



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

DEENI MADARIS
TEVTA SECRETARIAT

96-H-GULBERG-II, LAHORE.

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NOTIFICATION

SUBJECT: LONG TERM REHABILITATION PROGRAM

No. TEVTA/Deeni Madaris/94-2010 In supersession of previous notification No. TEVTA/Deeni Madaris/94-2010 dated 18-07-2011, Technical Education and Vocational Training Authority (TEVTA) is pleased to notify the following policy to organize/conduct three months Short Courses (Domestic Electrician, CCA, RAC and Welding) in TEVTA Institutes in collaboration with the Counter Terrorism Department (CTD), Govt. of the Punjab.

1. SALIENT FEATURES OF PROGRAM

The program has following features: -

- 1.1 To promote and provide technical and vocational training for the persons nominated by the CTD.
- 1.2 Finances will be provided by Govt. of the Punjab.
- 1.3 Rs. 8000/- will be paid per month to each trainee, nominated by the CTD, as stipend to meet expenses on account of cost of living and commuting charges.
- 1.4 The Social Welfare Department, Govt. of the Punjab would arrange the services of Psychologists/ Social Mobilizers to deliver lectures on social ethics, community work and nation building to these trainees once a week for one hour.
- 1.5 The services of religious scholars would also be arranged to deliver lectures on religious moderation and tolerance aspects of Islam to these trainees twice a week for one hour a day.
- 1.6 A Chaperon will be deputed by the CTD for each class to monitor these trainees covertly.

2. ADMISSION

The trainees will be selected by the CTD after interview.

3. TUITION FEE.

No fee will be charged from the trainees.

4. TIMINGS OF CLASSES.

Total weekly contact hours are fifteen. Daily contact hours and class timings may be kept flexible to suit local requirement of training venues.

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5. **CURRICULUM & TRAINING MANUALS**

The curriculum and manuals already developed by the Curriculum Section of TEVTA Academics Department will be followed for imparting training.

6. **REGISTRATION AND EXAMINATION**

The institute will get these trainees registered with Punjab Board of Technical Education (PBTE), Lahore. The board registration fee/exam fee shall be deposited from the funds provided for the training. PBTE will conduct the examination and issue certificates to successful candidates. In case where trainees do not meet entry level, the exam will be conducted by the institute and a certificate will be issued by the Principal concerned.

7. **REMUNERATION FOR INSTRUCTOR / RELIGIOUS SCHOLAR/ PSYCHOLOGIST.**

7.1 The instructors working in GTTIs/GTTCs will be paid remuneration @Rs. 125/- per hour.

7.2 The instructor working in GICs/GCCs/GCTs possessing Master's degree in relevant trade will be paid remuneration @Rs. 200/- per hour.

7.3 Religious Scholars & Psychologists will be paid remuneration @ Rs. 400/- per hour.

8. **NON SALARY/OPERATING EXPENSES**

Non Salary expenses for training consumables and other heads of accounts will be admissible from the funds provided for the purpose.

9. **FUNDS DISBURSEMENT & UTILIZATION**

The funds will be transferred to Non Salary Bank Account of the said institute for subsequent expenditures by the institutes.

10. **PAYMENT OF STIPEND TO TRAINEES**

10.1 Rs. 8000.00 per month will be paid to the trainees nominated by the CTD through payees account at the end of each month.

10.2 In case, the trainee has no bank account, the cash cheque may be issued in the presence of Principal/Workshop Manager concerned and Class Incharge concerned. All codal, legal, procedural and financial formalities will be completed while making payment.

11. **FINANCIAL POWERS, PROCUREMENT & ACCOUNTS PROCEDURE.**

Purchase Procedure and Financial Powers shall be followed as per standard TEVTA Delegation of financial powers issued from time to time. The expenditure would be recorded in non-salary cash book and monthly expenditure report shall be submitted to the concerned Assistant Manager (Finance) accordingly. The internal audit of the said account will be carried out after every course.

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12. DISPOSAL OF STUDENTS FINISHED JOBS/ PROJECTS

Finished Jobs/ projects prepared by the students during training will be disposed of as prescribed vide notification no. TEVTA/Fin/Jobs/ dated September 17th, 2007 and vide TEVTA/Bud/2010-11 dated January 20th, 2011.

13. GENERAL INSTRUCTIONS

- 13.1 One work station will be arranged for one trainee.
- 13.2 Course contents, Time Table and Progress Chart must be displayed in the workshop.
- 13.3 Provisional certificates will be issued to graduates by the Workshop Manager/Principal as per practice.
- 13.4 Result of graduates will be communicated to TEVTA.

14. MONITORING & SUPERVISION

The Principals/Workshop Managers of the institute and the District Manager concerned will carry out monitoring and supervision of the course. The District Manager will submit a weekly progress report to the Deputy Manager (Deeni Madaris) TEVTA.

15. PLACEMENT/LOAN FROM AKHUWAT

Placement will be arranged in the industry for the desired graduates. The graduates desirous of seeking microfinance loan shall submit their applications on prescribed proforma available with the Principal / Workshop Manager. The Principal / workshop Manager shall, after due scrutiny, forward the same to Akhuwat.

16. DURATION

Long Term in this document means a period of two years, which is extendable.

**CHAIRPERSON
TEVTA**

No. Even & Dated

February 20th, 2012

A copy is forwarded for information and necessary action to:-

1. The Secretary, Social Welfare Department, Lahore.
2. The Director General, Social Welfare Department, Lahore.
3. The SSP (Operations), CTD, CID Complex, Chuhang, Multan Road, Lahore.
4. All the General Managers, TEVTA Secretariat, Lahore.
5. The Chairman Punjab Board of Technical Education, Lahore.
6. All the Zonal Managers TEVTA.
7. The Deputy General Manager (Finance), TEVTA Secretariat, Lahore.
8. The Manager (MIS), TEVTA Secretariat, Lahore with the request to upload the notification on TEVTA website & the old policy may be deleted.
9. All the District Managers TEVTA.
10. SA to Chairperson TEVTA.



(MASOOD ANWAR)
Deputy Manager
Deeni Madaris (TEVTA)