
 <p>TEVTA GOVERNMENT OF THE PUNJAB</p>	<p>GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk</p>	
(OPERATIONS WING)		

NOTIFICATION

Subject: - **SOP FOR 3 & 6 MONTHS SHORT COURSES (MAY, 2015) PHASE - II**

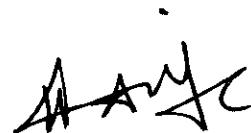
No. TEVTA / GM (O-II) / Short Courses / 244 – 15/529 The standard Operating Procedure (SOP) is hereby notified for conduct of 3 & 6 months duration short courses (Phase – II) in selected TEVTA institutes. The SOP is attached for implementation in letter and spirit.

No. Even
Dated: May 19, 2015

CHAIRPERSON TEVTA

A copy is forwarded to:

1. All General Managers, TEVTA.
2. All Deputy General Managers, TEVTA.
3. All Zonal Managers, TEVTA, Punjab.
4. All District Managers, TEVTA, Punjab with the request to forward the same to the field formation immediately for further necessary action.
5. The Manager (MIS), TEVTA.
6. SA to the Chairperson TEVTA.
7. PS to C.O.O TEVTA.



(Hamid Ghani Anjum)
General Manager (Ops)

SOP FOR 3 & 6 MONTHS SHORT COURSES PHASE – II (MAY, 2015)



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

May, 2015

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1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA has specifically focused on requirements of the industry and has started an aggressive, forward looking and demand driven courses to provide skills for employability to the youth of Punjab with focus on children of poor and down trodden families' w.e.f. May, 2015. The short courses have been designed after interaction with the industry / prospective employers.

2. SALIENT FEATURES OF PROGRAMME

To attract the poor unemployed youth for training in employable skills, the program has following features:

- No fee will be charged
- Registration fee will be provided by TEVTA.
- Free training material will be provided by the institutions.
- Stipend will be awarded for financial support of students, on completion of course.

3. TRAINING SCHEDULE FOR 1st BATCH (PHASE – II)

Start of classes of 1st Batch (Phase – II) w.e.f May 18th, 2015.

4. TRAINING PARAMETERS

- | | |
|-------------------------------|-------------------------------|
| • Courses duration | 3 months & 6 months |
| • Total Contact hours | 400 hours / 800 hours |
| • Average daily conduct hours | 5 hours / day (6 days / week) |

4.1 Timings

The training / classes will be conducted in evening shift from 2:00 p.m. to 07:00 p.m. (5 hours per day). However, respective District Manager may accord permission to the institutes' for early start of classes 01 hour, considering the locality of the institute and weather conditions. All the classes will be arranged in the premises of institutes and will not start before 02:00 p.m.

4.2 Number of Trainees per Class

Admission target for each institution has been given by the concerned District Managers, keeping in view demand of the industry in the district. The admission target finalized by the HQ has been circulated among the field offices for execution of training activities, as per plan.

At

5. COURSES FOR 1st BATCH (PHASE – II)

TEVTA funded courses. (Minimum age limit 15 years)

Note: The column "Capacity Phase – I (1st Batch)" contains values of only those trades in which capacity is enhanced in addition to already mentioned capacity conveyed vide SOP No. TEVTA/GM(O-II)/Short Courses/244-15/182 dated 10.02.2015.

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
6 Months Courses						
1	GCT Gujranwala	Spoken English	6	0	25	25
2	GCT Gujranwala	Quantity Surveyor	6	0	25	25
3	GCT Gujranwala	Welding	6	0	25	25
4	GCT Gujranwala	Machinist	6	0	25	25
5	GCT Gujranwala	UPS Repair Mechanic	6	0	25	25
6	GCT Pindi Bhattian	Fashion Designing	6	0	25	25
7	GCT Pindi Bhattian	UPS Repair Mechanic	6	0	25	25
8	GTTI Gujranwala	Auto CAD	6	0	20	20
9	GTTI Gujranwala	HVACR	6	0	20	20
10	GTTI Gujranwala	Quantity Surveyor	6	0	20	20
11	GTTI Gujranwala	Welding	6	0	20	20
12	GTTI Gujranwala	Machinist	6	0	20	20
13	GTTC Hafizabad	Welding	6	0	15	15
14	GTTC Pirkot	Welding	6	0	15	15
15	GTTC Pirkot	Quantity Surveyor	6	0	20	20
16	GTTC Wahndo	Welding	6	0	20	20
17	GTTC Wahndo	Machinist	6	0	20	20
18	GVTIW Gujranwala	Fashion Designing	6	0	25	25
19	GVTIW Gujranwala	Domestic Tailoring Female	6	0	25	25
20	GVTIW Gujranwala	Spoken English	6	0	25	25
21	GVTIW Rahwali	Machine Embroidery	6	0	15	15
22	GVTIW Wazirabad	Machine Embroidery	6	0	15	15
23	GVTIW Nowhsera Virkan	Spoken English	6	0	25	25
24	GVTIW Nowhsera Virkan	Fashion Designing	6	0	25	25
25	GVTIW Nowhsera Virkan	Domestic Tailoring Female	6	0	25	25
26	GVTIW Hafizabad	Spoken English	6	0	20	20
27	GVTIW Hafizabad	Domestic Tailoring Female	6	0	25	25

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
28	GVTIW Sukheke	Cooking	6	0	25	25
29	GVTIW Sukheke	Fashion Designing	6	0	25	25
30	GVTIW Sukheke	Domestic Tailoring Female	6	0	25	25
31	GVTIW Sukheke	Machine Embroidery	6	0	20	20
32	GTTC Kamoke	Home Appliances	6	0	25	25
33	GTTC Kamoke	HVACR	6	0	25	25
34	GTTC Kamoke	Welding	6	0	20	20
35	GTTC Kamoke	Machinist	6	0	20	20
36	GTTI, Gujrat	Quantity Surveyor	6	0	20	20
37	GTTI, Gujrat	Welding	6	0	20	20
38	GTTI, Gujrat	Machinist	6	0	20	20
39	GTTI, Gujrat	HVACR	6	0	25	25
40	GCT, Rasul	Civil Surveyor	6	0	40	40
41	GCT, Rasul	Quantity Surveyor	6	0	40	40
42	GCT, Rasul	Steel Fixer	6	0	25	25
43	GTTC (F), Malikwal	CCA	6	0	20	20
44	GTTC (M), Jalalpur Jattan	Electrician	6	0	20	20
45	GTTC (M), Jalalpur Jattan	Machinist	6	0	20	20
46	GTTC (M), Jalalpur Jattan	Auto Mechanic	6	0	20	20
47	GTTC (M), Kharian	Electrician	6	0	20	20
48	GTTC (M), Kharian	Domestic Tailoring Male	6	0	20	20
49	GTTC (M), Kharian	Welding	6	0	20	20
50	GTTC (M), Kharian	Machinist	6	0	20	20
51	GTTC (M), Kharian	Auto Mechanic	6	0	20	20
52	GTTC (M), Malikwal	CCA	6	0	20	20
53	GTTC (M), Malikwal	HVACR	6	0	20	20
54	GTTC (M), Malikwal	Solar Panels	6	0	20	20
55	GTTC Dinga	Web Designing	6	0	20	20
56	GTTC Mojianwala	Motor Winding	6	0	20	20
57	GTTC Mojianwala	Electrician	6	0	20	20
58	GTTC Mojianwala	Machinist	6	0	20	20
59	GTTC Mojianwala	Welding	6	0	20	20
60	GTTC S. Alam Gir	Motor Winding	6	0	20	20
61	GTTC S. Alam Gir	Electrician	6	0	20	20
62	GTTC S. Alam Gir	Auto Mechanic	6	0	20	20
63	GVTI (W), Kharian	Cooking	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
64	GVTI (W), Kharian	Fashion Designing	6	0	25	25
65	GVTI (W), Gujrat	Fashion Designing	6	0	25	25
66	GVTI (W), Gujrat	Beautician	6	0	25	25
67	GVTI (W), Gujrat	Cooking	6	0	25	25
68	GVTI (W), M. B Din	Beautician	6	0	20	20
69	GVTI (W), M. B Din	Cooking	6	0	20	20
70	GVTI (W), M. B Din	CCA	6	0	20	20
71	GVTI (W), M. B Din	Kitchen Helper	6	0	20	20
72	GVTI (W), Manglia	Beautician	6	0	20	20
73	GVTI (W), Phalia	Cooking	6	0	20	20
74	GVTI (W), Phalia	Fashion Designing	6	0	20	20
75	GTTI, Mughalpura Lahore	Quantity Surveyor	6	0	25	25
76	GTTI, Mughalpura Lahore	Civil Surveyor	6	0	25	25
77	GVTI (W), Dehli Gate Lahore	Domestic Tailoring Female	6	0	20	20
78	GVTI (W), Lahore Cantt	Domestic Tailoring Female	6	0	20	20
79	GVTI (W), Lahore Cantt	Fashion Designing	6	0	20	20
80	GVTI (W), Dev Samaj Road, Lahore	Fashion Designing	6	0	25	25
81	GTTI (W), Kamal Ganj, Lahore	Domestic Tailoring Female	6	0	20	20
82	GTTI (W), Kamal Ganj, Lahore	Fashion Designing	6	0	20	20
83	GVTI (W), Township Lahore	Domestic Tailoring Female	6	0	20	20
84	SS GVTI (W) Shah Alam Gate Lahore	Domestic Tailoring Female	6	0	20	20
85	SS GVTI (W) Shah Alam Gate Lahore	Machine Embroidery	6	0	20	20
86	GVTI (W) Awan Town	Domestic Tailoring Female	6	0	20	20
87	GVTI (W) Jia Musa Lahore	Domestic Tailoring Female	6	0	20	20
88	GVTI (W) Baghbanpura	Domestic Tailoring Female	6	0	20	20
89	GVTI (W), Samanabad	Domestic Tailoring Female	6	0	15	15
90	GVTI (W), Shadbagh Lahore	Machine Embroidery	6	0	10	10
91	GVTI (W), Shadbagh Lahore	Domestic Tailoring Female	6	0	20	20
92	GCT Raiwind Raod, Lahore	Quantity Surveyor	6	0	25	25
93	GCT Raiwind Raod, Lahore	Civil Surveyor	6	0	25	25
94	GCT (W), Lyton	Fashion Designing	6	0	25	25

