

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

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 58th meeting held on 21-12-2016, notified vide Notification No. TEVTA/HRM/TSR/2016-17/557 dated 16-01-2017, PSIC notification No. PSIC/ESTAB/MISC-209/985 dated 18-08-2020 and instructions issued by Govt. of the Punjab, Finance Department from time to time regarding time scale promotion / personal up-gradation for aforementioned categories including civil servants, the Competent Authority has been pleased to approve the following SOP (Standard Operating Procedure) for TEVTA / PSIC / Civil servants:

- 01)** All eligible TEVTA / PSIC / Civil servants of field formation should submit request for time scale promotion / personal up-gradation to concerned Zonal Managers/ District Managers / Manager (SC)/ Manager (Training) / Director (AT) through their controlling officer, whereas eligible TEVTA/PSIC/Civil employees of Secretariat will submit such requests to Manager (HR-II / Promotion) through proper channel.
- 02)** All the concerned District Managers / Zonal Managers / Manager (SC) / Manager (Training) / Director (AT) will forward cases to HR Wing regarding all the employees in PS/BS-16 & above having "satisfactory service record" and fulfill the criteria as defined in Time Scale Promotion notifications / clarifications of Finance Department, Govt. of the Punjab issued from time to time.
- 03)** All the concerned District Managers / Zonal Managers / Manager (SC) / Manager (Training) / Director (AT) will process and approve time scale promotion/ personal up-gradation cases of TEVTA / PSIC / Civil servants in PS/BS-01 to PS/BS-15 for field staff having "satisfactory service record" falling under their jurisdiction in light of Govt. of Punjab Finance Department's notifications / clarifications issued from time to time.
- 04)** Following committees are constituted for scrutinizing / processing of time scale promotion / personal up-gradation cases:

A. For Field Offices

(a) District / Zone Level.

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| (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.

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

B. For Head Office

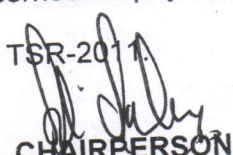
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| (i) Manager (HRM / Promotion) | (Convener) |
| (ii) Manager (Establishment) | (Member) |
| (iii) Manager (Finance) | (Member) |
| (iv) Deputy / Assistant Manager (Admn) | (Member) |
| (v) Assistant Manager (HRM/Promotion) | (Member/Secretary) |

- 05) The following Authorities will issue sanction advice / formal orders for Time Scale Promotion / personal up-gradation of TEVTA / PSIC / Civil servants on the recommendation of respective committee.
- HRM (Promotion) section will process the Time Scale Promotion / personal up-gradation of all TEVTA / PSIC / Civil servants of Headquarter and employees in PS/BS-16 & above of field staff as scrutinized / recommended by concerned committees.
 - General Manager (HR) will issue sanction advice / formal order of Time Scale Promotion / personal up-gradation of TEVTA / PSIC employees from PS-01 to PS-17 for Headquarter and for PS-16 & PS-17 for field staff.
 - Zonal Managers / District Managers / Manager (Training) / Manager (SC) / Director (AT) concerned will issue sanction advice / formal order for time scale promotion/ personal up-gradation of the concerned TEVTA / PSIC employees from PS-01 to PS-15 for field staff in light of recommendations of respective committee.
 - Chief Operating Officer will issue sanction advice / formal order for Time Scale Promotion / personal up-gradation of all TEVTA / PSIC employees from PS-18 and above and for civil servants in BS-16 & above.
 - For Civil Servants in BS-01 to BS-15 (both Field/Headquarter) the cases for time scale promotion / personal up-gradation will be forwarded to concerned DDO by the respective committee after due recommendations.
 - For employees TEVTA / PSIC & Civil servants in PS/BS-01 to PS/BS-15 mere entries in their service books by the concerned DDO would suffice for pay fixation.
- 06) All the cases of Time Scale Promotion /personal up-gradation for eligible civil servants / PSIC employees and TEVTA employees governed under TSR-2011 will be processed / disposed of by the above said respective committee (s) as per their jurisdiction in light of Finance Department's Notification / Clarifications issued from time to time.

Pay Fixation

- 07) (i) After issuance of sanction formal order / advice / recommendation by the concerned authority / DDO, office of the DGM (Accounts) will process the case of pay fixation under the prevailing rule after receiving request along with all supporting / relevant documents by 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.
- (ii) After having done needful the cases for time scale promotion/ personal up-gradation of all civil servants will be forwarded to the A.G / DAO concerned for pay fixation.

* **TEVTA Employees:** means TEVTA employees governed under TSR-2011.


CHAIRPERSON
TEVTA

No. EVEN.

Dated Lahore, the 19TH 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