

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG-II, LAHORE PHONE: 042-99263055-9 www.tevta.gop.pk	
	HRM WING	
No. TEVTA/HRM-II/TPPP-2026		Dated: 28/08/2026

NOTIFICATION

No. TEVTA/HRM-II/TPPP-2026. In pursuance to the approval granted by TEVTA Authority in its 78th meeting held on 30.07.2026, following TEVTA Proforma Promotion Policy-2026 is hereby notified with immediate effect:

I) PROFORMA PROMOTION (DEFINITION)

Proforma promotion means predating of promotion of a TEVTA Employee with effect from the date of promotion of his junior for the purpose of payment of arrears and fixation of pay. It means that a TEVTA Employee who was entitled to be promoted from a particular date, but for no fault of his own, was wrongfully prevented from rendering service in the higher post, is entitled for proforma promotion and payment of arrears of pay/allowances and re-fixation of pay.

II) SENIORITY AND PROFORMA PROMOTION

Proforma promotion is not a necessary prerequisite for the determination of seniority of a TEVTA Employee. Inter se-seniority of a TEVTA Employee is determined under para 8 (b) (i) of revised TEVTA Promotion Policy-2013. It is clarified that seniority of a TEVTA Employees being a vested right cannot be relegated to a lower position unless he is superseded and his junior is promoted in preference to him. This means that a TEVTA Employee, who is deferred for promotion and is subsequently promoted would re-gain his seniority automatically. Therefore, proforma promotion is not a necessary prerequisite for restoration of original seniority. The appointing authorities should, therefore, restore seniority in such cases through a speaking order. However, proforma promotion in such cases is to be granted for the purpose of financial benefits.

III) CASES WHERE PROFORMA PROMOTION CAN / CANNOT BE GRANTED

The salient features of the Proforma Promotion Policy for TEVTA Employees are applicable as under:

- a. Proforma Promotion shall generally be granted in cases where an official whose junior has been promoted on regular basis but he was deferred due to any of the following reasons:
 - i) The seniority of two officials is in dispute. The senior official is promoted on due date but subsequently the junior official establishes his claim of seniority by obtaining a favourable decision from Government or TEVTA Authority or any court of law.
 - ii) The official is under suspension or is facing a departmental inquiry and, therefore, his promotion is deferred. If eventually he is exonerated of the charges, he becomes entitled for proforma promotion from the date on which he would otherwise have been promoted.
 - iii) An official is considered unfit for promotion because of adverse remarks in the Character Roll. Subsequently, he succeeds in getting the said remarks expunged.
 - iv) In cases where an official might be ignored for promotion due to a clerical error or incomplete service record or plain negligence.
 - v) In cases where on the recommendation of a DPC, a senior is conditionally cleared for promotion and is able to assume charge of a higher post only after he fulfils the

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condition and, in the meantime, the junior (cleared for regular promotion) in the same meeting assumes charge of the higher post; the senior in consequence of the fulfillment of the condition, shall be entitled for proforma promotion from the date the junior is promoted.

- b. The senior will have no case of Proforma Promotion if the junior was promoted on officiating, acting charge, current charge basis or other stop-gap arrangement.
- c. Proforma Promotion cases shall not be entertained after lapse of a period of one year from the date of his / her regular promotion provided there is no litigation / inquiry proceeding involved.
- d. Incomplete Proforma Promotion cases shall not be entertained if not received complete in all aspects within stipulated period of one year.
- e. In case of enquiry proceedings, Proforma promotion shall not be granted if the official is awarded minor penalty.
- f. Civil Servants working in TEVTA shall be governed under Proforma Promotion Policy-2003.

