
	<b>GOVERNMENT OF THE PUNJAB</b> <b>TECHNICAL EDUCATION &amp; VOCATIONAL TRAINING</b> <b>AUTHORITY</b> <b>96-H, GULBERG II, LAHORE PHONE: 042-99263055-9</b> <b><u>www.tevta.gop.pk</u></b>	
	<b>(HRM WING)</b>	
<b>No. TEVTA/M-HR/IC&amp;ID/2020</b>	<b>Rev No 00</b>	<b>Dated: 19 -03-2020</b>

## NOTIFICATION

Subject: MEASURES TO CONTROL OUTBREAK OF CORONA EPIDEMIC IN THE COUNTRY

Pursuant to the directions issued vide Letter No. SO (FG)3-20 / 2020 dated 18-03-2020 of the Services & General Administration Department, Government of Punjab, the following instructions are hereby issued for strict compliance till further orders:

1. P-TEVTA will be functional through its Skeleton Staff as per below:
  - a. At Head Office- Staff of the offices of Chairman, COO, GMs and Manager Admn (security, janitorial, admin support staff) and
  - b. At Field Offices- Staff of offices of Zonal Managers, District Managers and RDATs.
2. The Skeleton Staff will be responsible to cater the day to day basic official matters under their jurisdiction.
3. Apart from Skeleton staff, the remaining staff of Head Office and Field Offices shall work from their residences and will remain on call for the purpose of performing duty. They will be duty bound to remain alert and responsive when contacted through phone or other electronic means.
4. The concerned General Manager/Section In-charge and ZMs/DMs through their staff will ensure execution of day to day basic official matters of their respective Wing/Offices.
5. No person shall be allowed to leave the station without permission of the competent authority.
6. The general public may contact on the telephone numbers (042-99263055-56) and mobile number (0300-4572509) of Head Office during office hours. Similarly Field Offices shall also notify two (2) landline numbers and one (1)



mobile number for contact of general public during office hours. These numbers will be notified in the press and will also be displayed outside office premises / entry gates.

The above instructions shall be followed in letter & spirit.

**Dated the Lahore:**

19-03-2020

**Endst. No. & Date:**

19-03-2020

**CC:**

1. Deputy Secretary (IPC), S & GAD (I & C Wing), Lahore.
2. All General Managers, TEVTA Secretariat, Lahore.
3. All Deputy General Managers, TEVTA Secretariat, Lahore.
4. All Managers/Section Heads, TEVTA Secretariat, Lahore.
5. All Zonal Managers (North, Central & South), TEVTA, Punjab.
6. All District Managers, TEVTA, Punjab.
7. The Director (Apprenticeship Training), TEVTA, Lahore.
8. S.A. to Chairperson, TEVTA.
9. P.S. to Secretary, ICI&SD Department, Govt. of the Punjab.
10. P.S. to C.O.O. TEVTA.

**CHAIRPERSON, TEVTA**

*M. Q. Saad*

**GENERAL MANAGER (HR)**