated 25.02.2016.

10. ATTENDANCE REGISTER

The concerned principal will ensure the following on daily basis;

- Daily Attendance Register of trainees will be maintained in each class separately by concerned teachers and checked / signed by the respective Principal / HOIs on daily basis.
- No cutting / overwriting in Attendance Register will be acceptable
- Attendance must be marked within **30 minutes** after start of classes
- No empty spaces be left (Not Marking the Attendance of Absentees as Absent)
- Avoid Fake / Ghost Trainees (i.e. Trainee marked Present but found Absent by Monitoring team / Authority during visit of institute)
- If a trainee is present, "P" should be recorded in front of his name in the relevant box
- If a trainee is absent, "A" should be recorded in front of his name in the relevant box with red ball point
- If a trainee went on short leave, "SL" should be allowed by HODs / HOIs / Principals, indicating time left supported by signed hand written application.

11. FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

Below mentioned Accounting Procedures for programme will be followed without any fail:

Budget for programme will be transferred in Non Salary Bank Account of the concerned Institute through concerned District Manager. The amount so received shall be recorded on Receipt side of Cash Book of Non salary Bank Account under the Head programme Budget.

Budget received shall be exclusively spent on the expenses to run the programme as per TEVTA Instructions / guidelines. The total amount so spent in a month shall be recorded on Payment side of Cash Book of Non Salary Bank Account under the head programme expenditures.

Separate Subsidiary Cash Book shall be maintained by the accounting staff of the relevant Institute for programme. The Cash Book so maintained shall be used for the detailed recording of Budget Received and Payments made in specific heads of accounts (Salary, Non Salary, Registration & Stipend etc). Subsidiary Cash Book should match with the Main Cash Book.

The relevant Assistant Manager (Finance) / Accounts Officer shall record Budget and Expenditure in accounting software under the head 6 months short course programme Budget & programme Expenditure Account.

The institute wise monthly expenditures report (**Annex - B**) will be sent by the Assistant Manager (Finance) to the concerned Zonal Manager office for consolidation in its office. The Zonal Manager concerned will submit monthly expenditures report to General Manager (Finance).

All items of training material / consumables shall be properly recorded in store register as store receipt, store issued and store balance in the respective columns with rate, quantity and amount. The closing balance at the end of each month of the store register must be reconciled with the physical balance available at store.

12. QUALITY ASSURANCE

- The Principal shall be responsible for quality of training and management of classes.
- Principals / HOIs will ensure the discipline and punctuality of all staff and trainees of the institute.
- Principals/ HOIs will have healthy working environment with staff and will make all efforts as team work with all institutional staff to uplift the dignity of institute
- Cleanliness of Computer Labs / Premises of institute will be ensured by the Principal / nominee of institute through menial staff on daily basis. Concerned Principals / HOIs should also have round of institute to check the same on frequent basis.
- The Principal shall regularly monitor the attendance of students and course management of the teachers.
- 75 % attendance of students is mandatory to appear in the final examination. The name of a trainee will be struck off, in case he fails to attend the class for more than 06 days continuously.
- The instructor shall be responsible to assure quality of training by regular evaluation /Practical exercises, monthly tests, etc. and shall submit the report to the Principal on fortnightly basis.
- Principal shall provide photocopy of class wise Summary Sheet of Sessional Evaluation to the respective District Manager on fortnightly basis **(Annex - C)**.
- Monthly test shall be a practical exercise / test and its marks shall be counted in the summary of sessional evaluation sheet.
- The Principal shall invite and arrange an address of employer (s) / Guest Speaker to the trainees, at least once in a month, to boost up the moral of the trainees and its impact for employability. Employers / Guest Speaker will record their comments in the Visitor's Book of the institute regarding training activities.

