Government of the Punjab

Technical Education & Vocational Training Authority







OPERATIONS WING

NOTIFICATION

TEVTA

No. TEVTA/Ops-I/ 14 The competent authority has been pleased to notify the Standard Operating Procedure (SOP) for MS Training (Short Course) 04 months duration and MS Training (For DAE Students) in TEVTA Institutions as per approved curricula of Academics Wing.

Dated Lahore, the January 12, 2017

CHIEF OPERATING OFFICER
TEVTA

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

- 1. All General Managers TEVTA Secretariat, Lahore
- 2. The Deputy General Manager (Academics) TEVTA Secretariat, Lahore
- 3. The Deputy General Manager (Placement) TEVTA Secretariat, Lahore
- 4. All Zonal Managers, TEVTA Punjab
- 5. The Manager (MIS), TEVTA Secretariat, Lahore.
- 6. All District Managers, TEVTA Punjab
- 7. S.A to Chairperson, TEVTA Secretariat, Lahore
- 8. P.S to Chief Operating Officer, TEVTA Secretariat, Lahore
- 9. P.A to General Manager (Operations) TEVTA Secretariat, Lahore
- 10. Master File

Manager (Operations – I)

STANDARD OPERATING PROCEDURE (SOP) FOR MS TRAINING (SHORT COURSE) AND MS TRAINING (FOR DAE STUDENTS) IN TEVTA INSTITUTIONS AT MS IT ACADEMIES PHASE-II



TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE

Website: www.tevta.gop.pk

January, 2017

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1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA has specifically focused to produce skilled and semi-skilled Information Technology experts with Microsoft certification recognized worldwide, to introduce latest courses in Information Technology and to alleviate poverty by imparting internationally recognized employable IT Skills.

2. SALIENT FEATURES OF PROGRAMME

To attract the youth for training in Microsoft recognized IT courses, the program has following features:

- Minimum qualification for admission is Matric
- No fee will be charged.
- Registration fee will be provided by TEVTA.
- Free training material will be provided by TEVTA.
- Stipend @ Rs. 1000/- will be awarded for financial support of students of MS Training (Short Course).
- Microsoft vouchers will be provided free of cost for online examination.
- Minimum age limit is 18 years.
- Trainee must have a valid CNIC or B-Form.

3. TRAINING SCHEDULE FOR 1st BATCH

Start of classes of 1st Batch w.e.f January, 2017.

4. TRAINING PARAMETERS

Training parameters for MS Training (Short Course)

Total duration of Course

04 months

Total Training hours

400 Contact hours

Average daily conduct hours

04 hours / day (06 days / week)

Training parameters for MS Training (For DAE Students)

Course and timings will be same as per Computer subject of DAE courses

4.1 Timings

The Microsoft courses may be conducted in morning and evening shifts.

The Principal / HOI will submit schedule / timings of Microsoft courses to the District Manager along with the copy to Zonal Manager for information. All the classes will be arranged in the premises of institutes.

4.2 Number of Trainees per Class

25 / 20 students will be admitted in one class, admission target for each institution has been given in the approved PC-I, keeping in view the requirement of the area.

Name of Institutes, number of batches and trainees are mentioned in the detail of Annual Estimated Cost for training at Annex—F & Annex—G

5. ADMISSION PROCEDURE

5.1 Admission procedure for MS Training (Short Course)

- **5.1.1** Candidates must be encouraged, facilitated and guided by institute admission committee. Only a copy of educational certificate and copy of CNIC / B-Form must be obtained from trainee prior to admission to verify fulfillment of minimum entry qualification condition. A prescribed admission form (free of cost) will be provided to the applicants at the time of admission. There is no need of prospectus for the admission.
 - Minimum age limit 18 years
- **5.1.2** Selection of candidates shall be done on the recommendations of concerned admission committee on the basis of interview. To minimize dropouts, un-employed serious candidate belonging to lower income group should be preferred for admission under this program

5.1.3 Following must be kept in view:

- Trainee must have a valid CNIC or B-Form.
- Trainee cannot be temporary or permanent employee of any institute / centre.
- No under-age candidate shall be admitted.
- Students already enrolled in TEVTA institutions for other courses / studies will not be eligible for admission in MS Training (Short Course).
- A candidate shall be enrolled / registered only for one programme course.
- Students once enrolled in one batch under this program shall not be eligible for any other batch of this program.

5.2 Admission procedure for MS Training (For DAE Students)

Students of DAE who are currently studying Computer subject in their Regular Course will be given MS Training (For DAE students).

5.3 Advertisement for Admission

Centralized admission campaign is being launched by TEVTA. However, a comprehensive media campaign at local level will be launched by the Principal / HOIs by using Local cable network, newspapers, FM Broadcast, Leaflets & Panflex Banners and announcement in mosques etc. The expenditure on local campaign will be met from the regular Non-Salary budget.

5.4 Capacity / Target

The Zonal Manager / District Manager shall ensure to fulfill the admission target of their zone / district. District Manager may change / increase training venues to achieve admission capacity of the district, keeping in view that, head wise budget expenditure should not exceed the annual estimated cost as mentioned in PC-I (Annexure - F & Annexure - G).

6. CURRICULUM AND TRAINING MANUALS

6.1 Curriculum

The curriculum of course will be provided by the curriculum section of TEVTA Secretariat, Lahore.

6.2 Training Manuals

The training manual for course will be provided by the curriculum section of TEVTA Secretariat, Lahore.

6.3 Lesson Plan

Teacher will develop lesson plan to impart training effectively. Lesson plan must be available with teacher in folder at the time of lecture / demonstration. The teacher must display weekly breakup of course contents in the class room as well.

