



GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL TRAINING  
AUTHORITY

96-H, GULBERG II, LAHORE PHONE: 042-99263055-9  
www.tevta.gop.pk

OPERATIONS WING



**NOTIFICATION**

No. TEVTA/GM-O-II/2-44/Pt *1967* The following Instructions for smooth functioning of TEVTA Institutions/Colleges under the control of Operations Department TEVTA Secretariat, Lahore are hereby notified and all the Zonal Managers/District Managers/Principals (HOIs) are instructed as under:-

- i. All the District Managers/Principals/HOI's are restricted to process the cases through their respective Zonal Manager along with his clear recommendations/comments/allied documents etc. regardless/irrespective to those cases where head office (TEVTA Secretariat, Lahore) is directly asking the information's/documents/comments from them.
- ii. All the Zonal Managers/District Managers/Principals/HOI's are bound to comply with the orders for the provision of missing documents/information/recommendations etc. as desired by the head office (TEVTA Secretariat, Lahore). In case of delay, after 3rd reminder the case will be initiated for Disciplinary proceedings under the rules.
- iii. All the Zonal Managers/District Managers/Principals/HOIs should not send the un-necessary cases for guidance/advice which are as per rule under their jurisdiction and need to be resolved at their own end as per rules/policy/Instructions issued by TEVTA. In case of non-compliance warning/explanation will be issued.
- iv. All the Zonal Managers are bound to process all the cases to the relevant Departments/Sections as mentioned below.

Sr.No	Issues/Cases	Concerned Department
1	Pension Cases, Leave Encashment, LPR, Benevolent Fund, Group Insurance, Retirement Notification, Obituary Notification, Pension Contribution etc. of Civil Servant	HR Department/ Pension Section
2	Leave Encashment, Group Insurance (Death Claim), Retirement Notification, Obituary Notification etc. of TEVTA Employees	Admin Department
3	Promotion Cases, Time Scale Promotion, Seniority List, Upgradation etc. of Civil & TEVTA Employee.	HR/Finance Department
4	Medical reimbursement of Civil Employees.	Establishment Section
5	Medical reimbursement of TEVTA Employees.	Admin Section
6	Maintenance of Recruitment Record and preparation of personal file by	Admin Section as per previous practice since TEVTA was established
7	Appointment orders of (PS-17) and above Field formation	Admin Section as per previous practice since TEVTA was established

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8	Release of budget, DDO power, re-appropriation, re-allocation etc.	Finance Department
9	Data of Transfer/Posting/Attachment and students enrollment.	MIS Section
10	Appointment of Daily Wages and Disable Persons.	Admin Department
11	Status of Machinery Equipment etc. under ADP Scheme.	Purchase Cell
12	All Training nominations.	HR Department/ Training Section
13	Transfer/Posting of Civil Employees.	Establishment Section
14	Transfer/Posting of TEVTA Employees.	Admin Section
15	Compensation Allowance of all employees of TEVTA and Civil Employees.	Admin Section

**GENERAL MANAGER (OPS)  
TEVTA**

Endst: No.Even.

Dated: - 13/10/2017.

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

1. All the General Managers TEVTA Secretariat, Lahore.
2. The Advisor (Procurement), TEVTA Secretariat, Lahore.
3. The Chief Technology Officer, TEVTA Secretariat, Lahore.
4. All the Deputy General Managers TEVTA Secretariat, Lahore.
5. All the Zonal Managers, TEVTA in Punjab.
6. All the Managers TEVTA Secretariat, Lahore.
7. All the District Managers TEVTA in Punjab.
8. All the Principals/HOIs TEVTA Institutions/Colleges.
9. SA to Chairperson TEVTA.
10. PA to COO, TEVTA.

  
 13/10/17  
**Manager (Operations-II)**