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
	Road, Lahore					
95	GCT (W), Lyton Road, Lahore	Machine Embroidery	6	0	25	25
96	GSTC, Dev Samaj Road, Lahore	Domestic Tailoring Female	6	0	25	25
97	GVTIW (RMGTC), Township Lahore	Domestic Tailoring Female	6	0	15	15
98	GTTI Okara	Machinist	6	0	20	20
99	GTTI Depalpur	Electrician	6	0	20	20
100	GTTI Depalpur	Welding	6	0	20	20
101	GTTC (Male) Kanganpur	HVACR	6	0	20	20
102	GTTC (Female) Kot Radha Kishen	Cooking	6	0	20	20
103	GVTIW, Depalpur	Cooking	6	0	20	20
104	GVTI (W), Kasur	Machine Embroidery	6	0	15	15
105	GCT (Boys) Sangla Hill	Motor Winding	6	25	5	30
106	GCT (Boys) Sangla Hill	Electrician	6	25	5	30
107	GVTI(W) Sangla Hill	Beautician	6	0	20	20
108	GTTC (F), Muridke	CCA	6	0	20	20
109	GTTC (F), Muridke	Machine Embroidery	6	0	15	15
110	GTTC (F), Safdarabad	Machine Embroidery	6	0	15	15
111	GTTC (F), Shahkot	CCA	6	0	15	15
112	GTTC (F), Shahkot	Machine Embroidery	6	0	20	20
113	GTTC (M), Muridke	HVACR	6	0	15	15
114	GTTC (M), Muridke	Electrician	6	0	20	20
115	GTTC (M), Safdarabad	CCA	6	0	20	20
116	GTTC (M), Safdarabad	Electrician	6	0	20	20
117	GTTC (M), Shahkot	HVACR	6	0	15	15
118	GTTC (M), Shahkot	Electrician	6	0	20	20
119	GTTC, Manawala	Electrician	6	0	20	20
120	GTTC, More Khunda	Electrician	6	0	20	20
121	GVTI(W) Nankana	Fashion Designing	6	0	15	15
122	GVTI(W) Nankana	Beautician	6	0	20	20
123	GVTI(W) Nankana	CCA	6	0	20	20
124	GVTI (W), Shikhupura	Beautician	6	0	20	20
125	GCT Sialkot	Auto Cad	6	0	25	25
126	GCT Sialkot	Electrician I	6	0	25	25

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
127	GCT Sialkot	Electrician II	6	0	25	25
128	GCT Sialkot	Civil Surveyor I	6	0	30	30
129	GCT Sialkot	Civil Surveyor II	6	0	30	30
130	GCT Sialkot	Civil Surveyor III	6	0	30	30
131	GCT Sialkot	Civil Surveyor IV	6	0	35	35
132	GCT Sialkot	Auto Mechanic I	6	0	25	25
133	GCT Sialkot	Auto Mechanic II	6	0	25	25
134	GVTI (W) Sialkot	Beautician	6	20	5	25
135	GVTI (W) Sialkot	CCA	6	10	5	15
136	GVTI (W) Sialkot	Fashion Designing	6	0	25	25
137	GVTI (W) Daska	Machine Embroidery	6	0	10	10
138	GVTI (W) Pasrur	Beautician	6	20	10	30
139	GVTI (W) Pasrur	Machine Embroidery	6	0	20	20
140	GVTI (W) Narowal	Beautician	6	20	5	25
141	GVTI (W) Narowal	Fashion Designing	6	0	20	20
142	GVTI (W) Shakargarh	Beautician	6	20	5	25
143	GVTI (W) Shakargarh	Fashion Designing	6	0	20	20
144	GTTC Pasrur	Electrician	6	20	10	30
145	GTTC Pasrur	Motor winding	6	20	10	30
146	GTTC Shakargarh	Electrician	6	20	5	25
147	GTTC Zafarwal	Electrician	6	20	5	25
148	GTTC Zafarwal	CCA	6	20	10	30
149	GTTC (Male) Samberial	Electrician	6	20	5	25
150	GTTC (Male) Samberial	UPS Repair Mechanic	6	0	15	15
151	GVTIW, Noorkot	Fashion Designing	6	0	25	25
152	GCT, Sahiwal	CCA	6	20	30	50
153	GCT, Sahiwal	Auto Cad	6	25	30	55
154	GCT, Sahiwal	Home Appliances	6	0	30	30
155	GCT, Sahiwal	Electrician	6	0	30	30
156	GCT, Sahiwal	Motor Winding	6	0	30	30
157	GCT, Sahiwal	Motorcycle Mechanic	6	0	30	30
158	GCT, Sahiwal	Civil Surveyor I	6	0	25	25
159	GCT, Sahiwal	Civil Surveyor II	6	0	25	25
160	GCT, Sahiwal	Quantity Surveyor	6	0	30	30
161	GCT, Sahiwal	Welding	6	0	30	30
162	GCT, Sahiwal	Machinist	6	0	30	30

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
163	GCT, Sahiwal	Auto Mechanic	6	0	30	30
164	GCT, Sahiwal	Confectionary, Bakery & Sweets I	6	0	25	25
165	GCT, Sahiwal	Confectionary, Bakery & Sweets II	6	0	25	25
166	GTTI (OHR) Sahiwal	Electrician	6	20	30	50
167	GTTI (OHR) Sahiwal	Motor Winding	6	20	30	50
168	GTTI (OHR) Sahiwal	Home Appliances	6	0	30	30
169	GTTI (OHR) Sahiwal	Auto Cad	6	0	30	30
170	GTTI (OHR) Sahiwal	CCA	6	0	30	30
171	GTTI (OHR) Sahiwal	Motorcycle Mechanic	6	0	30	30
172	GTTI (OHR) Sahiwal	Welding	6	0	25	25
173	GTTI (OHR) Sahiwal	Machinist	6	0	25	25
174	GTTI (OHR) Sahiwal	Auto Mechanic	6	0	30	30
175	GTTI (OHR) Sahiwal	UPS Repair Mechanic	6	0	30	30
176	GTTI (OHR) Sahiwal	Steel Fixer	6	0	20	20
177	GTTI (OHR) Sahiwal	Generator Repair Mechanic	6	0	30	30
178	GTTI (AMR) Sahiwal	Motorcycle Mechanic	6	20	30	50
179	GTTI (AMR) Sahiwal	HVACR I	6	20	25	45
180	GTTI (AMR) Sahiwal	HVACR II	6	0	25	25
181	GTTI (AMR) Sahiwal	Electrician	6	20	30	50
182	GTTI (AMR) Sahiwal	Home Appliances	6	0	30	30
183	GTTI (AMR) Sahiwal	Auto Cad	6	0	40	40
184	GTTI (AMR) Sahiwal	UPS Repair Mechanic	6	0	30	30
185	GTTI (AMR) Sahiwal	Machinist	6	0	25	25
186	GTTI (AMR) Sahiwal	Welding	6	0	30	30
187	GTTI (AMR) Sahiwal	Quantity Surveyor	6	0	30	30
188	GTTI (AMR) Sahiwal	Auto Mechanic	6	0	25	25
189	GTTI Chichawatni	CCA	6	20	30	50
190	GTTI Chichawatni	Motorcycle Mechanic	6	20	30	50
191	GTTI Chichawatni	Home Appliances	6	0	30	30
192	GTTI Chichawatni	HVACR I	6	0	25	25
193	GTTI Chichawatni	HVACR II	6	0	25	25
194	GTTI Chichawatni	Electrician	6	0	30	30
195	GTTI Chichawatni	UPS Repair Mechanic	6	0	30	30
196	GVTI W Sahiwal	Beautician	6	20	30	50
197	GVTI W Sahiwal	CCA I	6	20	25	45