13. MONITORING / EVALUATION

- The Principal shall send daily attendance report to the concerned District Manager.
- The District Managers will ensure submission of daily attendance of both shifts to concerned Zonal Managers.
- The Zonal Managers will make sure submission of consolidated attendance of trainees on daily basis along with summary of both shifts to Head Office till 2:00 pm on the prescribed proforma positively.
- The District Manager shall monitor the operational activities of institute on weekly basis and issue the instructions to principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will

also ensure compliance of the observations so highlighted prior to next visit of institute in question.

- The Zonal Manager shall visit the institutes fortnightly and issue directions to the respective District Manager / Principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will also ensure compliance of the observations so highlighted well in time under intimation to the office of concerned Zonal Manager.
- The General Manager (Operations), Deputy General Manager (Operations) & Manager (Operations – I) may also visit the institutes.
- TEVTA Board Member Committee shall conduct surprise visits of the institutes, offering MS courses.
- The District Manager shall provide a duly signed hard copy of monthly enrollment (institutes wise) on Performa **(Annex – A)**
- In the Monthly Enrollment Report status of enrolled trainees as on 30th of each month shall be reflected.
- Following District Monitoring Committee shall evaluate the training program.

a)	District Manager	(Convener)
b)	Assistant Manager, DM Office	(Member)
c)	Principal / Head of concerned institute	(Member)
- The District Monitoring Committee shall visit each institute once in a month and shall furnish report on prescribed Performa **(Annex – D-I & D-II)**
- The District Manager shall provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager shall send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the District offices.
- Zonal Manager / District Manager shall monitor the training activities of MS courses being run under the program.
- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure quality of the training. The record of the remedial actions taken shall be maintained in the District / Zonal offices.
- The Zonal / District Managers will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (7) days after the completion of the programme.
- Batch wise audit of the institution shall be conducted by the respective Assistant Manager (Finance). The officers of the Finance Wing, TEVTA Secretariat shall conduct surprise visits.

14. BLANKET NOC

Blanket NOC is hereby granted for run of MS Training (Short Course) and MS Training (For DAE Students) under the program.

15. REGISTRATION, EXAMINATION AND CERTIFICATION

Microsoft Corporation will be the registration, examination and certification authority for Microsoft Certification.

PBTE / TTB will be the authority for registration of trainees for MS Training (Short Course), conduct of final examination and award of certificate as per the prescribed procedure.

The registration & examination fee shall be paid directly by the concerned District Manager / Principal / HOI to PBTE / TTB. Respective Administrative staff of the institutes shall be responsible for any mistake in data regarding registration of trainees with the PBTE / TTB and over payment, if any.

a. Assessment and Evaluation

- **Attendance**

Student below 75 % attendance will not be admissible to appear in examination.

- **Conduct of MS Training (Short Course)**

- Conduct of theory paper final, practical / skill test and its marking shall be done by a staff member of the same institution, nominated by the principal. The marking shall be done under supervision of the respective Principal. PBTE / TTB shall provide key for all theory papers to the Principals separately.
- The officers of PBTE / TTB and Monitoring and Evaluation Section shall have random checking on the day of examination.
- The assessment & testing shall be conducted in respective institutions under overall supervision of PBTE / TTB.
- The examination day will be considered as working day of the course.
- The institute shall mark the theory & practical papers and will provide result on the prescribed "RESULT EVALUATION SHEET" to the respective District Manager within two days after the conduct of examination for its onward submission to the PBTE / TTB (**Annex-E**).

b. Methodology**Methodology of MS Training (Short Course)**

Following testing methodology will be adopted:

- | | | |
|-----|---|---------------------------|
| (a) | Sessional Performance
(Practical exercises / Quizzes /
Assignment /Monthly Test) | = 50 marks |
| (b) | Final Examination. | |
| | i. Theory (consist on 20 – MCQs) | = 10 marks |
| | ii. Practical | = 40 marks |
| | | Total: = 100 marks |

Fail below 50% in theory and 60% in practical and sessional.

c. Passing Criteria

- Candidate has to pass both in Theory & Practical.
 - Minimum Pass marks for Theory: 4
 - Minimum Pass marks for Practical: 24
 - Minimum Pass marks for Sessional: 30
- Total: = 58 marks**

- d. The teacher Incharge will compile the complete profile of the student in the students log maintained and checked by the Principal.
- e. Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony held in the college.

