



## NOTIFICATION

No: TEVTA/T.T (MGT)-26/1/107. In supersession of notification even no. dated 04-08-2006, it has been decided to follow the under mentioned SOP for foreign training of the employees working under Technical Education & Vocational Training Authority of Punjab (TEVTA).

1. The cases of foreign trainings will be processed by Training Section.
2. The nominations of foreign trainings will be approved by Chairperson.
3. Following committee will assess the suitability of nominees for Foreign Training:

• Chief Operating Officer	Convener
• General Manager (HRM)	Member
• General Manager Concerned	Member
• Manager (Trainings)	Secretary
4. The present job description or expected future job description of the candidate must match with the objectives of the training program.
5. The criteria of age limits for Foreign Trainings will be as under:
  - Trainings of any duration, age up to 55 years.
  - For seminar / symposium etc. no age limit.
6. The criteria for ACRs will only be considered for the trainings of more than two weeks duration. The ACR of the nominee must be very good/good for last 03 years. Moreover, no adverse remarks in the ACR for last five years.
7. The criteria of service of the nominee will be assessed as under:
  - For short courses/trainings upto one month duration, service must be 02-03 years in TEVTA.
  - For training/courses of 01-03 months duration, service must be 05 years
  - For training/courses of more than 03 months duration, service must be 07 years in TEVTA.
8. An employee, against whom disciplinary proceedings are pending, will not be eligible for Foreign Training.
9. Employees who have availed a foreign training facility in the last 03 years will not be preferred for the courses of similar nature. This condition can be ignored in case of 03 months or less duration trainings.

10. The selected person will become ineligible for foreign Trainings for a period of 02 years if he declines the offer after his selection and his case has been processed for fulfilling the travel and other formalities like visa etc.
11. The candidate will have to sign the surety bond after his selection / approval before he proceeds for training.
12. The medical fitness certificate, passport, NOC and other requirements for traveling will be fulfilled by the nominees.
13. The participant of foreign training will submit the post training report to Training Section & R&D section.
14. The participant will cascade the training received to at least two groups of (minimum 10 each participants or as approved by GM (HRM)) wherever is necessary.
15. Any of the above conditions may be relaxed by Chairperson, TEVTA, if required, in case of suitable candidates.

-Sd-

CHAIRPERSON, TEVTA

Dated Lahore, the November , 2012

No. TEVTA/T.T (MGT)-26/1/107/5177

A copy is forwarded for information to:-

1. All General Managers, TEVTA Secretariat, Lahore
2. All Zonal Managers, TEVTA Lahore
3. All Managers, TEVTA Secretariat, Lahore
4. All District Managers, TEVTA in the Punjab with the request to circulate the same to their lower formation.
5. The S.A to Chairman, TEVTA.
6. The PSO to Chief Operation Officers, TEVTA.

*Bushra Jafar Ali.*

(Bushra Jafar Ali)

Manager (Trainings), TEVTA Lahore