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
198	GVTI W Sahiwal	CCA II	6	0	25	25
199	GVTI W Sahiwal	Spoken English	6	0	30	30
200	GVTI W Sahiwal	Fashion Designing	6	0	30	30
201	GVTI W Sahiwal	Machine Embroidery	6	0	30	30
202	GVTIW Chichawatni	Beautician	6	20	30	50
203	GVTIW Chichawatni	Spoken English	6	0	30	30
204	GVTIW Chichawatni	Fashion Designing	6	0	30	30
205	GVTIW Chichawatni	Machine Embroidery	6	0	30	30
206	GTTC Arifwala	Electrician	6	0	25	25
207	GTTC Arifwala	Motorcycle Mechanic	6	0	25	25
208	GTTC Arifwala	Welding	6	0	25	25
209	GTTC Arifwala	Machinist	6	0	20	20
210	GTTC, Pakpattan	Electrician	6	0	30	30
211	GTTC, Pakpattan	Motorcycle Mechanic	6	0	25	25
212	GTTC, Pakpattan	Motor Winding	6	0	25	25
213	GTTC, Pakpattan	Welding	6	0	25	25
214	GTTC, Pakpattan	Machinist	6	0	20	20
215	GCT (W), Sahiwal	Beautician	6	0	25	25
216	GCT (W), Sahiwal	CCA	6	0	25	25
217	GCT (W), Sahiwal	Auto Cad	6	0	25	25
218	GCT (W), Sahiwal	Web Designing	6	0	25	25
219	GCT Sargodha	CCA	6	20	5	25
220	GCT Sargodha	Electrician	6	15	10	25
221	GCT Sargodha	Auto CAD	6	0	25	25
222	GTTI 47NB Sargodha	HVACR	6	15	10	25
223	GTTI 47NB Sargodha	CCA	6	20	5	25
224	GTTI 47NB Sargodha	Electrician	6	15	10	25
225	GTTI(SWR) Sargodha	Electrician	6	15	10	25
226	GTTI(SWR) Sargodha	Motor Winding	6	15	10	25
227	GTTI(SWR) Sargodha	Motorcycle Mechanic	6	15	10	25
228	GTTI Bhera	Welding	6	0	25	25
229	GTTI Bhera	HVACR	6	0	20	20
230	GTTI Bhera	Auto CAD	6	0	25	25
231	GTTI Bhera	Electrician	6	15	10	25
232	GTTI Bhera	CCA	6	20	5	25

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
233	GTTI Bhalwal	CCA	6	20	5	25
234	GTTI Bhalwal	Electrician	6	15	10	25
235	GVTIW Block 13 Sargodha	Beautician	6	15	5	20
236	GVTIW Block 13 Sargodha	Cooking	6	0	20	20
237	GTTC(W) Kotmomin	Beautician	6	0	20	20
238	Govt AMTS Sargodha	Generator Repair Mechanic	6	0	20	20
239	Govt AMTS Sargodha	Auto Mechanic	6	0	20	20
240	Govt AMTS Sargodha	Motorcycle Mechanic	6	15	5	20
241	GTTI Jauharabad	CCA	6	20	5	25
242	GTTI Jauharabad	Electrician	6	15	10	25
243	GTTI Jauharabad	HVACR	6	15	10	25
244	GTTIW Jauharabad	CCA	6	20	5	25
245	GTTIW Jauharabad	Beautician	6	15	10	25
246	GTTC Sillanwali	Welding	6	0	20	20
247	GTTC, Khushab	Electrician	6	0	20	20
248	GTTC (M), Sahiwal	HVACR	6	0	20	20
249	GTTC (M), Sahiwal	Electrician	6	0	20	20
250	GTTC, Shahpur	Electrician	6	0	20	20
251	GTTC (W), Sahiwal	Beautician	6	0	20	20
252	GTTC(M) Kotmomin	Motor Winding	6	0	20	20
253	GVTI (W), Bhalwal	Beautician	6	0	20	20
254	GVTI (W), Naushera	Beautician	6	0	20	20
255	GVTI (W), Naushera	CCA	6	0	20	20
256	GVTI (W), Satellite Town, Sargodha	Beautician	6	0	20	20
257	GVTI (W), Shahpur Sadar	Beautician	6	0	20	20
258	GVTI (W), Khushab	Beautician	6	0	20	20
259	GVTI (W), Khushab	CCA	6	0	20	20
260	GVTI (W), Noorpur Thal	Beautician	6	0	20	20
261	GVTI (W), Noorpur Thal	CCA	6	0	20	20
262	GCT, Bhakkar	Electrician	6	0	25	25
263	GCT, Bhakkar	Quantity Surveyor	6	0	25	25
264	GCT, Mianwali	Electrician	6	0	25	25
265	GCT, Mianwali	Quantity Surveyor	6	0	25	25
266	GTTC Bhakkar	Plumber	6	0	15	15
267	GTTC Bhakkar	Welding	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
268	GTTC Bhakkar	Domestic Tailoring Male	6	0	20	20
269	GTTC (M), Darya Khan	Auto Cad	6	0	15	15
270	GTTC (M), Darya Khan	Quantity Surveyor	6	0	20	20
271	GTTC Isa Khel	Welding	6	0	20	20
272	GTTC Isa Khel	Domestic Tailoring Male	6	0	20	20
273	GTTC Isa Khel	Auto Mechanic	6	0	15	15
274	GTTC Kallur Kot	Auto Mechanic	6	0	20	20
275	GTTI Mianwali	Home Appliances	6	0	20	20
276	GTTI Mianwali	Auto Mechanic	6	0	20	20
277	GTTI Mianwali	Quantity Surveyor	6	0	20	20
278	GTTI Mianwali	UPS Repair Mechanic	6	0	20	20
279	GTTI Mianwali	Welding	6	0	20	20
280	GTTI Mianwali	Machinist	6	0	20	20
281	GVTI(W) Isa Khel	Beautician	6	0	20	20
282	GVTI(W) Isa Khel	Domestic Tailoring Female	6	0	20	20
283	GVTI(W) Kamar Mushani	CCA	6	0	20	20
284	GVTI(W) Kamar Mushani	Domestic Tailoring Female	6	0	20	20
285	GVTI(W), ABAD Mianwali	CCA	6	0	25	25
286	GVTI(W), ABAD Mianwali	Domestic Tailoring Female	6	0	20	20
287	GVTI(W), Mianwali	Beautician	6	0	20	20
288	GVTI(W), Mianwali	Domestic Tailoring Female	6	0	20	20
289	GVTIW, ABAD Darya Khan	Domestic Tailoring Female	6	0	20	20
290	GVTIW, Bhakkar	Beautician	6	0	20	20
291	GVTIW, Bhakkar	Domestic Tailoring Female	6	0	20	20
292	GVTIW, Kallur Kot	Domestic Tailoring Female	6	0	20	20
293	GVTIW, Mankera	CCA	6	0	20	20
294	GVTIW, Mankera	Domestic Tailoring Female	6	0	20	20
295	GTTC (DMTC), Kundian	Electrician	6	0	20	20
296	GTTC (DMTC), Kundian	Home Appliances	6	0	20	20
297	GTTC (DMTC), Kundian	Welding	6	0	15	15
298	GTTC (M), Jandanwala	Electrician	6	0	15	15

