



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-H GULBERG II, LAHORE.
PABX: 9263055-59, Fax: 9263054
Web site: www.tevta.gop.pk



No.TEVTA /Fin/Salary/2007/ 842

Dated: Monday, July 23, 2007

CIRCULAR

SUB: PROCEDURE FOR RECRUITMENT AGAINST VACANT/NEWLY CREATED POST(S)

During budget exercise it has been observed that new appointments/Inductions in Institutes & allied offices are being made without having budgetary provision and prior approval of this wing in respect of availability of budget. The annual budget plan for the financial year 2006-2007 and 2007-2008 was submitted to this office without including the budget for vacant posts of Tevta employees on contract. This practice has created undue and extra burden over the salary budget of TEVTA employees and resultantly this office is facing Budgetary Constraints under the said head. In view of the above and to exercise the control over budgetary resources, the following measures would be taken with immediate effect.

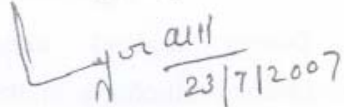
2. All advertisements in respect of vacant posts (all levels) shall invariably be made with the prior approval of Finance wing of TEVTA Secretariat regarding availability of budget on the basis of demand conveyed through Annual Budget Plan each year by the respective institute/ office. No supplementary budgetary allocation will be made under this head.

3. For recruitment against additional/newly created post(s), the following procedure shall be followed:

- a. Approval of Creation of the Post by the Authority.
- b. Notification of creation of such post(s).
- c. Approval of SNE from Finance Department, Govt. of the Punjab.
- d. Issuance of order by Finance wing, TEVTA for availability of funds.

4. In respect of establishment of new institutions through ADP , the Project Wing shall submit salary budget demands along with PC-I each year at the time of Annual Budget Plan for inclusion in the consolidated annual budget.

5. The said instruction would be followed strictly and in case of non compliance / violation, the concerned shall be proceeded accordingly.


23/7/2007
Khawaja Adnan Zahir
General Manager (F & A
TEVTA

No. Even & Dated
July 23, 2007

A Copy is forwarded for information & necessary action to:

- (1) All General Managers.
- (2) All Zonal Managers TEVTA Lahore, Rawalpindi and Multan.
- (3) All Managers in Secretariat Lahore (MIS)
- (4) All District Managers TEVTA in the Punjab with the request to circulate the same to the lower formation.
- (5) All Project Directors of Service Center in Punjab.
- (6) PSO to Chairman TEVTA Lahore.
- (7) PSO to Secretary TEVTA Lahore.


(Mirza Umar Farooq)
Manager Finance

CC to :-The Manger (MIS) with the request to email this circular to all the institutes.