7. BUDGET AND EXPENDITURE

7.1 Funds will be released batch wise to the institutions through District Manager directly from TEVTA Secretariat, Lahore. The funds will be credited in the non-salary bank account of DM Office. The DM office will transfer these funds to the non-salary bank account of the institutions. The break-up of funds will be as under:

7.1.1 Budget and expenditure for MS Training (Short Course)

The detail of Annual estimated cost for training of <u>14730</u> trainees in TEVTA Institutions other than GCTs as per approved PC-I (Annex-F).

SR. NO.	HEADS OF ACCOUNT	AMOUNT
a.	Remuneration of Instructor	Rs. 300 per hour
b.	Remuneration of Lab Attendant / Assistant	Rs. 2000 per month
C.	Board Registration cost	Rs. 600 per trainee
d.	Cost of Stipend	Rs. 1000 per trainee per month
e.	Cost of Training Material	Rs. 350 per trainee per month
f.	MOS examination cost	Rs. 700 per trainee

7.1.2 Budget and expenditure MS Training (For DAE Students)

The detail of Annual estimated cost for training of <u>15270</u> DAE students in GCTs as per approved PC-I (Annex-G).

SR. NO.	HEADS OF ACCOUNT	AMOUNT
g.	Remuneration of Instructor	Nil
h.	Remuneration of Lab Attendant / Assistant	Nil
i.	Board Registration cost	Nil
j.	Cost of Stipend	Nil
k.	Cost of Training Material	Nil
l.	MOS examination cost	Rs. 700 per trainee

Note: i. If Computer Instructor is available in the institute then he will be paid remuneration for evening class only. However if Computer Instructor is not available in the institute then Instructor will be hired as visiting faculty and remuneration will be given for both Morning and evening shifts. The visiting Instructor will be hired by the District Manager concerned.

ii. Remuneration to the Lab Attendant / Assistant will be paid for evening shift only.

- 7.2 Funds will be released by DM to the institutions and amount of stipend will be disbursed as per actual enrollment and attendance record.
- 7.3 District Manager will submit batch wise budget demand of the district to Zonal Manager concerned within 1st week of start of batch. The Zonal Manager will submit consolidated demand to the GM (Operations) in the 2nd week of start of batch. The GM (Operations) will forward the demand to the Finance Wing for release of batch wise funds as per demand.
- 7.4 The Principal must ensure that all expenditures regarding program shall remain within the budgetary provision. In case of less admission, budgeted amounts will have to be decreased and surplus released funds will be returned to TEVTA Secretariat, Lahore through cross cheque in the name of Chairperson TEVTA along with detail of funds, at the end of batch.

7.5 Expense Mechanism

The expenditure on below mentioned "Heads of Accounts" shall be made as per standard procedure of TEVTA for programme:

- Remuneration of Teaching Staff
- Remuneration of Support Staff (Lab Attendant / Assistant)
- Training Material
- Registration cost
- MOS examination cost
- Stipend
- 7.6 The concerned Principal / HOIs must ensure provision of training material to students as per budget issued to the institutes in order to maintain delivery of quality training.
- 7.7 Since Institutes will be responsible to cover all training costs of the program within allocated / released budget for the purpose (i.e. remuneration, training materials), as such Principal of the Institute will make final decision regarding hiring / engaging of teaching & Lab staff in view the funding position, enrollment & maximum limits of remuneration. However there will be no addition in category of staff and head wise break up of budget.

8. ENGAGING / HIRING OF STAFF

8.1 PAYMENT CRITERIA OF TEACHING STAFF

Visiting faculty / Teaching staff in evening shift will be paid on basis of per hour. If the enrollment in the class is less than 90% of the target capacity mentioned in PC-I, than proportionate payment will be made to the instructors. In case enrollment is above 90% full remuneration as mentioned in para 7, will be paid to the instructors. It is noted here that remuneration to the regular teaching staff engaged in MS Course will be calculated/paid for the teaching hours beyond prescribed working hours of the institute.

8.2 RATE OF REMUNERATION FOR TEACHING STAFF

• The engaged teaching staff must be competent and skilled to impart the relevant skills and theoretical instructions.

Hiring of highly skilled persons is recommended from market after a healthy competition if the instructor from institute is not available or not competent to impart training.

9. NON SALARY EXPENSES

9.1 Stipend

Trainees will be paid stipend as per SOP issued by Finance Wing vide Notification No. TEVTA / GMF / Stipend / 2016 dated 25.02.2016.

10. ATTENDANCE REGISTER

The concerned principal will ensure the following on daily basis;

- Daily Attendance Register of trainees will be maintained in each class separately by concerned teachers and checked / signed by the respective Principal / HOIs on daily basis.
- No cutting / overwriting in Attendance Register will be acceptable
- Attendance must be marked within 30 minutes after start of classes
- No empty spaces be left (Not Marking the Attendance of Absentees as Absent)
- Avoid Fake / Ghost Trainees (i.e. Trainee marked Present but found Absent by Monitoring team / Authority during visit of institute)
- If a trainee is present, "P" should be recorded in front of his name in the relevant box
- If a trainee is absent, "A" should be recorded in front of his name in the relevant box with red ball point
- If a trainee went on short leave, "SL" should be allowed by HODs / HOIs / Principals, indicating time left supported by signed hand written application.

FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

Below mentioned Accounting Procedures for programme will be followed without any

Budget for programme will be transferred in Non Salary Bank Account of the concerned Institute through concerned District Manager. The amount so received shall be recorded on Receipt side of Cash Book of Non salary Bank Account under the Head programme Budget.

Budget received shall be exclusively spent on the expenses to run the programme as per TEVTA Instructions / guidelines. The total amount so spent in a month shall be recorded on Payment side of Cash Book of Non Salary Bank Account under the head programme expenditures.

Separate Subsidiary Cash Book shall be maintained by the accounting staff of the relevant Institute for programme. The Cash Book so maintained shall be used for the detailed recording of Budget Received and Payments made in specific heads of accounts (Salary, Non Salary, Registration & Stipend etc). Subsidiary Cash Book should match with the Main Cash Book.