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
299	GTTC (M), Jandanwala	CCA	6	0	25	25
300	GTTC (M), Jandanwala	Welding	6	0	20	20
301	GTTC (M), Jandanwala	Plumber	6	0	15	15
302	GTTC (F), Piplan	Domestic Tailoring Female	6	0	15	15
303	GTTC (M), Piplan	Plumber	6	0	15	15
304	GTTC(M) Hassan Abdal	Welding	6	0	15	15
305	GTTC(M) Hassan Abdal	Machinist	6	0	15	15
306	GTTC(M) Hassan Abdal	Auto Mechanic	6	0	15	15
307	GTTI Gujar Khan	Civil Surveyor	6	0	25	25
308	GTTI Gujar Khan	Quantity Surveyor	6	0	25	25
309	GTTI Gujar Khan	Welding	6	0	25	25
310	GTTI Gujar Khan	Machinist	6	0	25	25
311	GTTI Gujar Khan	Auto Mechanic	6	0	25	25
312	GTTC(M) Doultala	Welding	6	0	15	15
313	GTTCW Gujar Khan	Machine Embroidery	6	0	25	25
314	GTTCW Gujar Khan	Domestic Tailoring Female	6	0	25	25
315	GVTI (W), Kartarpura	Fashion Designing	6	0	25	25
316	GVTI (W), Kartarpura	Machine Embroidery	6	0	25	25
317	GVTI (W), Kartarpura	Domestic Tailoring Female	6	0	25	25
318	GTTC Fateh Jang	Domestic Tailoring Male	6	0	15	15
319	GTTC Fateh Jang	Welding	6	0	15	15
320	GVTIW Attock	Fashion Designing	6	0	25	25
321	GVTIW Attock	Domestic Tailoring Female	6	0	25	25
322	GTTI Pindigheb	Auto Mechanic	6	0	25	25
323	GTTC (W), Kallar Syedan	Machine Embroidery	6	0	15	15
324	GTTC (W), Kallar Syedan	Domestic Tailoring Female	6	0	15	15
325	GTTC (W), Kotli Sattian	Domestic Tailoring Female	6	0	15	15
326	GTTC (M), Jand	Welding	6	0	15	15
327	GTTC (M), Murree	Welding	6	0	15	15
328	GTTI Jhelum	Electrician	6	0	25	25
329	GTTI Sohawa	Home Appliances	6	0	20	20
330	GTTI Sohawa	HVACR	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
331	GTTI Sohawa	CCA	6	0	20	20
332	GVTIW Malhal Mughlan	Machine Embroidery	6	0	20	20
333	GVTIW Malhal Mughlan	Fashion Designing	6	0	20	20
334	GVTIW Malhal Mughlan	CCA	6	0	25	25
335	GVTIW Malhal Mughlan	Beautician	6	0	25	25
336	GTTC Talagang	CCA	6	0	20	20
337	GTTC Talagang	Motorcycle Mechanic	6	0	20	20
338	GTTC Talagang	Electrician	6	0	20	20
339	AMTS, Talagang	Motorcycle Mechanic	6	0	20	20
340	GCT, Jhelum	HVACR	6	0	25	25
341	GCT, Jhelum	Mobile Repair	6	0	25	25
342	GTTC C. S Shah	CCA	6	0	20	20
343	GTTC C. S Shah	HVACR	6	0	20	20
344	GTTC C. S Shah	Electrician	6	0	20	20
345	GTTC Taman	Home Appliances	6	0	20	20
346	GTTC (F), Kallar Kahar	CCA	6	0	20	20
347	GTTC (M), Kallar Kahar	CCA	6	0	20	20
348	GTTC (M), Kallar Kahar	Home Appliances	6	0	20	20
349	GTTC (M), Kallar Kahar	Electrician	6	0	20	20
350	GTTI, Chakwal	Mobile Repair	6	0	20	20
351	GTTI, Chakwal	Motorcycle Mechanic	6	0	20	20
352	GVTI (W), Chakwal	CCA	6	0	20	20
353	GVTI (W), Chakwal	Beautician	6	0	20	20
354	GVTI (W), Chakwal	Cooking	6	0	20	20
355	GVTI (W), Chakwal	Machine Embroidery	6	0	20	20
356	GVTI (W), Chakwal	Fashion Designing	6	0	20	20
357	GVTI (W), Dhudial	CCA	6	0	20	20
358	GVTI (W), Dhudial	Beautician	6	0	20	20
359	GVTI (W), Dhudial	Cooking	6	0	20	20
360	GVTI (W), Dhudial	Machine Embroidery	6	0	20	20
361	GVTI (W), Dhudial	Fashion Designing	6	0	20	20
362	GVTI (W), Dina	CCA	6	0	20	20
363	GVTI (W), Dina	Machine Embroidery	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
364	GVTI (W), Dina	Fashion Designing	6	0	20	20
365	GVTI (W), Jhelum	CCA	6	0	20	20
366	GVTI (W), Jhelum	Beautician	6	0	20	20
367	GVTI (W), Jhelum	Machine Embroidery	6	0	20	20
368	GVTI (W), Jhelum	Fashion Designing	6	0	20	20
369	GVTI (W), Lawa	CCA	6	0	20	20
370	GVTI (W), Lawa	Machine Embroidery	6	0	20	20
371	GVTI (W), Lawa	Fashion Designing	6	0	20	20
372	GVTI (W), Pinddaddan Khan	CCA	6	0	20	20
373	GVTI (W), Pinddaddan Khan	Beautician	6	0	20	20
374	GVTI (W), Pinddaddan Khan	Machine Embroidery	6	0	20	20
375	GVTI (W), Pinddaddan Khan	Fashion Designing	6	0	20	20
376	GVTI (W), Sohawa	CCA	6	0	20	20
377	GVTI (W), Sohawa	Machine Embroidery	6	0	20	20
378	GVTI (W), Sohawa	Fashion Designing	6	0	20	20
379	GVTI (W), Talagang	CCA	6	0	20	20
380	GVTI (W), Talagang	Beautician	6	0	20	20
381	GVTI (W), Talagang	Machine Embroidery	6	0	20	20
382	GVTI (W), Talagang	Fashion Designing	6	0	20	20
383	GAMTS Faisalabad	Auto Mechanic	6	0	15	15
384	GCT (W) Faisalabad	Fashion Designing	6	0	25	25
385	GCT (W) Faisalabad	Machine Embroidery	6	0	25	25
386	GCT (W) Faisalabad	Confectionary, Bakery & Sweets	6	0	25	25
387	GCT (W) Jaranwala	Confectionary, Bakery & Sweets	6	0	20	20
388	GSTC, Faisalabad	Steel Fixer	6	0	25	25
389	GSTC, Faisalabad	Welding	6	0	25	25
390	GSTC, Faisalabad	Machinist	6	0	25	25
391	GSTC, Faisalabad	UPS Repair Mechanic	6	0	25	25
392	GSTC, Faisalabad	Solar Panels	6	0	25	25
393	GTTC (M) Chak Jhumra	Auto Mechanic	6	0	15	15
394	GTTC (M) Chak Jhumra	Civil Surveyor	6	0	15	15
395	GTTC Khurrianwala	Home Appliances	6	0	15	15
396	GTTC Khurrianwala	Electrician	6	0	15	15