Note:-

Contact hour may be treated as having time period of "40 – 50" minutes (not the full clock hour of 60 minutes) as already circulated through email dated 18.12.2015 by Academics Wing, TEVTA, Lahore. In order to meet contact hours requirement, morning and evening classes will be conducted continuously without observing any break.



**MS TRAINING (SHORT COURSE)
Monthly Enrollment Report**

District : _____ As on: _____

Sr. No.	Institute	MS Computer Course	Total
1			0
2			0
3			0
4			0
5			0
6			0
7			0
8			0
9			0
Total		0	#REF!
Signature & Stamp of Principal			

INCOME AND EXPENDITURE PROFORMA

Name of District	
Name of Institution	
Name of Course	
Duration of Course	
Enrollment	
Funds Received	
Expenditures	
Remuneration Cost	
Training Material Cost	
Registration Cost	
MOS Certification Cost	
Stipend	
Total Expenditures	
Increase / Decrease	

MS TRAINING (SHORT COURSE) Visit Report

Date of visit: / / Time of visit: _____

Please write **G** = good **S** = satisfactory **P** = poor

S. No	Course	Attendance on the Day of Visit		Availability of Resources vs Enrolment				Trade Management						Major Observations			
		Enrollment	Attendance	Lab size	Equipment	Lab Furniture	Consumable Materials	Training Time From:----- To:-----	Display of curriculum	Display of Timetable/ Rotation Plan	Lesson Plan by Teacher	Evaluation of Practical	Course Coverage		Monthly Test		
1																	Regarding Venue, Facilities, Management, Attendance, etc
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	

Record Maintenance (YES / NO) () Payment of Stipend () Payment to Staff () Monthly Budget () Attendance Register () Record of Store

Name & Signature of Monitoring Officer

**MS TRAINING (SHORT COURSE)
Visit Report**

Name of Institute: _____

Date of visit: / /

Time of visit _____

Please write **G** = good **S** = satisfactory **P** = poor

		College/Institute						General Remarks
S. No	Course	Availability of Lab facilities	Availability of training material	Teacher's availability in class	Teacher's preparation for lecture	Teacher's knowledge of subject (Theory & Practical).	Identification of faults in assignments	
1								
2								
3								
4								
5								
6								
7								
8								
9								