The relevant Assistant Manager (Finance) / Accounts Officer shall record Budget and Expenditure in accounting software under the head 6 months short course programme Budget & programme Expenditure Account.

The institute wise monthly expenditures report (Annex - B) will be sent by the Assistant Manager (Finance) to the concerned Zonal Manager office for consolidation in its office. The Zonal Manager concerned will submit monthly expenditures report to General Manager (Finance).

All items of training material / consumables shall be properly recorded in store register as store receipt, store issued and store balance in the respective columns with rate, quantity and amount. The closing balance at the end of each month of the store register must be reconciled with the physical balance available at store.

12. QUALITY ASSURANCE

- The Principal shall be responsible for quality of training and management of classes.
- Principals / HOIs will ensure the discipline and punctuality of all staff and trainees of the institute.
- Principals/ HOIs will have healthy working environment with staff and will make all efforts as team work with all institutional staff to uplift the dignity of institute
- Cleanliness of Computer Labs / Premises of institute will be ensured by the Principal / nominee of institute through menial staff on daily basis. Concerned Principals / HOIs should also have round of institute to check the same on frequent basis.
- The Principal shall regularly monitor the attendance of students and course management of the teachers.
- 75 % attendance of students is mandatory to appear in the final examination. The name
 of a trainee will be struck off, in case he fails to attend the class for more than 06 days
 continuously.
- The instructor shall be responsible to assure quality of training by regular evaluation /Practical exercises, monthly tests, etc. and shall submit the report to the Principal on fortnightly basis.
- Principal shall provide photocopy of class wise Summary Sheet of Sessional Evaluation to the respective District Manager on fortnightly basis (Annex—C).
- Monthly test shall be a practical exercise / test and its marks shall be counted in the summary of sessional evaluation sheet.
- The Principal shall invite and arrange an address of employer (s) / Guest Speaker to the trainees, at least once in a month, to boost up the moral of the trainees and its impact for employability. Employers / Guest Speaker will record their comments in the Visitor's Book of the institute regarding training activities.

13. MONITORING / EVALUATION

- The Principal shall send daily attendance report to the concerned District Manager.
- The District Managers will ensure submission of daily attendance of both shifts to concerned Zonal Managers.
- The Zonal Managers will make sure submission of consolidated attendance of trainees on daily basis along with summary of both shifts to Head Office till 2:00 pm on the prescribed proforma positively.
- The District Manager shall monitor the operational activities of institute on weekly basis and issue the instructions to principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will

also ensure compliance of the observations so highlighted prior to next visit of institute in question.

- The Zonal Manager shall visit the institutes fortnightly and issue directions to the
 respective District Manager / Principal pertaining to observations (if any) pointed out
 during the visit in order to up lift delivery of quality training. The District Managers will
 also ensure compliance of the observations so highlighted well in time under intimation
 to the office of concerned Zonal Manager.
- The General Manager (Operations), Deputy General Manager (Operations) & Manager (Operations – I) may also visit the institutes.
- TEVTA Board Member Committee shall conduct surprise visits of the institutes, offering MS courses.
- The District Manager shall provide a duly signed hard copy of monthly enrollment (institutes wise) on Performa (Annex—A).
- In the Monthly Enrollment Report status of enrolled trainees as on 30th of each month shall be reflected.
- Following District Monitoring Committee shall evaluate the training program.

a) District Manager

(Convener)

b) Assistant Manager, DM Office

(Member)

c) Principal / Head of concerned institute

(Member)

- The District Monitoring Committee shall visit each institute once in a month and shall furnish report on prescribed Performa (Annex D-1 & D-1).
- The District Manager shall provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager shall send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the District offices.
- Zonal Manager / District Manager shall monitor the training activities of MS courses being run under the program.
- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure quality of the training. The record of the remedial actions taken shall be maintained in the District / Zonal offices.
- The Zonal / District Managers will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (7) days after the completion of the programme.
- Batch wise audit of the institution shall be conducted by the respective Assistant Manager (Finance). The officers of the Finance Wing, TEVTA Secretariat shall conduct surprise visits.

14. BLANKET NOC

Blanket NOC is hereby granted for run of MS Training (Short Course) and MS Training (For DAE Students) under the program.

15. REGISTRATION, EXAMINATION AND CERTIFICATION

Microsoft Corporation will be the registration, examination and certification authority for Microsoft Certification.

PBTE / TTB will be the authority for registration of trainees for MS Training (Short Course), conduct of final examination and award of certificate as per the prescribed procedure.

The registration & examination fee shall be paid directly by the concerned District Manager / Principal / HOI to PBTE / TTB. Respective Administrative staff of the institutes shall be responsible for any mistake in data regarding registration of trainees with the PBTE / TTB and over payment, if any.

a. Assessment and Evaluation

Attendance

Student below 75 % attendance will not be admissible to appear in examination.

Conduct of MS Training (Short Course)

- Conduct of theory paper final, practical / skill test and its marking shall be done
 by a staff member of the same institution, nominated by the principal. The
 marking shall be done under supervision of the respective Principal. PBTE / TTB
 shall provide key for all theory papers to the Principals separately.
- The officers of PBTE / TTB and Monitoring and Evaluation Section shall have random checking on the day of examination.
- The assessment & testing shall be conducted in respective institutions under overall supervision of PBTE / TTB.
- The examination day will be considered as working day of the course.
- The institute shall mark the theory & practical papers and will provide result on the prescribed "RESULT EVALUATION SHEET" to the respective District Manager within two days after the conduct of examination for its onward submission to the PBTE / TTB (Annex-E).

b. Methodology

Methodology of MS Training (Short Course)

Following testing methodology will be adopted:

Sessional Performance (a) (Practical exercises / Quizzes / = 50 marks Assignment /Monthly Test)

(b) Final Examination.

i. Theory (consist on 20 - MCQs) ii. Practical

= 10 marks

= 40 marks Total: = 100 marks

Fail below 50% in theory and 60% in practical and sessional.

