
	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
	(FINANCE WING)	
TEVTA/Bud/DDO/3-7/2020-21	Rev No 00	Date: <u>25th</u> March, 2021

CIRCULAR

Subject: **POWERS OF ACTING / ADDITIONAL CHARGE OF PRINCIPAL**

In continuation of circular no. TEVTA/Bud/DDO/3-7/2018-19 dated 28th February, 2019 and reference notification no. TEVTA/Admn/1-105 dated 26.06.2002, the following procedure / powers shall be followed by Principal / DDOs:-

- i. Whenever a post of Principal / Head of Institution becomes vacant due to any reason, concerned Zonal Manager / General Manager would appoint a senior most suitable officer as an Acting Principal / Head of Institution (HOI) from within the concerned institute.
- ii. In case of assigning the additional charge against the vacant post of Principal / HOI, the competent authority given below would appoint a suitable officer:-

Sr. No.	Competent Authority	Extent of Powers
1	Chief Operating Officer TEVTA	Officers in BPS/PS-18 & above and equivalent
2	General Manager concerned	Officers in BPS/PS-17 and equivalent in institutions / field offices
3	Zonal Manager concerned	Officers in BPS/PS-16 and equivalent in institutions / field offices (Technical Stream)
4	District Manager concerned	Officers in BPS/PS-16 and equivalent in institutions / field offices (Vocational Stream)

- iii. Upon issuance of order by the competent authority, the incumbent shall assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post with immediate effect without any further proceeding to obtain the same.

- iv. The Zonal Manager / District Manager would also then initiate the case for filling in such vacancies on regular basis through a self-contained reference to concerned General Manager.

The above instructions shall be complied with in letter & spirit.

(ALI SALMAN SIDDIQUE)
CHAIRPERSON-TEVTA

No. Even & Dated

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

1. All General Managers TEVTA Secretariat, Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
3. All Zonal Managers TEVTA in Punjab with request to circulate the same to lower formation.
4. All Managers TEVTA Secretariat, Lahore.
5. All District Managers TEVTA in Punjab with request to circulate the same to lower formation.
6. Manager (Service Centers) TEVTA with request to circulate the same to lower formation.
7. SA to Chairperson TEVTA.
8. PS to COO TEVTA.

M. A. Saeed

(MUHAMMAD AHMAD SAEED)
GENERAL MANAGER (FINANCE)
TEVTA

M. J.
ISSUED 25/3/21
TEVTA SECRETARIATE
GULBERG ROAD LAHORE
13217-82

o/c