Name & Signature of Monitoring Officer

Annual Estimated Cost for training of 14730 trainees															
Sl. No.	Zone	District	Name of Institute	Availability of IT Teachers	Duration in Months	No. of Sessions (30/45)	Batch Capacity (Morning)	Batch Capacity (Evening)	Remuneration to Instructor @ Rs. 500/hour	Remuneration to Lab Assistant / Shop Assistant @ Rs. 200/hour	Board Registration Cost @ Rs. 600/trainee	Cost of stipend (Rs. 1000/trainee/month)	Cost of Training Material @ Rs. 350/monthly/student	MOS Examination Cost @ Rs. 700/trainee	Total Cost
1	South	Layyah / Muzaffargarh	GCT (B), Muzaffargarh	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
2	South	Miranshah / Vehari	GCT, Burewala	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
3	South	Layyah / Muzaffargarh	GCT, Layyah	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
4	South	D. G. Khan / Rajapur	GCT, DG Khan	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
5	South	Bahawalpur / Lodhian	GCT (W), Bahawalpur	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
6	South	Layyah / Muzaffargarh	GCT (W), Layyah	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
7	South	Multan	GCT (W), Multan	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
8	South	Multan	GCT, Multan	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
9	South	Bahawalpur / Lodhian	GCT, Bahawalpur	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
10	South	Rahim Yar Khan	GCT, Rahim Yar Khan	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
11	Center	Sheikhpura / Narhara	GCT, Sangli Hill	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
12	Center	Sahiwal / Pakpattan	GCT (W), Sahiwal	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
13	Center	Lahore	GCT, Railway Road, Lahore	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
14	Center	Sialkot / Narowal	Mahmood Khan GCT, Narowal	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
15	Center	Gujranwala / Hafizabad	GCT, Phul Bhattian	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
16	Center	Gujranwala / Hafizabad	I.T. Gujranwala	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
17	Center	Gujranwala / Hafizabad	GCT, Gujranwala	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
18	Center	Sahiwal / Pakpattan	GCT, Sahiwal	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
19	Center	Sialkot / Narowal	GCT, Sialkot	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
20	Center	Sialkot / Narowal	IST, Sialkot	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
21	Center	Gujrat / M.B. Din	GSPCT, Gujrat	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
22	Center	Gujrat / M.B. Din	GCT, Raoul	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
23	Center	Lahore	GCT (PGA), Lahore	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
24	Center	Lahore	GCT, Raiwind Road, Lahore	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
25	Center	Lahore	GCT (W), Lahore	1	4	250	25	25	261,000	24,000	90,000	600,000	210,000	105,000	1,290,000
26	North	Bhakkar / Miranshah	GCT, Bhakkar	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
27	North	Bhakkar / Miranshah	GCT, Miranshah	0	4	250	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000

28	North	Faisalabad	GCT (M), Jaranwala	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
29	North	Jhang / T. T. Singh	GCT, Kamalia	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
30	North	Rawalpindi / Attock	GCT, Tezla	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
31	North	Rawalpindi / Attock	GCT, Attock	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
32	North	Sargodha / Khushab	GCT, Sargodha	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
33	North	Faisalabad	GCT (M), Faisalabad	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
34	North	Jhelum / Chakwal	GCT, Chak Deraht, Jhelum	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
35	North	Jhelum / Chakwal	GCT, Chakwal	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
36	North	Faisalabad	GCT, Faisalabad	1	4	290	25	26	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
37	North	Faisalabad	GTTI, Faisalabad	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
38	North	Rawalpindi / Attock	GCT, Rawalpindi	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
39	North	Jhang / T. T. Singh	GCT, Jhang	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
40	Center	Gujranwala / Hafizabad	GTTI, Gujranwala	1	4	290	20	20	26,000	24,000	72,000	480,000	168,000	84,000	1,095,000
41	Center	Gujranwala / Hafizabad	GVTI (M), Gujranwala	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
42	Center	Sahiwal / Pakpattan	GTTI, (M), Sahiwal	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
43	Center	Sahiwal / Pakpattan	GVTI (M), Sahiwal	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
44	Center	Okara / Kasur	GVTI (M), Deraipur	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
45	Center	Okara / Kasur	GTTI, Deraipur	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
46	Center	Okara / Kasur	GTR, Okara	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
47	Center	Okara / Kasur	GTTI, Kasur	1	4	290	20	20	26,000	24,000	72,000	480,000	168,000	84,000	1,095,000
48	Center	Okara / Kasur	GVTI (M), Kasur	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
49	Center	Lahore	GTTI (M), Townshp, Lahore	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
50	Center	Lahore	GTTI, Wazirpur, Lahore	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
51	Center	Lahore	GVTI (M), Dera Samaj Road, Lahore	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
52	Center	Lahore	GVTI (M), Guler Park, Lahore	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
53	Center	Lahore	GVTI (M), Jil Mulla, Shandora	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
54	Center	Lahore	GVTI (M), Lahore Cantt	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
55	Center	Shekhpur / Narwal	GVTI (M), Shekhpur	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
56	South	Multan	GTTI, Jhalpur Phivels	1	4	290	20	20	26,000	24,000	72,000	480,000	168,000	84,000	1,095,000
57	South	Multan	GTTI, Dera Gali, Multan	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000
58	South	Multan	GTTI (M), Multan	1	4	290	25	25	26,000	24,000	90,000	600,000	210,000	105,000	1,290,000