Passing Criteria C.

- Candidate has to pass both in Theory & Practical.

Minimum Pass marks for Theory:

 Minimum Pass marks for Practical: 4 Minimum Pass marks for Sessional: 24

30 Total: = 58 marks

- d. The teacher Incharge will compile the complete profile of the student in the students log maintained and checked by the Principal.
- e. Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony held in the college.

Note:-Contact hour may be treated as having time period of "40 - 50" minutes (not the full clock hour of 60 minutes) as already circulated through email dated 18.12.2015 by Academics Wing, TEVTA, Lahore. In order to meet contact hours requirement, morning and evening classes will be conducted continuously without observing any break.

MS TRAINING (SHORT COURSE)

Monthly Enrollment Report

District:_

As on:

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	Total	0	0	0	0	0	0	0	0	0	#REF!	
	MS Computer Course										0	
	Institute										Total	Signature & Stamp of Pricncipal
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INCOME AND EXPENDITURE PROFORMA

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Name of District	Name of Institution	Name of Course	Duration of Course	Enrollment Funds Received	Expenditures	Remuneration Cost	Training Material Cost	Registration Cost	MOS Certification Cost	Stipend	Total Expenditures	

Increase / Decrease

MS TRAINING (SHORT COURSE)

SUMMARY OF SESSIONAL EVALUATION

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MS Training (Short Course): -	Name of Students										0-59 % Fail 60%	
2	Sr.	Z _o .									_ _	,

Minimum pass marks for sessional =30 out of 50

MS TRAINING (SHORT COURSE) Visit Report

<u> 1</u>

Regarding Venue, Facilities, Management, Attendence, etc Major Observations Time of visit_ Monthly Test Evaluation Course of Practical Coverage Trade Management Lesson Plan by Teacher P = poor Display of Timetable/ Rotation Plan curriculum Display From:----To:----Training Time S = satisfactory Consumea ble Materials Availability of Resources vs Enrolment Lab Fumiture G = good Equip ment Please write Lab size Attendence on the Day of Visit Attend Enroll Course Date of visit: s, S S ထ ~ က 9

Record Maintenace (YES / NO)

() Payment of Stipend () Payment to Staff

() Monthly Budget

() Attendance Register () Record of Store

Name & Signature of Monitoring Officer

MS TRAINING (SHORT COURSE) Visit Report

Name of Institute:	Date of visit:
	-

Please write G = good

S = satisfactory

P = poor

Time of visit

General Remarks										
	Identification of faults in assignments									
	Teacher's knowledge of subject (Theory & Practical).						:			
THE WELDER	Teacher's preparation for lecture									
20 8 PER 8 02	Teacher's availability in class									
redirector them, determine found at a second	Availability of training Lab facilties material									
	Availability of Lab facilities									
	Course									
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Name & Signature of Monitoring Officer

MS TRAINING (SHORT COURSE) RESULT EVALUATION SHEET

District: Name of Institute:

ပျ	Course:						Final Evaluation		
	Sr. Registration No.	Board	Name of Candidate	Father Name	Percentage of	Sessional Performance	Theory Practical	Practical	Total Marks 100
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Signature of Principal with Stamp:	Signature of District Manager with Stamp:
Prepared by (Signature):	Name and Designation:

Pass Marks Theory =40%

Sessional & Practical = 60%

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± <u>₹</u>	Zone	District	Name of Institute	Availability of IT Teachers		16 of	Capachy C	Barch Capacity (Evening)	n for network @ Ft. 300how	Remuneration Lab Attendant / Shop Assistant@ Rs 2000/month	. š . š	Cost of etipered (Pa. 1000/minsed month)	Coast of transfera Material (EPL-350/ morithistadent	Examination Cost Rs. 700/frainse	
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1 7	7		GSPCT Gurat	-	-	82	25	g	281,000	24,000	90,000	000'009	210,000	000,201	1,290,000
8			GCT, Result	٥	•	95	8	x	522,000	24,000	000'05	900,008	210,000	105,000	1,561,000
1,	-	_	GCT (PGA), Lahore	+	•	280	ĸ	æ	281,000	24,000	0000'08	900,000	216,000	406,000	1,290,000
<u>'L'</u>	7		GCT, Raining Road,	-	-	8	Я	23	281,000	24,000	000,000	900,000	210,000	106,000	1,290,000
<u>' *</u>	_	T. "	GCT (W), Lahore	-	+	8	×	×	381,000	24,000	000'08	000'009	210,000	106,000	
	_	1	OCT, Bhalther	•	•	82	193	×	000 223	24,000	000'08	900,000	210,000		
۳.			GCT, Manueli	۰	7	8	ю	×	222,000	24,000	000'000	900,000	210,000	105,000	1,561,000
١	4	7													

