



NOTIFICATION:

Subject: STAFF TRAINING MANAGEMENT AND REMUNERATION RATES FOR MASTER TRAINERS

No. TEVTA/Trg./Mgt./124 In supersession of all previous Notification dated 25.11.2010, dated 03.08.2012 and 14.02.2013. The Technical Education & Vocational Training Authority is pleased to approve the revision of existing rates of Remuneration for Master Trainers (TEVTA/Non-TEVTA) & Others by 50% in its 57th TEVTA Board meeting held on 29.08.2016 with immediate effect. The detail is given below.

| 1. | Qualification & Experience | Revised Rates | | Foreign Training Faculty |
|------|---|-----------------------------|----------------------------------|--------------------------|
| | | TEVTA Employees (Rs / Hour) | Non -TEVTA Employees (Rs / Hour) | |
| 1.1 | Ph. D/ Additional Secretary rank or above for CSS / PCS/PMS. Cadres or equivalent (More than 5 years) | 1500 | 3000 | As per negotiation |
| 1.2 | Ph. D (Less than 5 years) | 1200 | 2700 | |
| 1.3 | M. Phil (More than 5 years) | 1200 | 2700 | |
| 1.4 | Deputy Secretary or equivalent from CSS/PCS/PMS Cadres or equivalent (More than 5 years) | 1200 | 2700 | |
| 1.5 | M. Phill (Less than 05 years) | 1125 | 2400 | |
| 1.6 | M.Sc. Engg./ Professional Certification of M Phil Level in related field. (More than 5 years) | 1050 | 2250 | |
| 1.7 | M.Sc. Engg./ Professional Certification of M Phil Level in related field (Less than 5 years) | 975 | 2100 | |
| 1.8 | B.Sc.Engg./M.A/M.Sc./ MBA/M.Com/ ACMA / MA TEFL / ELT, Professional Certification of Master Level in related field(More than 5 years) | 900 | 1800 | |
| 1.9 | B.Sc.Engg./M.A/M.Sc./MBA/M.Com / ACMA / Professional Certification of Master Level in related field (Less than 5 years) | 750 | 1500 | |
| 1.10 | Individual with specialized Knowledge in relevant field. (Highly experienced 05 years or more) and knowledgeable) | 600 | 1200 | |
| 1.11 | Assistant to Resource Person (Experienced and knowledgeable with technical qualification) | 450 | 900 | |

REMUNERATION OF STAFF AT TRAINING VENUE (OTHER THAN GSTC)

| 2. | Duty Assigned | Qualification/ Criteria | Remuneration Per Week |
|-----|---|---|--|
| 2.1 | Venue Principal | Serving Principal | 1800 (Duties of Monitoring day to day base reporting will be designed) |
| 2.2 | Training Coordinator | deputed by Principal | 1500 (To facilitate the smooth execution of training & provide the logistic support) |
| 2.3 | Accountant/ Official performing the duty of maintaining and disbursing Cheques for trainees | Serving already the same job in the institute | 750 (To maintain record & disburse cheques for trainees) |
| 2.4 | Computer Operator/ Official performing the duty of computerizing the data of trainees | Serving already the same job in the institute | 600 (Emailing, Collecting & Composing reports) |
| 2.5 | Naib Qasid | Serving already the same job in the institute | 450 (Arrange & Serves Tea, Wash utensils, photocopies and other services) |

3. WORKING LUNCH / REFRESHMENT CHARGES (Daily duration 7hrs or more)

| | Items | Rs. / day / Person | |
|-----|---|--------------------|---|
| 3.1 | Lunch | 225 | |
| | Refreshment | 60 | |
| 3.2 | WORKING LUNCH FOR TRAINEES AT GSTC MURREE IN ADDITION TO THEIR NORMAL DAILY ALLOWANCE. | | |
| | Status | Pay Scale | Rs. / day / Person |
| | Govt. Employees | 8-20 | 975 (Breakfast Rs. 225 + lunch Rs.375 + Dinner Rs. 375) |
| | TEVTA employees | 8-11 | 308 |
| | | 12-16 | 345 |
| | | 17 | 225 |

DELEGATION OF POWER REGARDING COMPETENCY OF GM (HRM)