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59	South	Khanwell/Vehni	GTTI, Khanwell	1	4	290	75	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
60	South	Khanwell/Vehni	GTTI, Kabinwala	1	4	290	20	20	281,000	24,000	72,000	480,000	188,000	84,000	1,089,000
61	South	Khanwell/Vehni	GVTI (W), Vehni	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
62	South	Bahawalnagar	GTTI, Bahawalnagar	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
63	South	Bahawalnagar	GVTI (W), Bahawalnagar	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
64	South	Bahawalnagar	GVTI (W), Haroonabad	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
65	South	Bahawalnagar	GVTI (W), Chishtian	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
66	South	Bahawalnagar	GVTI (W), Fort Abbas	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
67	South	Bahawalnagar	GTTI, Chishtian	0	4	290	25	25	522,000	24,000	88,000	600,000	210,000	105,000	1,551,000
68	South	Bahawalpur / Lodhran	GTTI (F), Khar Picots	1	4	290	20	20	281,000	24,000	72,000	480,000	188,000	84,000	1,089,000
69	South	Bahawalpur / Lodhran	GVTI (W), Ahmedpur East	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
70	South	Rahim Yar Khan	GVTI (W), Rahim Yar Khan	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
71	South	D.G.Khan/Rajapur	GTTI, D.G.Khan	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
72	South	D.G.Khan/Rajapur	GVTI (W), D.G.Khan	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
73	South	D.G.Khan/Rajapur	GVTI (W), ASAD, D.G.Khan	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
74	South	D.G.Khan/Rajapur	GTTI (W), Rajapur	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
75	South	D.G.Khan/Rajapur	GVTI (W), ASAD, Rajapur	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
76	South	D.G.Khan/Rajapur	GVTI (W), ASAD, Rajapur	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
77	South	Layyah/Muzaffargarh	GTTI, Chowk Sarwar Shehad	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
78	North	Shekhar / Miranwali	GTTI, Miranwali	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
79	North	Shekhar / Miranwali	GVTI (W), Manikera	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
80	North	Faisalabad	GTTI Faisalabad	0		290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,290,000
81	North	Faisalabad	GTTI, Faisalabad	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
82	North	Jhang / T. T. Singh	GTTI, Jhang	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
83	North	Jhang / T. T. Singh	GTTI, Toba Tek Singh	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
84	North	Jhang / T. T. Singh	GVTI (W), Gujra	0	4	290	20	20	522,000	24,000	72,000	480,000	168,000	84,000	1,089,000
85	North	Jhang / T. T. Singh	GVTI (W), Jhang	1	4	290	25	25	281,000	24,000	90,000	600,000	210,000	105,000	1,290,000
86	North	Jhelum / Chakwal	GTTI, Jhelum	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
87	North	Jhelum / Chakwal	GTTI, Chakwal	0	4	290	25	25	522,000	24,000	90,000	600,000	210,000	105,000	1,551,000
88	North	Jhelum / Chakwal	GVTI (W), Proddan Khan	1	4	290	20	20	281,000	24,000	72,000	480,000	168,000	84,000	1,089,000
89	North	Jhelum / Chakwal	GVTI (W), Chakwal	1	4	290	20	20	281,000	24,000	72,000	480,000	168,000	84,000	1,089,000

