

**NOTIFICATION**

**No. TEVTA/Dir Tech/(Ops-I)/26-1/299** Summer Vacations in TEVTA Institutions during the current academic year 2021-22 will be observed as per below given schedule:-

Sr. No	Institute	Trade/ Course Name	Vacation Schedule
1.	All GCT's / GSPCT/ GSTC's / SCs	DAE / DDM / DAS	15.06.2022 to 13.08.2022
2.	All GTTIs/GTTCs/ GVTIs (Women)/ ATCs/SCs	DVTT/DVTD/G-II & G-III One & Two years programs (Morning & Evening)	04.07.2022 to 30.07.2022
3	ATCs	Apprenticeship (06-Month)	16.06.2022 to 15.07.2022

- I. Administrative and supporting staff will not avail summer vacation & will get credit of leave as admissible under the rules.
- II. All the Principals are advised to ensure physical verification of Main Store / Petty Stores / Labs / Workshops / Library and maintenance of Equipment / Furniture & Fixture etc. by engaging the essential institute staff for required number of days during summer vacations.
- III. The Schedule of Examination issued by the PBTE/TTB will be implemented accordingly, and the staff deputed on Exam duty during summer vacations will have to perform the duty.
- IV. Teachers will have to submit the Lesson Plan & Job Sheets of their respective subject to HOI immediately after reopening of Institutes.
- V. Staff retained during the summer vacation will avail relief as admissible under provision of Rule-4 of the Punjab Leave Rules 1981.
- VI. All Principals will issue formal orders for retention of teaching staff during the summer vacation depicting the assignment of each individual and endorse the copy of the orders to the Accountant General Punjab Lahore / District Accounts Officer concerned for the credit of their Earned Leave as admissible under the rules.
- VII. All Institutes offering short courses will remain open during summer vacation to conduct classes as per admission schedule.
- VIII. Staff nominated for training by the Training Section shall attend designated training course(s).
- IX. Staff whenever deputed for conduct of Academic Audit of TEVTA institutions during summer vacations will have to perform the duty.
- X. All the Service Centers will avail summer vacation (with respect to training activity only) falling under the above mentioned categories.
- XI. **TEVTA Institutions in Murree, Kotli Sattian & Fort Minro will not observe summer vacation. However, these institutions will observe winter vacation as per schedule to be issued later.**

**Endst: No. Even,**

**Dated:- June 01, 2022.**

**CHAIRPERSON  
TEVTA**

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

1. The Secretary to Government of the Punjab, ICI & SD Department Lahore.
2. The Accountant General, Punjab, Lahore.
3. All Director Generals/Additional Director Generals, TEVTA Secretariat, Lahore.
4. Director to Chairperson, TEVTA Secretariat, Lahore.
5. The Chairman PBTE, Lahore.
6. The Chairperson TTB, Lahore.
7. All Regional Directors/District Directors TEVTA in the Punjab.
8. All Directors, TEVTA Secretariat, Lahore.
9. The Director MIS with directions to upload the same on TEVTA website
10. All District Accounts Officers in Punjab.
11. All Principals of Institutions/Colleges working under TEVTA Punjab.
12. PS to COO, TEVTA Secretariat, Lahore.
13. PS to Senior Director General TEVTA.

  
**Director (Technical)  
Operations-I Wing**