	1	9	Felsebood	GCT (W), Jananwala	-	•	8	£	×	261,000	24,000	000'08	900,000	210,000	105,000	1,290,000
	8	Ş	Jens/T. T Shoh	GCT, Kemelle	-	•	88	z	×	261,000	24,000	000'08	600,000	210,000	106,000	1,290,000
Particular Par	: :			CCT Years	٠	•	98	z	ĸ	522,000	24,000	\$0,000	600,000	210,000	106,000	1,561,000
Part Colorest Co	3 3		The state of the s	100		•	ş	1	18	281,000	24,000	80,000	900'008	210,000	106,000	1,290,000
	<u>تا</u> ت		Pulled of the second	COT 6		•	Ş	*	×	\$22,000	24,000	90,08	900'009	240,000	108,000	1,551,000
	3		and a market				Ş	*	×	986 900	24.000	80,000	900,000	210,000	106,000	1,290,000
	23			OCT Out Dated	-	,	1	,	*	000 000	24.000	80,000	900,009	210,000	106,000	1,561,000
Nem Amenin Control COLT Control	ま			Makin	5	•	3	3 7	1		24.800	8	900,009	210,000	105,000	1,561,000
New Procession Count Season CTT Season 1 2 25	S	_	Jhahmi / Chalcural	OCT, Chathant	0	•	8	ß	R					200,000	000	1 290 000
New Procession New Procession CTT Translation 0 4 20 25 252,000 24,000 60,000 20,000 <th< td=""><td>8</td><td>-</td><td>Felsalebed</td><td>GCT, Felashbad</td><td>-</td><td>4</td><td>280</td><td>æ</td><td>×</td><td>080'192</td><td>24.60</td><td>00000</td><td>900,000</td><td>210,000</td><td>9</td><td></td></th<>	8	-	Felsalebed	GCT, Felashbad	-	4	280	æ	×	080'192	24.60	00000	900,000	210,000	9	
New Proposited / Accost Column (Accost) Co	1 19		Felesistad	GITT, Felenished	0	7	982	ĸ	×	522,000	24,000	90,000	8CC, 000	210,000	105,000	1,561,000
Character Char	1 8		Reveloindi / Altock	GCT, Rewelpholi	•	•	曩	æ	×	522,000	24,000	90,000	900,000	210,000	105,000	00,152,
Court Court <th< td=""><td>1 2</td><td>5</td><td>Pero (T. T Singh</td><td>GCT, Jhang</td><td>٥</td><td>•</td><td>8</td><td>ĸ</td><td>ĸ</td><td>\$22,000</td><td>24,900</td><td></td><td>900,000</td><td>210,000</td><td>105,000</td><td>1,561,000</td></th<>	1 2	5	Pero (T. T Singh	GCT, Jhang	٥	•	8	ĸ	ĸ	\$22,000	24,900		900,000	210,000	105,000	1,561,000
Control Column	1 9		Guranwale / Heriz	GTR, Outremede	-	4	82	R	8	261,000	24,000	72,900	460,000	100,000	86.00	1,089,000
Courter State of the courter Courter State of the courter <	1 =		Outrachordia / Hafiz	GVTI (M), Gujranuela	-	7	28	×	18	261,000	3X,800	90,000	600,000	210,000	108,000	1,290,000
Courte Obligation CYTIT (N), Earthwell 0 4 200 25 25 25,000 24,000 90,000 90,000 270,000 105,000 Courter Obligation CYTIT (N), Earthwell 1 4 200 25 25 261,000 24,000 90,000 90,000 270,000 105,000 Courter Obligation CYTIT (N), Departure 1 4 200 25 261,000 24,000 90,000 90,000 270,000 170,000	: 1 :		Cabinet (Patront	GTT: (AARR) Serves	-	•	8	×	×	\$22,000	24(000	30,000	600,000	240,000	106,000	1,561,000
Contract Obstact CTTT, Obstact 1 4 280 25 281,000 24,000 600,000 710,000 170,000	, 1 s		detail.	CACH (No. Servine)		•	8	æ	×	\$2,000	24,000		900,000	210,000	106,000	1,561,000
Currier Classer CTTT, Classer 1 4 250 25<	3 3		,	JONE DESIGN	-	7	982	×	я	261,000	24,600		000,000		105,000	1,290,000
Courtier Chanel Mater GTTI, Obtere 1 4 250 25 251,000 24,000 60,000 60,000 270,000 <td>1 2</td> <td></td> <td>_</td> <td>GTTI, Departur</td> <td>-</td> <td>•</td> <td>982</td> <td>×</td> <td>R</td> <td>281,000</td> <td></td> <td></td> <td>900,000</td> <td></td> <td>106,000</td> <td>1,280,000</td>	1 2		_	GTTI, Departur	-	•	982	×	R	281,000			900,000		106,000	1,280,000
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Control Charge / States Charge / States <td>ા હ</td> <td></td> <td></td> <td>GTTI, Kasur</td> <td>-</td> <td>4</td> <td>82</td> <td>R</td> <td>8</td> <td>261,000</td> <td></td> <td></td> <td>480,000</td> <td></td> <td>94,000</td> <td>1,069,000</td>	ા હ			GTTI, Kasur	-	4	82	R	8	261,000			480,000		94,000	1,069,000
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Control Laborate Control <	1 5	_	Lahore	GVTI (M), Dev Same	-	4	82	ĸ	×	261,000			000'009		105,000	
Currier Lattert Country Currier August Sequence S	18		Lebon	GTTI (M) Gujer Pura		-	8	×	£	522,000			600,000		105.000	
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Cursus Structurum I Nantum GTTI, Shaditurum 4 250 25 26 261,000 24,000 601,000 601,000 210,000 210,000 105,000 South Mallan GTTI, Shadit Gine 1 4 290 20 20 261,000 24,000 72,000 600,000 210,000 105,000 South Mallan GTTI, Shadit Gine 1 4 290 25 25 24,000 90,000 600,000 210,000 105,000 South Mallan GTTI, Whitelen 1 4 290 25 25 24,000 90,000 600,000 210,000 105,000	1 2		Latora	GVTI (M), Lahore	-	-	83	×	æ	281,000			000,000		106,000	
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	38		T	GTTI (M), Multen.	-	7	280	ĸ	ĸ	261,000					105.000	1,280,000

