

	<b>GOVERNMENT OF THE PUNJAB</b> TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG-II, LAHORE Web site : <a href="http://www.tevta.gop.pk">www.tevta.gop.pk</a> email: <a href="mailto:manager.hrm-ii@tevta.gop.pk">manager.hrm-ii@tevta.gop.pk</a>	
<b>HRM WING (PROMOTION)</b>		

### NOTIFICATION

**No. TEVTA/ST- /Notifications/2019/TS.** In pursuance of para 4 (A) (iv), 4 (B) & 4 (C) of TEVTA employees Promotion Framework duly approved by TEVTA Board in its 58<sup>th</sup> meeting held on 21-12-2016, notified vide Notification No. TEVTA/HRM/TSR/2016-17/557 dated 16-01-2017 and instructions issued by Govt. of the Punjab, Finance Department, thereafter regarding time scale promotion, the Competent Authority has been pleased to approve the following SOP (Standard Operating Procedure) for TEVTA employees:

- 01) All eligible TEVTA employees of field formations should submit request for time scale promotion, alongwith documents mentioned at para 04 to concerned Zonal Managers/ District Managers / Manager (SC)/ Manager (Training) / Director (AT) through their controlling officer, whereas eligible TEVTA employees of Secretariat will submit such requests to Manager (HR-II / Promotion) through their respective controlling officer.
- 02) All the concerned District Manager / Zonal Managers / Manager (SC) / Manager (Training) / Director (AT) will process and approve time scale promotion cases of TEVTA employees in PS-01 to PS-15 having "satisfactory service record" falling under their jurisdiction in light of Govt. of Punjab Finance Department's notifications issued from time to time.
- 03) All the concerned District Managers / Zonal Managers / Manager (SC) / Manager (Training) / Director (AT) will forward cases to HR Wing regarding the employees in PS-16 & above having "satisfactory service record" and fulfill the criteria as defined in Time Scale Promotion notifications of Finance Department, Govt. of the Punjab issued from time to time.
- 04) To assess "satisfactory service record" of TEVTA employees, following documents will be observed / checked by the concerned office / wing while processing such cases;
  - a) Attested copy of charge assumption report of the existing scale.
  - b) No Demand Certificate (original).
  - c) No Audit Para Certificate (original).
  - d) No Inquiry Certificate (original).
  - e) Attested copy of promotion or appointment or up-gradation or selection grade or move over order in present scale.
  - f) Certificate regarding completion of 10 year service in existing scale (excluding leave without pay) (original).
  - g) Service statement of respective employee (original).
- (Note) Time Scale Promotion cases of only those incumbents should be processed / considered who have completed at least 10 years or as the case may be in present scale since last promotion / appointment / up-gradation / move over / selection grade.
- 05) Following committees are constituted for scrutinizing / processing of time scale promotion cases:





**A. For Field Offices**

**(a) District / Zone Level.**

- (i) Zonal / District Manager concerned. (Convener)  
(ii) Senior Most HOI of concerned stream (not below BS-17) (Member)  
(iii) Assistant Manager (T&V). (Member/Secretary)

**(b) Service Centres / GSTCs / ATCs.**

- (i) Director / Manager (SC) / Manager (Training). (Convener)  
(ii) Senior Most HOI of concerned stream (not below BS-17). (Member)  
Assistant Manager concerned. (Member/Secretary)

**B. For Head Office**

- (i) Manager (HRM / Promotion) (Convener)  
(ii) Manager (Establishment) (Member)  
(iii) Manager (Finance) (Member)  
(iv) Deputy / Assistant Manager (Admn) (Member)  
(v) Assistant Manager (HR-I) (Member/Secretary)

06) The following Authorities will issue sanction advice / orders for Time Scale Promotion of TEVTA employees on the recommendation of respective committee.

- i. HRM (Promotion) section will process the Time Scale Promotion of all TEVTA employees of Headquarter and PS-16 & above of field staff.  
ii. General Manager (HR) will issue sanction advice / order of Time Scale Promotion of TEVTA employees from PS-01 to PS-17 for Headquarter and PS-16 & PS-17 for field staff.  
iii. Zonal Managers / District Managers / Manager (Training) / Manager (SC) / Director (AT) concerned will issue sanction advice / order for time scale promotions of the concerned TEVTA employees from PS-01 to PS-15 for field staff.  
iv. Chief Operating Officer will issue sanction advice / orders for Time Scale Promotion of all TEVTA employees from PS-18 and above.

07) **Pay Fixation**

After issuance of sanction order / advice by the concerned authority, office of the DGM (Accounts) will process the case of pay fixation under the prevailing rule after receiving request alongwith copies of documents narrated at para 04 above from concerned office and will issue pay fixation order upon getting approval from Competent Authority.

After pay fixation, budget section will release budget to concerned officer on his request.


**CHAIRPERSON  
TEVTA**

**No. EVEN.**

**Dated Lahore, the 19<sup>th</sup> Dec./2019**

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 Managers / Directors, TEVTA Secretariat, Lahore.
4. All Zonal Managers, TEVTA, Punjab.
5. All District Managers, TEVTA Punjab.
6. S.A to Chairperson, TEVTA Secretariat, Lahore.
7. PS to Chief Operating Officer, TEVTA Secretariat, Lahore.
8. Master file.

  
**Manager (HRM-II/Promotion)  
TEVTA, Secretariat Lahore**