PUNJAB VOCATIONAL TRAINING COUNCIL
Government of the Punjab

NOTIFICATION

(Insertion, Amendment & Service Book)

No: PVTC/CHR/19/5526 : In pursuance of approval of the Council in its 64th meeting, the undersigned is pleased to notify the following:-

1. *"Any change in the salary of an employee of PVTC and VTI due to any reason including stoppage of annual increment, restoration of stopped increment, demotion etc. except a change on account of annual increment as per pay scale and allowances / raise / special increase / inflationary increase or whatsoever granted by PVTC through notification / office order / circular which is meant for all the employees shall be made by HR department. The salary fixation case with all the necessary documents shall be submitted to HR department".*

   This is to be inserted as sub-clause 10(q) of Employees' Service Regulations 2014.

2. *"Salary fixation of employees on account of new appointment on permanent basis, promotion to next grade and reinstatement into service shall be carried out by the HR department. The case of salary fixation with all the necessary documents shall be submitted to HR department. HR department shall also check compliance of recruitment policy, promotion policy and order of reinstatement into service. No appointment letter or promotion letter shall be issued before salary fixation. If issued, it shall be null and void ab initio. In case of promotion, the basic pay shall be fixed either at minimum / initial basic pay of the scale / grade or at corresponding / relevant stage of the scale / grade after addition of promotional increase as envisaged in Clause-17(e) of Employees' Service Regulations 2014 whichever is higher".*

   This is to be inserted as sub-clause 10(r) of Employees' Service Regulations 2014.

134 A - Industrial Area, Kot Lakhpat, Madar-e-Millat Road, Green Town, Lahore. Ph: 042-3520 9200
Fax: 042-3521 3459, Web: www.pvtc.gop.pk

3. Amendment in clause 10(o) of Employees' Service Regulations:

Existing Clause:

"Subject to submission of application, whenever an employee of PVTC/VTI dies during service or declared medically or mentally unfit for any job one of his unemployed children or his widow/wife may be appointed by the Appointing Authority without following the recruitment procedure/formalities against a post for which s/he possesses the prescribed qualification and experience with prior approval of the Chairman".

Amended/Revised Clause:

"Subject to submission of application along with affidavit on Rs.100/- stamp paper from all the other eligible heirs of the deceased employee's family that they have surrendered their right of job in the favour of applicant, whenever an employee of PVTC/VTI dies during service or declared medically or mentally unfit for any job one of his unemployed children or his wife/widow may be appointed by the Appointing Authority with prior approval of the Chairman without following the recruitment procedure/formalities against the post for which s/he possesses the prescribed qualification and experience".

4. For record of Service of the employee, the service book of the Government of the Punjab will be used.

This is effective with immediate effect.

Dated: October 30 , 2019

Major Shahnawaz Badar (R)
Chairman PVTC

Copies to:

1. Managing Director PVTC
2. All HODs
3. All President BOMs
4. All Regional Managers
5. All Area Managers
6. All VTIs
7. Notifications File
8. Master File

134 A - Industrial Area, Kot Lakhpat, Madar-e-Millat Road, Green Town, Lahore. Ph: 042-3520 9200
Fax: 042-3521 3459, Web: www.pvtc.gop.pk