



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

TELEPHONE NO. 042-99263055-9 FAX NO. 042-35879809

Web Site: www.tevta.gop.pk E-mail: dmt.ops@tevta.gop.pk

CIRCULAR:

No. TEVTA/GM(O)/34/ 1445 Every district manager shall submit a comprehensive report on monthly basis on all operational issues related with institutes like class rooms, discipline, attendance, course completion, laboratory work, shortage of equipment, adequate supply of training material, maintenance of infrastructure, feed back from the teachers. This report shall accompany an overall analysis of the district.

2. Since, summer vacations are being started, therefore, feed back from the students may be included after summer vacations.


3. The above report should reach to the Chairman TEVTA on 5th of each month.

Dated:
June 7, 2010

Chairman 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.
8. PSO to Chairman TEVTA
9. PS to C.O.O TEVTA


07.06.X

Khawaja Adnan Zahir
Chief Operating Officer TEVTA