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Charavell Vehani Charavell Vehani Charavell Vehani Charavell Vehani Balterelinger Catomin Falery	GTTI, Nomcewell GTTC, Kabinwele GVTI (M.), Verberl GTT, Barbeneleuger GVTI (M.), Harrocrebber GVTI (M.), Furtabbas GVTI (M.), Rame Pacce GVTI (M.), Ammedya			36 36 36 36 36 36	x	2 2 2 2	261,000	24,000	90,000 72,000 90,000	000,009	210,000	105,000	1,290,000
	GTTC, Kabinwas GVTI (M), Vehari GTT, Babasashagar GVTI (M), Harcornabad GVTI (M), Factabbas GVTI (M), Factabbas GVTI (M), Factabbas GTTI, Chiahfian GVTI (M), Alemedput GARTI, M), Alemedput GARTI, M, Rahkin Yar GARTI, M, Rahkin Yar GARTI, M, Rahkin Yar GARTI, M, Alabada GARTI, M,			28 28 28 28 28 28	8 8 8	8 8 8	261,000	24,000	\$0,000	000,009	210,000	105,000	1,290,000
	GTT, Barbardes GTT, Barbardesger GTT, Barbardesger GTT, Chieffien GTT, Chieffien			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 2	18 18	261,000	24,000	000'08	000'009	240,000	105,000	1,290,000
-	GVTI (W), Vertering GTT, Battersetinger GATT (W), Battersetinger GATT (W), Chiertien GVTI (W), Chiertien GVTI (W), Chiertien GVTI (W), Chiertien GVTI (W), Ahmedpur GVTI (W), Ahmedpur GVTI (W), Ahmedpur GVTI (W), Rankn Yar GWTI (W), Rankn Yar GWTI (W), Rankn Yar GWTI (W), Rankn Yar GWTI (W), Ahmedpur GWTI (W), Ahmedp			2 2 2 2 2 2	2 2	8 29	36,185	200		1		105,000	1,290,000
	GTT, Behavaringer GVTI (W), Establish GVTI (W), Chiertian GVTI (W), Chiertian GVTI (W), Fortables GTTI, Chiertian GTTI, Chiertian GVTI (W), Ahmedout GVTI (W), Ahmedout GVTI (W), Renkin Yar flown GVTI (W), Renkin Yar flown GVTI (W), Bulkin Yar flown GVTI (W), All Gulfown GVTI (W), All All All Gulfown GVTI (W), All All All Gulfown GVTI (W), All All Gulfown	+ 0 0		2 2 2 2 2	ĸ	ĸ	281,000		-		741368311		
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	OVTI (W), Chientian GVTI (W), Chientian GVTI (W), Fortebbas GVTI (W), Fortebbas GVTI (W), Ahmedpar GVTI (W), Renkin Yer GWTI (W), Renkin Yer GWTI (W), Renkin Yer GWTI (W), Bullown GVTI (W), Albadon GVTI (W), Al	0		8 8 8	13	- 18	261,000	24,000	0000	900,009	210,000	100,000	יבשימים
	GVTI (VI), Chiantian GVTI (VI), Fertabbas GTT, Chiantian GTT (F), Kanor Paosa GTT (P), Aamaspar GVTI (VI), Panken Yer Boun GTT, D.G. Houn GVTI (VI), D.G. Houn GVTI (VI), D.G. Houn GVTI (VI), D.G. Houn GVTI (VI), ABAD.			8 8	×	ю	261,000	24,000	000'06	600,000	210,000	106,000	1,290,000
	GVTI (VI), Controlled GVTI (VI), Fortebbas GTTI, Chahrian GTTI (F), Karor Peoca GTTI (VI), Ahmedpur East GVTI (VI), Rearkin Yer Iden GVTI (VI), Rearkin Yer Iden GVTI (VI), Ashandri GVTI (VII),			8	*	х	261,000	24,000	000'08	900'009	210,000	106,000	1,290,000
	GVTI (W), Fortebbase GTI, Chainfain GTIT, Chainfain GTIT, Chainfain GTIT, Chainfain GATI (W), Animachar GATI (W), Animachar GATI (W), Animachar GATI (W), Animachar GTIT, D.G. (Den GTIT, D.G. (Den GTIT, Q.G. (den GTIT, W), Asia, C. G.G. (den), Animoun GTIT (W), Asia, C. G. (den), Animoun GTIT (W), A	- 0		3		, ×	98	24.90	000'08	900'009	210,000	106,000	1,290,000
	GTT, Chehfen GTTC (F), Karor Peccos GTTT (F), Karor Peccos GTTT (W), Alemedou East GATT (W), Rathin Yar Floan GTT1, D.G. Hoen GATT1, D.G. Hoen GATT1, D.G. Hoen GATT1, G.G. Sampor GATT1, G.G. Sampor GTT2, G.G. Sampor GTT2, G.G. Sampor	o o	+ + + + + +	l	3	3				1	99	900 900	1,551,000
1	GTTC (F), Karor Pacca GAT (W), Atmedpar East GAT (W), Rankm Yar Porn GATI, D.G. Porn GATI, My, ASAD, GATI, W),	0		280	z	121	8	26	0		ZIOCONT		1
	GATI (M), Annector East Cont. (M), Rearbin Year GATI, D.G. (Dean OATI (M), Rearbin Year GATI, D.G. (Dean OATI (M), Ask A.D. D.G. (Sean)	- 0		8	8	8	261,000	24 000 24 000	72,000	000 000	000	200	anni anni
	GATE (ME), Ranken Yar (Ohan) GATE, D.G.J.Chan GATE (M.), D.G.J.Chan GATE (M.), ARAD, G.G.Chan GATE (M.), ARAD, G.G.Chan	0		280	×	18	261,000	24,000	80,000	900'009	210,000	106,000	1,290,000
2 5 5 5 5	GTTI, D.G.Phen GTTI, D.G.Phen GVTI (M), D.G.Phen GVTI (M), ABAD, GUACHAN GTTC (M), Ampur		+ -	8	×	12	522,000	24,000	90,000	900'009	210,000	106,000	1,561,000
	GVTI (M), D.G. (Dunn GVTI (M), ABAD. B.G. (Gum GTTC (M), Jempur		-	8	ĸ	ĸ	261,000	24,008	80,000	900,000	216,000	80,00	1,290,000
	GVTI (M), ABAD. D.G.Aben GTTC (M), Jeroper	-		8	×	R	261,000	24,000	000'08	900,009	210,000	106,000	1,290,000
1 2 2 2 1	OTTC (M), Jempur		•	8	×	×	281,000	24,030	90,000	800,000	210,000	000.00	1,290,000
1 2 2	CITATION STREET	-	-	8	ĸ	×	261,900	24,000	90,000	900,000	210,000	106,000	1,290,000
2 2		1.	1,	۶	×	*	38,180	20 X	90,000	000'000	210,000	105,000	1,290,000
	Rejerrour	-	•	! !	,	,	200	24 600	90.00	800,000	210,000	106,000	1,290,000
And in a Street of the	nduser	-	•	8	8	3		W 77	8	DOD DOD	210.000	106,000	1,561,000
Layyan / Muzamagam	Shaheed	•	4	8	XQ.	R	77			out out	210,000	106,000	1,551,000
Shakkar / Mannak	GTTL Menutali	٠	•	9 2.	ĸ	g	522,000	7, WO	AD)'OR	anahri		m 804	1 290,000
Shekkar / Minnwell	GVTI (W), Mankera	-	•	2	12	ĸ	261,000	24,000	80,000	600,000		Major Ma Ma Major Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma	
Falsalahad	GITT Faisababad	•		28	ĸ	ĸ	\$22,000	24,000	80,000	900,000	210,000	106,000	1,561,000
Fairabled	GTT, Faisstabed	-	•	280	ĸ	×	261,000	24,000	80,000	600,000			1,290,000
hano / T. T Singh	GTTI, Jheng	•	•	8.	ж	ж	\$22,000	24,000	80,000	900,000			1,551,000
Perso (T. TSkret)	GTTL Tobe Tek Singh		•	280	82	ĸ	\$22,000	24,000	90,000	900'009	216,000	105,000	1,861,000
heth (T. T. Snot)	GVTI (M), Gaire		•	88.	R	R	522,000	24,000	72,000	460,000	166,000	00,20	
	Carta che Carta	-	-	982	я	×	261,000	24,000	000'06	900,000	210,000	105,000	1,280,000
العراد المراد			-	8	×	×	22,000	24,000	80,000	000'009	219,000	106,000	1,561,000
A Chartes	1111			8	2	X	\$22,000	24,000	80,800	000 000	210,000	106,000	1,561,000
Charme	GATI (M), Pindeden	, [ş	8	æ	201,000		72,000		168,000	000149	1,080,000
Jhahun / Chakwai	Osen	-				1 8	000 196		72,000				1,069,000
Shekum / Chakwal	GVTI (M), Chakwal	-	•	8	Ŗ	ર	2000						
2 2 2 2	Jeahan (Chakwal Jeahan (Chakwal Jeahan (Chakwal	Chairval GTT, Dalum Chairval GTT, Chalost Chairval Gun Chairval GVT (V), Chalval		GTT, Braken GTT, Chakwai GAT (M), Prababan Roan GAT (M), Chakwai	GTT, Braken 0 GTT, Chabwel. 0 GATI, Chabwel. 1 GATI (Mr. Perdacien 1 GATI (Mr. Chalewel 1	GTI, Instern 0 4 GTI, Chalouet. 0 4 GUTI (VI), Perbaden 1 4 GUTI (VI), Chalouet 1 4	GTT, Delication 0 4 290 25 GTT, Challousi 0 4 290 25 GTT, Challousi 1 4 290 20 GVT (M), Challousi 1 4 290 20	GTT, Enabler 0 4 290 25 25 25 GTT, Chabler 0 4 290 25 25 25 OWN (VI), Philadelin 1 4 290 20 20 20 CM (VII), Chabler 1 4 290 20 20 20 CM (VII), Chabler 1 4 290 20 20 20	GTT, Insideral 0 4 290 25 25 22,000 GTT, Chaldwall 0 4 290 25 25 22,000 GTT, Chaldwall 1 4 290 20 20 20 281,000 GVT (YT, Chaldwall 1 4 290 20 20 20 281,000	GTTI, Breishweit 0 4 290 25 25 22,000 24,000 GTTI, Challeweit 0 4 290 25 25 22,000 24,000 GTTI, Challeweit 1 4 290 20 20 20 20 24,000 GNTI, Challeweit 1 4 290 20 20 20 20 24,000	GTT1, Briefator 0 4 290 25 25 222,000 24,000 90,000	GTTL, Phethors 0 4 280 25 25 522,000 24,000 80,000 600,000	GTTL, Challener 0 4 250 25 25 522,000 24,000 80,000 2710,

