



NOTIFICATION

No. TEVTA/Trg./Mgt/124. In partial modification of Notification No. TEVTA/FIN/CUR/2008/1965 dated: 15th March 2008 and in super session of notification No. TEVTA/Bud-Trg/2008-2009 dated: 7th August, 2008 and notification No. TEVTA/TT/MGT-68 (PC-I), the policy for managing and conducting training of TEVTA employees are hereby notified with immediate effect as under:

1. Remuneration of Master Trainers/ Resource Persons

Sr. No.	Qualification	Experience	Category of Resource Persons		
			TEVTA Employees (Rs /Hour)	Non TEVTA Employees (Rs / Hour)	Foreign Training Faculty
1.1	Ph. D	More than 5 years	1000	2000	As per negotiation
1.2	Additional Secretary rank or above from CSS/ PCS/ PMS cadres or equivalent	---	1000	2000	As per negotiation
1.3	Ph. D	Less than 5 years	800	1800	As per negotiation
1.4	M. Phil	More than 5 years	800	1800	As per negotiation
1.5	Deputy Secretary or equivalent from CSS/ PCS/ PMS cadres or equivalent	---	800	1800	As per negotiation

1. Remuneration of Master Trainers/ Resource Persons

6	M. Phil	Less than 5 years	750	1600	As per negotiation
17	M.Sc. Engg./ Professional Certification of M Phil Level in related field	More than 5 years	700	1500	As per negotiation
1.8	M.Sc. Engg./ Professional Certification of M Phil Level in related field	Less than 5 years	650	1400	As per negotiation
1.9	B.Sc. Engg./M.A/M.Sc./ MBA/M.Com/ ACMA / MA TEFL / ELT, Professional Certification of Master Level in related field	More than 5 years	600	1200	As per negotiation
1.10	B.Sc. Engg./M.A/M.Sc./MBA/M. Com / ACMA / Professional Certification of Master Level in related field	Less than 5 years	500	1000	As per negotiation
1.11	Individual with specialized Knowledge in relevant field	Highly experienced (05 years or more) and knowledgeable	400	800	As per negotiation
1.12	Assistant to Resource Person	Experienced and knowledgeable with technical qualification	300	600	As per negotiation

2. Remuneration of Staff at Training Venue other than Teacher Training Institutes.

	Duty Assigned	Qualification/ Criteria	Remuneration
2.1	Venue Principal	Serving Principal	1200 per week (Duties of Monitoring day to day bases & reporting will be designed)
2.2	Training Coordinator	deputed by Principal	1000 per week
2.3	Accountant/ Official performing the duty of maintaining and disbursing Cheques for trainees	Serving already the same job in the institute	500 per week

Remuneration of Staff at Training Venue

Duty Assigned	Qualification/ Criteria	Remuneration
Computer Operator/ Official performing the duty of computerizing the data of trainees	Serving already the same job in the institute	400 per week (Emailing, Collecting & Composing reports)
Naib Qasid	Serving already the same job in the institute	300 per week (Arrange & Serves Tea, wash utensils, photocopies and other services)

3. Accommodation of the Participants:

TEVTA will provide Hostel facilities where available or arrange accommodation in Hotel / Private Hostel / Guest House / Rest House etc. according to maximum range given in notification no. TEVTA/Fin/TA/1-105 dated 08-02-2007 nearest to the Training Venue for outstation participants & pay the expenses incurred on actual basis in this regard without any deduction from their Daily Allowance (for the entire period of a training for which he is detailed).

4. Working Lunch in longer daily duration trainings hours:

A working lunch will be served for the Master Trainers and the participants with maximum Rs. 150 per head in case of longer trainings hours (8:30am-3:30pm or more) on actual expenses basis.

5. Study Tours

For trainings of long duration i.e. 1 month or more study tours may be arranged. In case that the study tours are arranged, the expenses of transportation would be provided by TEVTA on actual basis.

6. POL for generator

Generator on rental basis along with the expenses of POL (on actual basis) may be provided to the Training Venue during the training to get the training smoothly conducted.

7. Refreshment charges:

Refreshment Charges are enhanced from Rs. 20/- to Rs. 40/- per participant per day. It will apply to all trainees and Master Trainers for training programmes at all venues.

8. **Delegation of power regarding competency of GM (HRM):**

The competency of GM (HRM) for granting approval of trainings to be held at local training agencies / institutions is enhanced from existing Rs. 10,000/- to 20,000/- per participant with maximum of 3 participants of each case (training).

9. **Advance payment of TA/DA to the participants of training:**

70% TA/DA may be provided in advance to the participants of the trainings or Training Venue on demand in special cases with the approval of GM (HRM) so that they can manage their expenses. The same will be adjusted from the actual total amount.

10. **Master Trainers & Training Coordinators etc. of Teachers Training Institutes in their own Institutes for training During Vacation.**

Master Trainers and Training Coordinators of Teachers Training Institutes will be paid the approved remuneration in case of training during vacation only and not in case of training before or after vacation.

11- SPECIAL CONVEYANCE ALLOWANCE / TA & DA

Sr. No.	Performers	Special / Conveyance Allowance Per Day		TA / DA	
		TEVTA Employees (Rs)	Non TEVTA Employees (Rs)	TEVTA Employees (Rs)	Non TEVTA Employees (Rs)
11.1	Committee Participants from outside Lahore	400	600		As availed by Manager
11.2	Committee Participants from inside Lahore	400	500		---
11.3	Training Coordinators	200	300		---
11.4	Local Trainees	300	---		---
11.5	Master Trainers / Resource Persons	400	500	As Per Rules	GM
11.6	Venue Principal	300	---		---
11.7	Assistant To Resource Persons	200	400		---
11.8	Accountant / Computer Operator	100	---		---
11.9	Naib Qasid	50	---		---

12- Accommodation

Sr. No.	Performers	Accommodation	
		TEVTA Employees (Rs)	Non TEVTA Employees (Rs)
12.1	Committee Participants from outside Lahore	As Per Rules	As availed by Manager
12.2	Committee Participants from inside Lahore		
12.3	Training Coordinators	As per Rules	GM
12.4	Local Trainees		
12.5	Master Trainers / Resource Persons		
12.6	Venue Principal		
12.7	Assistant To Resource Persons	As per Rules	GM
12.8	Accountant / Computer Operator		
12.9	Naib Qasid		

Note:

- The staff (MTs, Venue Principals, Trainees, Co-coordinators etc) from same institute engaged in managing the trainings at venues will not be entitled to Special Conveyance Allowance in routine working days but the same will be provided if the trainings are managed during vacation.

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Chairman TEVTA

No. Even & Dated
November 25, 2010

A copy is forwarded for information to:

- All General Managers at TEVTA Secretariat Lahore.
- All Zonal Managers TEVTA Lahore, Rawalpindi and Multan.
- All Managers TEVTA Secretariat Lahore.
- All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- The Manager STI Gulberg, Lahore, Principal GTTTC, Faisalabad, Principal GVTTI (W) Devsamaj Road, Lahore.
- PSO to Chairman TEVTA Lahore.
- PS to COO, TEVTA Lahore.

(Muhammad Asif Waseem)
General Manager (HRM)

ISSUED 25/11/2010
TEVTA Secretariat
Gulberg Road Lahore.

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