

GOVERNMENT OF THE PUNJAB,
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY,
GENERAL MANAGER (OPERATIONS)
96-GULBERG ROAD, LAHORE.
TELEPHONE NO. 042-99263055-9 FAX NO. 042-99268064

Web Site: www.tevta.gop.pk

NOTIFICATION:

No. TEVTA/GM(O)/82/2560 In partial modification of this office notification No. TEVTA/GM(O)/82/2346 dated 22-8-2011, following working hours are notified for observance by all TEVTA institutions:

- | | |
|---|------------------------|
| a. Summer(15 th April to 14 th October) | 08:00 A.M to 03:00 P.M |
| b. Winter(15 th October to 14 th April) | 08:00 A.M to 03:00 P.M |
| c. 2 nd shift | 02:00 P.M to 08:20 P.M |
| d. Friday | 08:00 A.M to 12:50 P.M |


- The duration of a period would be 50 minutes.
- Standard timing template for both shifts is attached for compliance.

Dated:
September 27 , 2011

CHAIRPERSON TEVTA

Copy to:

- All General Managers, TEVTA Secretariat, Lahore.
- The Chairman PBTE.
- The Deputy General Manager (Finance) TEVTA
- All Zonal Managers, TEVTA Punjab.
- All District Managers, TEVTA Punjab.
- Manager (MIS) TEVTA – with the request to place circular on website.
- SA to Chairperson TEVTA
- PS to C.O.O TEVTA
- Master file # 34.


(Engr. M. Haroon Naseer)
Manager (Operations-II)

Sr. Prog (MIS)

STANDARD TIME ALLOCATION TEMPLATE

SR. NO.	PERIOD	1 ST SHIFT TIME	2 ND SHIFT TIME
1.	Assembly & PT	08:00 – 08:20	-
2.	1 st	08:25 – 09:15	14:00 – 14:50
3.	2 nd	09:20 – 10:10	14:55 – 15:45
4.	3 rd	10:15 – 11:05	15:50 – 16:40
5.	4 th	11:10 – 12:00	16:45 – 17:35
6.	Recess / Break	12:00 – 12:15	
	<u>For Friday only</u> 5 th period	12:00 – 12:50	
7.	5 th	12:20 – 13:10	17:40 – 18:30
8.	6 th	13:15 – 14:05	18:35 – 19:25
9.	7 th	14:10 – 15:00	19:30 – 20:20


NOTE: Break for Juma prayer: 12:50 A.M to 14:00 P.M.