IV) PROFORMA PROMOTION TO BE CONSIDERED SEPARATELY AFTER REGULAR PROMOTION

Proforma promotion cases require detailed scrutiny and take considerable time for examining the previous working papers, minutes of the DPC meetings, causes of deferment and removal thereof as well as promotion notifications of Seniors/Juniors. Therefore, such cases may be considered separately for placing before the Departmental Promotion Committee. The respective Departmental Promotion Committees may examine the cases for promotion and proforma promotion separately. It has now been decided that:

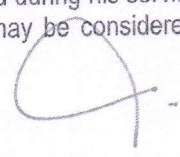
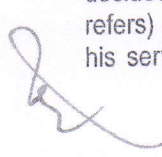
- (a) The case of proforma promotion shall be considered by the relevant Committee / Authority separately after regular promotion of the concerned TEVTA Employee (if he was wrongfully prevented from promotion earlier due to any of the reasons given in para iii (a)).
- (b) The DPC / TEVTA Selection Committee shall, therefore, process the cases of promotion and proforma promotion separately. After regular promotion a separate request should be submitted for proforma promotion.
- (c) Where an officer has already been promoted with immediate effect, he should file a request for grant of proforma promotion and his case for proforma promotion will be considered by the relevant Promotion / Selection Committee.

V) PROFORMA PROMOTION TO RETIRED OFFICERS / OFFICIALS

This means a case where a senior officer/official was deferred for promotion due to no fault of his own and his junior was promoted and subsequently the senior was also promoted, during his service, but could not get Proforma Promotion during service and retired.

As per the TEVTA Promotion Policy-2013, promotion / proforma promotion cannot be claimed as of right by any TEVTA Employee. Since a retired 'TEVTA Employee' is no longer in service, therefore, he ceases to be a TEVTA Employee. Since promotion can be granted only to a regular TEVTA Employee, a retired officer/official cannot avail the benefit of promotion / proforma promotion.

However, keeping in view the hardship caused to the retired 'TEVTA Employee', it has been decided that in case where a TEVTA Employee was wrongfully prevented from promotion (Para iii (a) refers) and was subsequently promoted during his service, but could not get proforma promotion during his service and retired, such officer may be considered for proforma promotion, provided he files a



representation to this effect during his service. The representation filed after retirement shall not be considered.

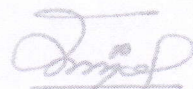
VI) NOTIONAL PROMOTION TO RETIRED TEVTA EMPLOYEES

This means a case where a senior officer/official was deferred for promotion due to some reason and his junior was promoted and subsequently after removal of the reason of deferment, the senior becomes eligible but could not be promoted to a higher post, during his service and retired.

As explained above at Serial No. V, a retired 'TEVTA Employee' cannot be considered for promotion because he ceases to be an Employee on his retirement. Therefore, a retired person cannot avail the benefit available exclusively to a TEVTA Employee. Since promotion can only be granted to a TEVTA Employee, a retired officer/official cannot be considered for promotion on notional basis.

VII) TEVTA PROMOTION FRAMEWORK-2017 AND PROFORMA PROMOTION

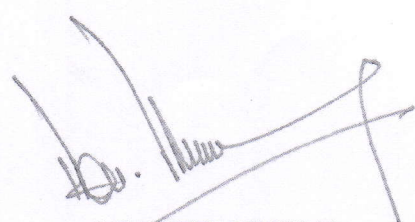
This Proforma Promotion Policy will be applicable w.e.f. 16-01-2017, when TEVTA Promotion Framework was notified as the cadre wise seniorities were started to be maintained after the promulgation of TEVTA Promotion Framework-2017.


CHAIRPERSON 28/8/26
TEVTA

No. & Date Even.
Dated Lahore, the 28th August, 2026

A copy is forwarded for necessary action to:

1. All Directors General, TEVTA, Lahore.
- ✓ 2. All Additional Directors General, TEVTA, Lahore.
3. All Regional Directors, TEVTA, Lahore.
4. All Directors, TEVTA (Field & Headquarter)
5. The Chief Technology Officer, TEVTA, Lahore.
6. Director to Chairperson, TEVTA, Lahore.
7. P.S to Chief Operating Officer, TEVTA.


DIRECTOR GENERAL
(HRM)