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
397	GTTC Khurrianwala	Motorcycle Mechanic	6	0	15	15
398	GTTC Khurrianwala	Welding	6	0	15	15
399	GTTI Faisalabad	Civil Surveyor	6	0	20	20
400	GTTI Faisalabad	Quantity Surveyor	6	0	20	20
401	GTTI Faisalabad	Welding	6	0	20	20
402	GTTI Faisalabad	Machinist	6	0	20	20
403	GTTI Faisalabad	UPS Repair Mechanic	6	0	20	20
404	GVTIW, Faisalabad	Fashion Designing	6	0	25	25
405	GVTIW, Faisalabad	Machine Embroidery	6	0	25	25
406	GVTI (W) RMGTC Fsd	Fashion Designing	6	0	20	20
407	GVTI (W) RMGTC Fsd	Machine Embroidery	6	0	20	20
408	GTTC (F), Chak Jhumra	Cooking	6	0	15	15
409	GTTC (F), Chak Jhumra	Fashion Designing	6	0	15	15
410	GTTC (F), Chak Jhumra	Web Designing	6	0	15	15
411	GTTC Bhowana	Welding	6	0	20	20
412	GTTC Gojra	Welding	6	0	20	20
413	GTTC Peer Mahal	Welding	6	0	20	20
414	GTTI Jhang	Quantity Surveyor	6	0	25	25
415	GTTI, Shorkot	Welding	6	0	25	25
416	GTTI, Shorkot	Auto Mechanic	6	0	25	25
417	GTTI, T.T.Singh	Machinist	6	0	25	25
418	GCT Multan	Mobile Repair	6	0	25	25
419	GTTI, Khanewal Road, Multan	Machinist	6	0	25	25
420	GTTI Peer Qattal Jalalpur Pirwala	Machinist	6	0	25	25
421	GTTI Khanewal	CCA	6	0	25	25
422	GTTI Khanewal	Home Appliances	6	0	25	25
423	GTTC (M) Jahanian	Motorcycle Mechanic	6	0	15	15
424	GTTC (M) Jahanian	Electrician	6	0	20	20
425	GTTC Kabirwala	Electrician	6	0	25	25
426	GTTI Vehari	Home Appliances	6	0	25	25
427	GTTI Vehari	Motorcycle Mechanic	6	0	25	25
428	GTTI Vehari	Electrician	6	0	25	25
429	GCT Burewala	CCA	6	0	25	25
430	GCT Burewala	Home Appliances	6	0	25	25

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
431	GVTI (W), Khanewal	Domestic Tailoring Female	6	0	25	25
432	GVTI (W), Khanewal	Beautician	6	0	25	25
433	GVTI (W), Khanewal	CCA	6	0	25	25
434	GVTI (W), Kabirwala	Domestic Tailoring Female	6	0	25	25
435	GVTI (W), Jinnah Town Mian Channu	Domestic Tailoring Female	6	0	25	25
436	GVTI (W), Vehari	Domestic Tailoring Female	6	0	25	25
437	GVTI (W), Vehari	Beautician	6	0	25	25
438	GVTI (W), Vehari	CCA	6	0	25	25
439	GVTI (W), Burewala	Domestic Tailoring Female	6	0	25	25
440	GVTI (W), Burewala	Beautician	6	0	25	25
441	GVTI (W), Burewala	CCA	6	0	25	25
442	GVTI (W), Mailsi	Domestic Tailoring Female	6	0	25	25
443	GTTC (W), Jahanian	Domestic Tailoring Female	6	0	15	15
444	GTTC (W), Jahanian	CCA	6	0	15	15
445	GTTC Haroonabad	Spoken English	6	0	25	25
446	GVTIW Chishtian	Spoken English	6	0	20	20
447	GVTIW Bahawalnagar	Spoken English	6	0	25	25
448	GTTI Bahawalnagar	HVACR	6	0	25	25
449	GTTI Bahawalnagar	Motor Winding	6	0	25	25
450	GTTC Fortabbas	Electrician	6	0	20	20
451	GCT (M), Bahawalpur	HVACR I	6	0	25	25
452	GCT (M), Bahawalpur	HVACR II	6	0	25	25
453	GCT (M), Bahawalpur	CCA I	6	0	25	25
454	GCT (M), Bahawalpur	CCA II	6	0	25	25
455	GCT (M), Bahawalpur	Electrician I	6	0	25	25
456	GCT (M), Bahawalpur	Electrician II	6	0	25	25
457	GCT (W), Bahawalpur	Cooking	6	25	25	50
458	GCT (W), Bahawalpur	Web Designing I	6	0	25	25
459	GCT (W), Bahawalpur	Web Designing II	6	0	25	25
460	GCT (W), Bahawalpur	CCA I	6	0	25	25
461	GCT (W), Bahawalpur	CCA II	6	0	25	25

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
462	GTTI Bahawalpur	Electrician	6	25	25	50
463	GTTI Bahawalpur	Auto CAD I	6	0	25	25
464	GTTI Bahawalpur	Auto CAD II	6	0	25	25
465	GTTI Bahawalpur	HVACR I	6	0	25	25
466	GTTI Bahawalpur	HVACR II	6	0	25	25
467	GTTI Bahawalpur	Motor Winding I	6	0	25	25
468	GTTI Bahawalpur	Motor Winding II	6	0	25	25
469	GVTI (W) Bahawalpur	Beautician	6	15	15	30
470	GVTI (W) Bahawalpur	Cooking	6	0	30	30
471	GVTI (W) RMGTC Bwp	Beautician	6	15	15	30
472	GVTI (W) Ahmedpur East	CCA	6	15	15	30
473	GVTI (W) Ahmedpur East	Beautician	6	15	15	30
474	GVTI (W) Hasilpur	Beautician	6	15	15	30
475	GVTI (W) Lodhran	Beautician	6	15	15	30
476	GVTI (W) Lodhran	CCA	6	0	30	30
477	GVTI (W) Lodhran	Cooking	6	0	30	30
478	GVTI (W) Hatti Motton Mull	Beautician	6	15	15	30
479	GTTC (DMTC) Ahmedpur East	Electrician	6	15	15	30
480	GTTC (DMTC) Yazman	Electrician	6	15	15	30
481	GTTC (DMTC) Yazman	Motor Winding	6	0	30	30
482	GVTIW, Yazman	Beautician	6	0	30	30
483	GTTC (F) Khairpur Temewali	Beautician	6	0	30	30
484	GTTC (F) Khairpur Temewali	CCA	6	0	30	30
485	GTTC (F), Karor Pacca	Beautician	6	0	30	30
486	GTTC (F), Karor Pacca	CCA	6	0	30	30
487	GTTC (DMTC) Hasilpur	Electrician	6	0	30	30
488	GTTC (DMTC) Hasilpur	Home Appliances	6	0	30	30
489	GTTC (DMTC), Dunyapur	Electrician	6	0	30	30
490	GTTC (DMTC), Dunyapur	Motor Winding	6	0	30	30
491	GTTC (M), Karor Pacca	Electrician	6	0	30	30
492	GTTC (M), Karor Pacca	Home Appliances	6	0	30	30