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				-	-	-	×	×	281,000	24,000	90,00	900,000	ZJeko	+	
8	North	Jhelum / Chalorni	GVTI (W), Talagang	-	•	2	1			2000	9000	800,000	210,000	108,000	1,280,000
ı	7		GTTC (W), Keller	-	•	- 8	23	x	200,	3		†		000	1,290,000
<u>5</u>	£	Jhekun / Chakhrai	Kate	-	+		7	*	261,000	24,000	90,000	000,000	210,000	ACC)	
8	Pare P	Revestaind / Altock	Cart, Kohati Bazar	-	-	R	8	+		000	8	600,000	216,000	105,000	1280,000
:			GTTI (M), Dhoke	-	-	8	×	×	261,000	3		1	500 675	000 904	1,551,000
83	Mort	Parestond / Attock	Synden	+	1	-	,	*	822 628	24,000	000'08	000,008	210,000	and the same of th	
1	ş	Revetoind / Attock	GVTI (W), Remarking	0	•	8	ß	;	+	1	8	000,009	210,000	106,000	1,551,000
١,				-	•	8	×	8	622,000	Z4,000				000	1,290,000
8	ę.	Revespind / Attock	GTT! (W), Murres	,		+		,	285 000	24,000	000'06	000,000	240,000	aus fron	
1	1	Remembing (Altock	GVTI (M), Albock	-	•	290	2	3		†	188	000,000	210,000	106,000	1,551,000
R	╗			,	•	8	ж	n	522,000	24,000	on on				1 851 000
6	Ç.	Rewelphol / Altock	GTT, Pindigheb	,	,	1	1		980	24 000	90,00	600,000	210,000	an'es	
1	-	Section of the section of	GTTI, SWR Sarpothe	•	•	2	%	ß	257		1	00000	168,000	94,000	1,088,000
R	Ē		-1			i	۶	8	261,000	24,000	72,000			1	
8	£	Sargodha / Mushab	GTTI, Bhahrai	-	•	8	3	+		500	99.00	900'000	210,000	00,80	1,280,990
1	-1	- [T	,	•	8	×	ĸ	8	2		200 000	20 627 560	16,311,000	138.44.80
ā	Korta Korta	Sargodha / Khusheb	13 Sargodha	-			1,46	377	37,323,000	2,400,800	8,838,900	Mary one]		
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		T _c t	Estimated Cost for MS training of 15270 DAE Students	inina o	f 15270	DAE SI	udents		
								SOM	Total Cost
S. So.	Zone	District	Name of institute	Duration in Months	No. of hours (3*6*4*4)	Annual Capacity (Morning)	Annual Capacity (Evening)	Examination Cost Rs. 700/traines	
-1	1	I complete the residence of	GCT (B) Muzaffaroarh	4	290	250 ′	250 (350000	350000
	Nontin	With the state of	CCT Sanda Hill	4	290	200	200	280000	280000
		Tupura / Italinalia	COT Burewala	4	290	200	200	280000	280000
	Social	Knaneway verker	COT, Operation	4	290	250	250	350000	350000
4	€ Noge	Jhelum / Chakwai	GCI, Clan Dauer, 9 Con.	4	290	150	150	210000	210000
s	£ ož	Jhelum / Chakwai	GCI, Charwai		8	5	Ş	420000	420000
9	Fort.	Faisalabad	GCT, Faisalabad	4	087	3	3	000070	240000
7	No.	Rawalpindi / Attock	GCT, Rawalpind	4	290	150	150	210000	200017
œ	£	Jhang / T. T Singh	GCT, Jhang	4	290	150	150	210000	210000
· ·	1	themselferrafferment	GCT Lawah	4	290	250	250	350000	350000
3		Layyan muzamar yanı	COT Delivery Board abore	4	290	98	300	420000	420000
۶	Serie	Lahore	GC1, Nailway 100au, Lailote		3	9,	å	210000	210000
£	Center	Siafkot / Narowal	Mehmood Khan GCT, Narowal	4	nez	8	3		420000
12	South	D.G.Khan / Rajanpur	GCT, DG Khan	4	290	දි	300	420000	200024
\$	Center	Sahiwai / Pakpattan	GCT (W), Sahiwal	4	290	150	150	210000	210000
: :	\$	Bah	GCT (W), Bahawalpur	4	280	150	150	210000	210000
: :		To include the second	CCT AM Faisalabad	4	290	150	150	210000	210000
2	E 62			•	280	5	150	210000	210000
9	South	Layyah / Muzaffargarh	GCT (W), Layyah	*	200	3		0000	240000
17	South	Multan	GCT (W), Multan	4	290	150	150	210000	710000
4	Jene	Guiranwala / Hafizabad	GCT, Pindi Bhattian	4	290	55	150	210000	210000
5 6	ا و	اً اِ	GCT, Gujranwala	4	290	150	150	210000	210000
2 1			II T Guiranwala	4	290	75	75	105000	10500
8	Center	3							