The Competency of GM (HR) for granting approval of training to be held at Local Training Agencies / Institutions is enhanced from existing Rs.,50000/- to Rs. 75000/- per participants with maximum of 15 participants of each case (Trainings).

| | |
|----|--|
| 4. | Accommodation of the Participants: TEVTA will provide Hostel facilities where available or arrange accommodation in Hotel / Private Hostel / Guest House / Rest House etc. according to his entitlement as given in the TSR 2011 nearest to the Training Venue for outstation participants & pay the expenses incurred on actual basis in this regard without any deduction from their Daily Allowance (for the entire period of a training for which he is detailed). |
| 5. | Study Tours For trainings of long duration i.e. 1 month or more study tours may be arranged. In case that the study tours are arranged, the expenses like transportation and one working lunch would be provided by TEVTA and the expenses will be paid on actual basis. |
| 6. | POL for generator Generator on rental basis along with the expenses of POL (on actual basis) may be provided to the Training Venue during the training to get the training smoothly conducted. |
| 7. | Advance payment of TA/DA to the participants of training: 70% TA/DA may be provided in advance to the participants of the trainings or Training Venue on demand in special cases with the approval of GM (HRM) so that they can manage their expenses. The same will be adjusted from the actual total amount. |

8. **Master Trainers & Training Coordinators etc. of Teachers Training Institutes in their own Institutes for training during Vacation.**
 Master Trainers and Training Coordinators of Teachers Training Institutes will be paid the approved remuneration in case of training during vacation only and not in case of training before or after vacation.

Special Conveyance Allowance / TA & DA

| Sr.# | Performers | TEVTA Employees (Rs) | Non TEVTA Employees (Rs) | TA / DA | |
|------|--|----------------------|--------------------------|----------------------|--------------------------|
| | | | | TEVTA Employees (Rs) | Non TEVTA Employees (Rs) |
| 9.1 | Committee Participants from outside Lahore | 600 | 900 | As Per Rules | As availed by Manager |
| 9.2 | Committee Participants from inside Lahore | 600 | 750 | | |
| 9.3 | Training Coordinators | 300 | 450 | | |
| 9.4 | Local Trainees | 450 | --- | | GM |
| 9.5 | Master Trainers / Resource Persons | 600 | 750 | | |
| 9.6 | Venue Principal | 450 | --- | | |
| 9.7 | Assistant To Resource Persons | 300 | 600 | | |
| 9.8 | Accountant / Computer Operator | 150 | --- | | |
| 9.9 | Naib Qasid | 75 | --- | | |

Accommodation

| 10. | Performers | TEVTA Employees (Rs) | Non -TEVTA Employees (Rs) |
|------|--|----------------------|---------------------------|
| 10.1 | Committee Participants from outside Lahore | As Per Rules | As availed by Manager |
| 10.2 | Committee Participants from inside Lahore | | |
| 10.3 | Training Coordinators | | |
| 10.4 | Local Trainees | As per Rules | GM |
| 10.5 | Master Trainers / Resource Persons | | |
| 10.6 | Venue Principal | As per Rules | |
| 10.7 | Assistant To Resource Persons | | |
| 10.8 | Accountant / Computer Operator | | |
| 10.9 | Naib Qasid | | |

Note: The staff (Master Trainers, Venue Principals, Trainees, Coordinators etc.) from same institute engaged in managing the trainings at venues will not be entitled to Special Conveyance Allowance in routine working days but the same will be provided if the trainings are managed during vacation.

-sd-
 (Jawad Ahmad Qureshi)
 COO, TEVTA

No. Even & Dated
October 13, 2016

A copy is forwarded for information to:

1. All General Managers at TEVTA Secretariat Lahore.
2. All Zonal Managers TEVTA.
3. All Managers TEVTA Secretariat Lahore.
4. All District Managers TEVTA in the Punjab with the request to circulated the same to their lower formation.
5. The Principal GSTC Gulberg, Lahore, Principal GSTC, Faisalabad, Principal GSTC Dev Samaj Road, Lahore Director GSTC Murree.
6. SA to Chairperson TEVTA Lahore.
7. PS to COO TEVTA Lahore.


 DGM (E&C/Trainings)