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
493	GCT, RYK	Electrician	6	25	5	30
494	GCT, RYK	CCA	6	25	5	30
495	GCT, RYK	Electrician	6	15	5	20
496	GTTC, Sadiqabad	Motorcycle Mechanic	6	0	20	20
497	GTTC, RYK	HVACR	6	0	20	20
498	GTTC, RYK	Electrician	6	15	5	20
499	GTTC, Tranda Muhammad Pannah	Electrician	6	0	20	20
500	GTTI, D.G.Khan	Home Appliances	6	0	25	25
501	GTTI, D.G.Khan	Electrician	6	0	25	25
502	GTTI, D.G.Khan	HVACR	6	0	25	25
503	GTTI, D.G.Khan	Motor Winding	6	0	20	20
504	GTTI, D.G.Khan	Mobile Repair	6	0	20	20
505	GTTI, D.G.Khan	Spoken English	6	0	25	25
506	GVTI (W), D.G.Khan	Fashion Designing	6	0	20	20
507	GVTI (W), D.G.Khan	Spoken English	6	0	20	20
508	GVTI (W), D.G.Khan	Beautician	6	0	20	20
509	GVTI (W), D.G.Khan	Web Designing	6	0	20	20
510	GVTI (W) ABAD, Taunsa	Cooking	6	0	20	20
511	GVTI (W) ABAD, Taunsa	Beautician	6	0	20	20
512	AMTS, DG Khan	Motor Winding	6	0	20	20
513	AMTS, DG Khan	Home Appliances	6	0	20	20
514	GVTI (W), ABAD D.G.Khan	Fashion Designing	6	0	20	20
515	GVTI (W), ABAD D.G.Khan	Beautician	6	0	20	20
516	GVTI (W), ABAD D.G.Khan	CCA	6	0	20	20
517	GVTI (W), ABAD D.G.Khan	Cooking	6	0	20	20
518	GVTI (W), Taunsa	Fashion Designing	6	0	20	20
519	GVTI (W), Taunsa	Beautician	6	0	20	20
520	GVTI (W), Taunsa	CCA	6	0	20	20
521	GCT DG Khan	Mobile Repair	6	0	20	20
522	GCT DG Khan	Spoken English	6	0	25	25
523	GCT DG Khan	Electrician	6	0	25	25
524	GCT DG Khan	CCA	6	0	25	25
525	GCT DG Khan	Home Appliances	6	0	25	25
526	GCT DG Khan	Web Designing	6	0	20	20
527	GTTC (M), Kot Chutta	Home Appliances	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
528	GTTC (M), Kot Chutta	Electrician	6	0	20	20
529	GTTC (M), Kot Chutta	Web Designing	6	0	20	20
530	GTTC (M), Taunsa	Home Appliances	6	0	20	20
531	GTTC (M), Taunsa	Spoken English	6	0	20	20
532	GTTC (M), Taunsa	Motorcycle Mechanic	6	0	20	20
533	GTTC (M), Taunsa	Electrician	6	0	20	20
534	GTTC (M), Taunsa	Web Designing	6	0	20	20
535	GVTI (W), ABAD, Vehova	Beautician	6	0	20	20
536	GVTI (W), ABAD, Vehova	CCA	6	0	20	20
537	GTTC (M), Jampur	CCA	6	0	20	20
538	GTTC (M), Jampur	Home Appliances	6	0	20	20
539	GTTC (M), Jampur	Motorcycle Mechanic	6	0	20	20
540	GTTC (M), Jampur	Electrician	6	0	20	20
541	GTTC (M), Jampur	Spoken English	6	0	20	20
542	GTTC (M), Rajanpur	Motor Winding	6	0	20	20
543	GTTC (M), Rajanpur	Home Appliances	6	0	20	20
544	GTTC (M), Rajanpur	Electrician	6	0	20	20
545	GTTC (M), Rajanpur	Web Designing	6	0	20	20
546	GTTC (M), Rajanpur	Spoken English	6	0	20	20
547	GTTC (DMTC), Fazilpur	Home Appliances	6	0	20	20
548	GTTC (DMTC), Fazilpur	Electrician	6	0	20	20
549	GTTC (DMTC), Kot Mithan	Motor Winding	6	0	20	20
550	GTTC (DMTC), Kot Mithan	Electrician	6	0	20	20
551	GTTC (DMTC), Kot Mithan	Motorcycle Mechanic	6	0	20	20
552	GTTC (DMTC), Kot Mithan	Home Appliances	6	0	20	20
553	GVTI (W), Jampur	Beautician	6	0	20	20
554	GVTI (W), Jampur	CCA	6	0	20	20
555	GVTI (W), Jampur	Spoken English	6	0	20	20
556	GVTI (W), Rajanpur	Cooking	6	0	20	20
557	GVTI (W), Rajanpur	Web Designing	6	0	20	20
558	GVTI (W), Rajanpur	Industrial Stitching	6	0	20	20
559	GVTI (W), Rajanpur	Beautician	6	0	20	20
560	GVTI (W), ABAD, Jampur	Beautician	6	0	20	20

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
561	GVTI (W), ABAD, Jampur	Cooking	6	0	20	20
562	GVTI (W), ABAD, Jampur	Industrial Stitching	6	0	20	20
563	GVTI (W), ABAD, Jampur	Web Designing	6	0	20	20
564	GVTI (W), ABAD, Rajanpur	Industrial Stitching	6	0	20	20
565	GVTI (W), ABAD, Rajanpur	Beautician	6	0	20	20
566	GVTI (W), ABAD, Rajanpur	Web Designing	6	0	20	20
567	GTTC (M), Fort Minro	Electrician	6	0	20	20
568	GTTC (M), Fort Minro	Motorcycle Mechanic	6	0	20	20
569	GTTC (F), Fort Minro	Industrial Stitching	6	0	20	20
570	GCT, Layyah	Quantity Surveyor	6	0	25	25
571	GCT, Layyah	Civil Surveyor	6	0	25	25
572	GCT, Layyah	Welding	6	0	25	25
573	GCT, Layyah	Auto Mechanic	6	0	25	25
574	GCT, Layyah	Electrician	6	0	25	25
575	GCT, Layyah	Spoken English	6	0	30	30
576	GCT, Muzaffargarh	Quantity Surveyor	6	0	25	25
577	GCT, Muzaffargarh	Civil Surveyor	6	0	25	25
578	GCT, Muzaffargarh	Spoken English	6	0	25	25
579	GTTI, Muzaffargarh	Welding	6	0	25	25
580	GTTI, Muzaffargarh	HVACR	6	0	25	25
581	GTTI, Muzaffargarh	Electrician	6	0	25	25
582	GTTI, Chowk Sarwar Shaheed	Auto Mechanic	6	0	25	25
583	GTTI, Chowk Sarwar Shaheed	Electrician	6	0	25	25
584	GTTC (Male) Jatoi	Welding	6	0	25	25
585	GTTC (Male) Jatoi	Electrician	6	0	25	25
586	GVTI (W) Chowk Sarwar Shaheed	Domestic Tailoring Female	6	0	25	25
587	GVTI (W) Chowk Sarwar Shaheed	Fashion Designing	6	0	25	25
588	GVTI (W) Chowk Sarwar Shaheed	Beautician	6	0	25	25
589	GTTC, Chowk Azam	Auto Mechanic	6	0	25	25
590	GTTC, Chowk Azam	Electrician	6	0	25	25
591	GTTC, Chowk Azam	Motor Winding	6	0	25	25
592	GTTC, Layyah	Auto Mechanic	6	0	25	25
593	GTTC, Layyah	Welding	6	0	25	25
594	GTTC, Layyah	Electrician	6	0	25	25

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
595	GTTC, Kot Addu	Auto Mechanic	6	0	25	25
596	GTTC, Kot Addu	Welding	6	0	25	25
597	GTTC, Kot Addu	Electrician	6	0	25	25
598	GVTI (W) Layyah	Domestic Tailoring Female	6	0	25	25
599	GVTI (W) Layyah	Machine Embroidery	6	0	25	25
600	GVTI (W) Layyah	Beautician	6	0	25	25
601	GVTI (W) Karor	Domestic Tailoring Female	6	0	25	25
602	GVTI (W) Karor	Fashion Designing	6	0	25	25
603	GVTI (W) Karor	Beautician	6	0	25	25
604	GVTI (W), Choubara	Domestic Tailoring Female	6	0	25	25
605	GVTI (W), Choubara	Beautician	6	0	25	25
606	GVTI (W), Muzaffargarh	Domestic Tailoring Female	6	0	25	25
607	GVTI (W), Muzaffargarh	Beautician	6	0	25	25
608	GVTI (W), Kot Addu	Domestic Tailoring Female	6	0	25	25
609	GVTI (W), Kot Addu	Machine Embroidery	6	0	25	25
610	GVTI (W), Kot Addu	Beautician	6	0	25	25
611	GVTI (W), Alipur	Domestic Tailoring Female	6	0	25	25
612	GVTI (W), Alipur	Beautician	6	0	25	25
613	GTTC (F), Jatoi	Domestic Tailoring Female	6	0	25	25
614	RMGTC (W), Muzaffargarh	Domestic Tailoring Female	6	0	25	25
615	GTTC, Sheher Sultan	Electrician	6	0	25	25
616	ILT Gujranwala	Leather Garments Stitching	6	0	25	25
617	ILT Gujranwala	Shoe Upper Stitcher	6	0	25	25
618	LESC GRW	Graphic Designing	6	0	20	20
619	GWC Jhang	Weaving Operations Supervisor	6	0	25	25
620	GWC Jhang	Hand Loom Weaving	6	0	25	25
621	GITT Faisalabad	Machine Embroidery	6	0	25	25
622	GITT Faisalabad	Textile Weaving Machine Operator	6	0	25	25
623	GTTC for RMP Muridke	Rice Milling Plant Operator	6	0	50	50
624	WWC Rawalpindi	Finishing & Polishing of	6	0	10	10

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
		Furniture				
625	WWSC Gujrat	House Carpenter	6	0	10	10
626	WWSC Gujrat	Finishing & Polishing of Furniture	6	0	10	10
627	CAMI	HVACR	6	0	20	20
628	C&STISC Wazirabad	Machinist	6	0	15	15
629	C&STISC Wazirabad	Tools & Die Making	6	0	15	15
630	PGICA Multan	Tunnel Farming	6	0	20	20
631	IBPD Multan	Model Mould Making And Casting In Ceramics	6	0	20	20
632	IBPD Multan	Kashigiri	6	0	20	20
633	GCT (GC&PD) Shahdara	Model Mould Making And Casting In Ceramics	6	0	25	25
634	GCT (GC&PD) Shahdara	Kashigiri	6	0	25	25
635	WWSC Kot Addu	House Carpenter	6	0	20	20
636	IC Gujrat	Kashigiri	6	0	20	20
637	IC Gujrat	Model Mould Making And Casting In Ceramics	6	0	20	20
TOTAL				1085	13680	14765