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364000	350000	420000	000099	210000		350000	210000	350000	420000	350000	210000	210000	40000	21000	210000	280000	280000	420000	10689000	
260	250	300	84	150		250	150	250	300	250	150	150		150	150	200	200	300	7635	
260	250	300	400	150		250	150	250	300	250	150	450	1	150	35	200	200	300	7635	
290	290	290	290	290	202	290	290	290	290	290	290	8	2	290	290	290	290	290		
4	4	4	*	,	•	4	4	4	4	4	•	,	•	4	4	4	4	4		
GCT, Sahiwal	GCT, Stafkot	GSPCT, Guirat	CCT Resis	100000000000000000000000000000000000000	GC1 (PGA), Landre	GCT, Raiwind Road, Lahore	GCT (W), Lahore	GCT, Multan	GCT, Bahawalpur	GCT Bahim var khan	CCT Bhekker	OC: Dienne	GCT, Marwali	GCT (W), Jaranwala	GCT, Kamalia	GCT, Taxila	GCT, Attock	TOO TOO	(C., Cago, 170)	Total
Sahiwal / Pakpattan	Salkot / Narowal	Guirat / M B Din	ST ON THE O	College M C Carl	Lahore	Lahore	Lahore	Multan	Bahawaipur / Lodhran	Dohim Yar Khan	100 mm 1	Drizerkal / Misal Iwes	Bhakkar / Mianwali	Faisalabad	Jhang / T. T Singh	Rawalpindi / Attock	Rawalpindi / Attock	4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	Sargodria / Musikab	
Center			П.		Center	Center	Center	\top	Т	T	Т	North	North	North	Sec.	P S	Atrop		ELON L	
2	32	٤	3 3	\$	22	8	27	8	8	۶	3 3	5	32	33	7,	: F	3 \$	3 5	3	