Estimated Cost for MS training of 15270 DAE Students									
Sr. No.	Zone	District	Name of Institute	Duration in Months	No. of hours (3*6*4*4)	Annual Capacity (Morning)	Annual Capacity (Evening)	MOS Examination Cost Rs. 700/trainee	Total Cost
1	South	Layyah / Muzaffargarh	GCT (B), Muzaffargarh	4	290	250	250	350000	350000
2	Center	Sheikhupura / Nankana	GCT, Sangla Hill	4	290	200	200	280000	280000
3	South	Khanewal / Vehari	GCT, Burewala	4	290	200	200	280000	280000
4	North	Jhelum / Chakwal	GCT, Chak Daulat, Jhelum	4	290	250	250	350000	350000
5	North	Jhelum / Chakwal	GCT, Chakwal	4	290	150	150	210000	210000
6	North	Faisalabad	GCT, Faisalabad	4	290	300	300	420000	420000
7	North	Rawalpindi / Attock	GCT, Rawalpindi	4	290	150	150	210000	210000
8	North	Jhang / T. T Singh	GCT, Jhang	4	290	150	150	210000	210000
9	South	Layyah / Muzaffargarh	GCT, Layyah	4	290	250	250	350000	350000
10	Center	Lahore	GCT, Railway Road, Lahore	4	290	300	300	420000	420000
11	Center	Sialkot / Narowal	Mehmood Khan GCT, Narowal	4	290	150	150	210000	210000
12	South	D.G.Khen / Rajanpur	GCT, DG Khan	4	290	300	300	420000	420000
13	Center	Sahiwal / Pakpattan	GCT (W), Sahiwal	4	290	150	150	210000	210000
14	South	Bahawalpur / Lodhran	GCT (W), Bahawalpur	4	290	180	150	210000	210000
15	North	Faisalabad	GCT (W), Faisalabad	4	290	150	150	210000	210000
16	South	Layyah / Muzaffargarh	GCT (W), Layyah	4	290	150	150	210000	210000
17	South	Multan	GCT (W), Multan	4	290	150	150	210000	210000
18	Center	Gujranwala / Hafizabad	GCT, Pindi Bhattian	4	290	150	150	210000	210000
19	Center	Gujranwala / Hafizabad	GCT, Gujranwala	4	290	150	150	210000	210000
20	Center	Gujranwala / Hafizabad	ILT Gujranwala	4	290	75	75	105000	105000

21	Center	Sahiwal / Pakpattan	GCT, Sahiwal	4	290	260	260	364000	364000
22	Center	Sialkot / Narowal	GCT, Sialkot	4	290	250	250	350000	350000
23	Center	Gujrat / M B Din	GSPCT, Gujrat	4	290	300	300	420000	420000
24	Center	Gujrat / M B Din	GCT, Rasul	4	290	400	400	560000	560000
25	Center	Lahore	GCT (PGA), Lahore	4	290	150	150	210000	210000
26	Center	Lahore	GCT, Raiwind Road, Lahore	4	290	250	250	350000	350000
27	Center	Lahore	GCT (W), Lahore	4	290	150	150	210000	210000
28	South	Multan	GCT, Multan	4	290	250	250	350000	350000
29	South	Bahawalpur / Lodhran	GCT, Bahawalpur	4	290	300	300	420000	420000
30	South	Rahim Yar Khan	GCT, Rahim yar khan	4	290	250	250	350000	350000
31	North	Bhakkar / Mianwali	GCT, Bhakkar	4	290	150	150	210000	210000
32	North	Bhakkar / Mianwali	GCT, Mianwali	4	290	150	150	210000	210000
33	North	Faisalabad	GCT (W), Jaranwala	4	290	150	150	210000	210000
34	North	Jhang / T. T Singh	GCT, Kamalia	4	290	150	150	210000	210000
35	North	Rawalpindi / Attock	GCT, Taxila	4	290	200	200	280000	280000
36	North	Rawalpindi / Attock	GCT, Attock	4	290	200	200	280000	280000
37	North	Sargodha / Khushab	GCT, Sargodha	4	290	300	300	420000	420000
Total						7635	7635	10689000	10689000

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