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
3 Months Courses						
1	GCT Gujranwala	Building Painter	3	0	25	25
2	GCT Gujranwala	Spoken Arabic	3	0	25	25
3	GCT Pindi Bhattian	Spoken Arabic	3	0	25	25
4	GTTI Gujranwala	Building Painter	3	0	20	20
5	GTTI Gujranwala	Spoken Arabic	3	0	25	25
6	GTTC Qila Didar Singh	CCA	3	0	25	25
7	GTTC Qila Didar Singh	Building Painter	3	0	20	20
8	GVTIW Gujranwala	Basic House Keeping	3	0	20	20
9	GVTIW Nowhsera Virkan	Adda Work	3	0	25	25
10	GVTIW Hafizabad	Spoken Arabic	3	0	15	15
11	GVTIW Hafizabad	CCA	3	0	15	15

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
12	GVTIW Hafizabad	Basic House Keeping	3	0	15	15
13	GVTIW Sukheke	Adda Work	3	0	20	20
14	GVTIW Sukheke	CCA	3	0	25	25
15	GVTI (W), Kharian	Basic House Keeping	3	0	20	20
16	GVTI (W), Gujrat	Kitchen Helper	3	0	20	20
17	GTTI (W), Kamal Ganj, Lahore	Adda Work	3	0	15	15
18	GTTI Okara	Building Painter	3	0	25	25
19	GTTI Okara	Electrician	3	15	10	25
20	GTTI Okara	Motor Winding	3	15	5	20
21	GTTI Depalpur	HVACR	3	15	10	25
22	GTTI Depalpur	Motorcycle Mechanic	3	15	5	20
23	GTTC (Male) Renala Khurd	CCA	3	15	5	20
24	GTTI Kasur	Electrician	3	15	5	20
25	GTTI Kasur	HVACR	3	15	5	20
26	GTTI Kasur	Motor Winding	3	15	5	20
27	GTTC (Male) Kot Radha Kishen	Spoken Arabic	3	0	20	20
28	GTTC (Male) Kanganpur	CCA	3	20	5	25
29	GVTIW, Depalpur	Adda Work	3	0	20	20
30	GVTI (W), Okara	Adda Work	3	0	20	20
31	GVTI (W), Pattoki	Adda Work	3	0	20	20
32	GCT (Boys) Sangla Hill	Home Appliances	3	25	5	30
33	GCT (Boys) Sangla Hill	CCA	3	25	15	40
34	GVTI (W) Sialkot	Spoken English	3	0	25	25
35	GVTI (W) Sialkot	Cooking	3	15	10	25
36	GVTI (W) Daska	Spoken English	3	0	15	15
37	GVTI (W) Daska	Beautician	3	20	5	25
38	GTTC Zafarwal	Spoken English	3	0	20	20
39	GTTI (OHR) Sahiwal	Building Painter	3	0	30	30
40	GTTI (AMR) Sahiwal	Building Painter	3	0	30	30
41	GTTI Chichawatni	Building Painter	3	0	30	30
42	GVTI W Sahiwal	Adda Work	3	0	25	25
43	GVTIW Chichawatni	Adda Work	3	0	25	25
44	GVTI(W) Isa Khel	Adda Work	3	0	20	20
45	GVTI(W) Kamar Mushani	Adda Work	3	0	20	20
46	GVTI(W), ABAD	Adda Work	3	0	20	20

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Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
	Mianwali					
47	GVTI(W), Mianwali	Adda Work	3	0	20	20
48	GVTIW, ABAD Darya Khan	Adda Work	3	0	20	20
49	GVTIW, Bhakkar	Adda Work	3	0	20	20
50	GVTIW, Kallur Kot	Adda Work	3	0	20	20
51	GVTIW, Mankera	Adda Work	3	0	20	20
52	GTTC (W), Kallar Syedan	CCA	3	0	20	20
53	GTTC (W), Kotli Sattian	CCA	3	0	20	20
54	GTTI Jhelum	Spoken Arabic	3	0	20	20
55	GCT, Jhelum	Spoken Arabic	3	0	20	20
56	GTTI, Chakwal	Spoken English	3	0	20	20
57	GTTI, Chakwal	Spoken Arabic	3	0	20	20
58	GVTI (W), Chakwal	Spoken English	3	0	20	20
59	GVTI (W), Jhelum	Spoken English	3	0	25	25
60	GAMTS Faisalabad	Electrically Controlled Engine Diagnostic & Tune-up	3	0	15	15
61	GAMTS Faisalabad	Generator Repair Mechanic	3	0	15	15
62	GCT (W) Faisalabad	Adda Work	3	0	25	25
63	GCT (W) Jaranwala	Web Designing	3	0	20	20
64	GCT (W) Jaranwala	Cooking	3	0	20	20
65	GSTC, Faisalabad	Building Painter	3	0	25	25
66	GSTC, Faisalabad	Electrician	3	0	25	25
67	GSTC, Faisalabad	Home Appliances	3	0	25	25
68	GSTC, Faisalabad	CCA	3	0	25	25
69	GTTI Faisalabad	Building Painter	3	0	20	20
70	GVTIW, Faisalabad	Adda Work	3	0	25	25
71	GVTI (W) RMGTC Fsd	CCA	3	0	20	20
72	GTTC (F), Chak Jhumra	Adda Work	3	0	15	15
73	GCT Kamalia	Spoken English I	3	0	25	25
74	GCT Kamalia	Spoken English II	3	0	25	25
75	GCT Kamalia	Web Designing	3	25	25	50
76	GCT Kamalia	CCA	3	25	25	50
77	GVTI (W), Chiniot	Spoken English	3	0	25	25
78	GVTI (W), Gojra	CCA	3	0	25	25
79	GVTI (W), Gojra	Spoken English	3	0	25	25
80	GVTI(W) Jhang	CCA	3	0	25	25

Sr. No.	Name of Institute	Name of Trade	Duration of Months	Capacity Phase-I 1st Batch	Capacity Phase-II 1st Batch	Total Capacity
81	GVTI(W) Jhang	Spoken English	3	0	25	25
82	GVTI(W), Kamalia	CCA	3	0	25	25
83	GVTI(W), T.T.Singh	CCA	3	0	25	25
84	GVTI(W), T.T.Singh	Spoken English	3	0	25	25
85	GVTIW Haroonabad	Cooking	3	0	20	20
86	GVTIW Fortabbas	Cooking	3	0	20	20
87	GVTIW Chishtian	Cooking	3	0	20	20
88	GCT (M), Bahawalpur	Spoken English I	3	0	25	25
89	GCT (M), Bahawalpur	Spoken English II	3	0	25	25
90	GCT (W), Bahawalpur	Spoken English I	3	0	25	25
91	GCT (W), Bahawalpur	Spoken English II	3	0	25	25
92	GVTI (W) Lodhran	Spoken English I	3	0	25	25
93	GVTI (W) Lodhran	Spoken English II	3	0	25	25
94	GTTC (F), Karor Pacca	Spoken English	3	0	30	30
95	GVTI (W), RYK	Spoken English	3	15	10	25
96	GVTI (W), RYK	Beautician	3	0	25	25
97	GVTI (W), Sadiqabad	Beautician	3	15	5	20
98	GTTI, RYK	Spoken English	3	0	30	30
99	ILT Gujranwala	CCA	3	0	25	25
100	ILT Gujranwala	Auto CAD	3	0	25	25
101	LESC GRW	CNC Machine Operator	3	0	20	20
102	GITT Faisalabad	Fabric Inspector	3	0	25	25
103	WWC Rawalpindi	CCA	3	0	25	25
104	PGICA Multan	Car Driving	3	0	20	20
105	GCT (GC&PD) Shahdara	Spoken English	3	0	25	25
106	VWSC Kot Addu	Finishing & Polishing of Furniture	3	0	20	20
107	MIDC Sialkot	CNC Machine Operator	3	0	20	20
108	IST Sialkot	Auto CAD	3	0	25	25
TOTAL				305	2190	2495
GRAND TOTAL				1390	15870	17260

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6. ADMISSION PROCEDURE

6.1 Candidates must be encouraged, facilitated and guided. Only a copy of educational certificate and copy of CNIC / B Form must be obtained to verify fulfillment of minimum entry qualification condition. No trainee will be enrolled without CNIC / B Form as it is compulsory. A simple admission form (free of cost) will be provided to the applicants. There is no need of prospectus for the purpose.

- Minimum age limit 15 years

6.2 Selection of candidates shall be done on the recommendations of concerned admission committee on the basis of interview. To minimize dropouts, un-employed serious candidates for getting skills training, belonging to lower income group should be preferred for admission.

6.3 Following must be kept in view:

- No under-age candidate shall be admitted.
- Students already enrolled in TEVTA institutions for other courses / studies will not be eligible for admission.
- 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.

6.4 Advertisement for Admission

Centralized admission campaign is being launched by TEVTA. However, District Manager / Institute will make the publicity for admission under programme at local level through Local cable network, newspapers, FM Broadcast, Leaflets & Panaflex Banners. The expenditure on local media campaign will be met from the regular Non-Salary budget.

7. CURRICULUM AND TRAINING MANUALS

7.1 Curriculum

The curriculum for each course will be provided by the curriculum section of TEVTA Secretariat.

7.2 Training Manuals

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

7.3 Lesson Plan

The teachers will develop lesson plan to impart training effectively.

8. BUDGET AND EXPENDITURE

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

SR. NO.	HEADS OF ACCOUNT	AMOUNT
a.	Remuneration of Teaching	Rs. 125/hours
b.	Remuneration of Admin Staff	Rs. 6500 per months
c.	Training Material	Rs. 550/trainees/ months
d.	Registration cost	Rs. 530/ trainee
e.	Stipend to trainees	Rs. 1000 /month / trainee
f.	Monitoring Cost of DM / ZM office and Head office	As per prescribed limit

Note: One teacher will be engaged for one course.

8.2 Funds for stipend to the students will be released by DM to the institutions on completion and after appearance of the students in examination as per actual enrollment and attendance record.

8.3 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.

8.4 The Principal must ensure that all expenditures regarding program remain within the limit of different heads of accounts. In case of less admission, budgeted amounts will have to be decreased and surplus released funds will be returned to TEVTA for which separate instructions from Finance Section will be issued.

8.5 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 Admin Staff.
- Training Material.
- Registration cost
- Stipend.
- Monitoring cost

8.6 The share of funds for "Training Material" has been calculated on average cost for all trades. The institutes are authorized to utilize funds for training material keeping in view the requirements of each trade instead of trade wise uniform division of training material funds.

8.7 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 & Admin 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.

9. ENGAGING / HIRING OF STAFF

9.1 PAYMENT CRITERIA OF TEACHING STAFF

Teaching staff will be paid on basis of per hour. If the enrollment in the class is less than 60% of the capacity mentioned above, no remuneration will be paid to the instructors. In case the enrollment is 60 to 80 % of the capacity proportionate payment will be made to the instructors. In case enrollment is above 80% full remuneration as mentioned in para 8.1 will be paid to the instructors.

9.1.1 Admin staff will be paid on the basis of per trainee per month. Expenditure for remuneration to the staff must remain within maximum limits.

9.2 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.

RATE OF REMUNERATION FOR ADMIN STAFF

SR. NO.	CATEGORY	MAXIMUM MONTHLY LIMIT
1	Principal / Manager / Head of Institution	Rs. 3000/-
2	<i>Admission Clerk / Accountant</i>	Rs. 2000/-
3	Naib Qasid / Attendant	Rs. 1500/-

10. NON SALARY EXPENSES

10.1 Stipend

Proper record will be maintained regarding disbursement of stipend to the students. Each student will fix thumb impression along with signature for receiving the stipend (**Specimen at Annexure-B**). The witness of respective class teacher will be recorded in stipend register.

- Rate for payment of stipend will be Rs. 1000/- per month.
- The stipend will be paid to the students on the basis of actual attendance.
- Only two leaves per month are allowed to become eligible to receive full stipend.
- Deduction in stipend will be made for more than two leaves / absent days in a month.
- Trainees will be paid stipend after their appearance in the final examination whether the course duration is 3 & 6 months.

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). 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 3 & 6 months short course programme Budget & programme Expenditure Account.

The institute wise monthly expenditures report (Annex – C) 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.
- The Principal shall regularly monitor the attendance of students and trade management of the teachers.
- 80 % 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 15 days.
- The instructor shall be responsible to assure quality of training by regular evaluation / marking of jobs, 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 **(Specimen at Annexure – D)**.
- 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) to the trainees, at least once in a month, to boost up the moral of the trainees and its impact for employability. Employers will record their comments in the Visitor's Book of the institute regarding training activities.

13. MONITORING / EVALUATION

- The Principal shall send daily report to the concerned District Manager.
- The District Manager shall visit the institutes weekly.
- The Zonal Manager shall visit the institutes fortnightly.
- The General Manager (Operations), Deputy General Manager (Operations), Manager (M&E) & Manager (Operations – II) shall visit the institutes on monthly basis.
- TEVTA Board Member Committee shall conduct surprise visits of the institutes, offering short courses.
- The District Manager shall provide a duly signed hard copy of monthly enrollment (course wise / institutes wise) on sheet (**Specimen at Annexure – 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	(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 (**Specimen at Annexure – E**).
- 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 all courses / classes 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 short courses under the program.

15. REGISTRATION, EXAMINATION AND CERTIFICATION

Punjab Board of Technical Education, Lahore will be the authority for registration of trainees, 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 Punjab Board of Technical Education. Respective Administrative staff of the institutes shall be responsible for any mistake in data regarding registration of trainees with the PBTE and over payment, if any.

3H

a. Assessment and Evaluation

- **Attendance**

Student below 80 % attendance will not be admissible to appear in examination.

- **Conduct**

- 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 shall provide key for all theory papers to the Principals separately.
- The officers of PBTE 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.
- 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 (**Specimen at Annexure-F**).

b. Methodology

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 40% 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.
- f. Study tour / visit to the industry shall be arranged once in a month.

**Launch of 3 & 6 Months Short Courses
Monthly Enrollment Report**

District : _____

As On: _____

Sr. No.	Institute	Name of Trades														Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1																
2																
3																
4																
5																
6																
7																
8																
9																
Total																
Signature & Stamp of Princiicipal																

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**Launch of 3 & 6 Months Short Courses
Stipend Disbursement Form**

Name of Institute: _____ District: _____
 Trade: _____ Duration: _____
 Stipend for the period: _____ Stipend Rate Rs.: _____

S.No.	Roll No.	Name of Student	Father's Name	CWC / B Form number of Student	Attended Days	Net Absentee	Deduction	Net Payment in Rs.	Receiving of Student		Witness	Remarks
									Signature	Thumb Impression		
1												
2												
3												
4												
5												
5												
7												
8												
9												

Note:- Net Absentee = Total Absent / leaves less one allowed / leave per calendar month.

Total Disbursement Rs: _____ In Words: _____ Signature of Account Officer _____ Signature & Stamp of Principal _____

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INCOME AND EXPENDITURE PROFORMA

Annexure - C

Name of District

Name of institution

Name of course

Duration of the course

Enrollment

Funds received

Expenditures

Remuneration Cost

Training Material Cost

Registration Cost

Administration Cost

Stipend

Monitoring Cost

Total Expenditures

Increase / Decrease

15+

LAUNCH OF 3 & 6 MONTHS SHORT COURSES Visit Report

Date of visit: / / 2015

Time of visit _____

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

S. No	Trades	Attendance on the Day of Visit			Availability of Resources vs Enrolment					Trade Management					Major Observations		
		Enrollment	Attendance	% age	Work shop size	Equip ment	Workshop Furniture	Consumable Materials	Procedures adopted Vs Lab Size	Training Time From:----- To:-----	Display of curriculum	Display of Timetable/ Rotation Plan	Lesson Plan by Teacher	Marking of Jobs		Course Coverage	Monthly Test
1																	
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



LAUNCH OF 3 & 6 MONTHS SHORT COURSES Visit Report

Name of Institute: _____

Date of visit: / / 2015

Time of visit: _____

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

S. No	Trades	Feed Back from Students						General Remarks
		Availability of workshop 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 finished jobs / assignments	
1								
2								
3								
4								
5								
6								
7								
8								
9								

Name & Signature of Monitoring Officer

RT

