



NOTIFICATION:

No.KP-TEVTA/HR-III/PTP/

In pursuance of the decision of the Board of Directors, KP-TEVTA in its 15th meeting held on 06-02-2020, the Competent Authority is pleased to notify the following Posting / Transfer Policy for the officers / officials at the strength of Technical Education & Vocational Training Authority (KP-TEVTA): -

- i. This policy will not be applied to KP-TEVTA Contingent / Project employees.
- ii. All the postings /transfers shall be strictly in public interest and shall not be abused misused to victimize the KP-TEVTA employees and civil servants.
- iii. All Government servants are prohibited to exert Political, Administrative or any other pressures upon the posting /transfer authorities for seeking posting /transfers of their choice and against the public interest.
- iv. All contract KP-TEVTA employees, appointed against specific posts cannot be posted against Regular/Civil Servant post and vice versa.
- v. The normal tenure of posting shall be three (3) years subject to the condition that for the officers /officials posted in unattractive areas, the tenure shall be two (2) years and for hard areas the tenure shall be one & a half (1½) years. The unattractive and hard areas will be as notified by the Government.
- vi. General posting /transfer of Teaching Cadre in KP-TEVTA shall be made at the end of each academic session by approval of the authorized officer, while posting/transfer of the remaining cadre maybe made throughout the year on need basis with approval of the same. There shall be a ban on posting/transfers of teaching cadre during the academic session. However, there shall be no restriction in cases where posting /transfer of Government employees become inevitable in other months due to promotion /retirement/return from long leave/involvement in disciplinary proceedings/repatriation and administrative exigencies.
- vii. No postings /transfers of the officers/officials on detailment basis shall be made. However, in exigency of service, the Managing Director is competent to grant special relaxation in particular cases with cogent reasons.
- viii. Regarding the posting of husband / wife, both in Provincial services, efforts where possible would be made to post such persons at one station and this will be subject to the public interest and availability of vacant post.
- ix. Transfer/Posting in the institutions shall be made against the relevant vacant posts. Posting in the irrelevant trade/technology shall be discouraged.

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- x. Officers /officials who are due to retire within one year may be posted on their option, on posts in the Districts of their domicile and be allowed to serve there till the retirement subject to availability of vacant post.
- xi. The Managing Director shall be authorized officer to carry out posting/transfer of Officer/Official up to BPS-20 within KP-TEVTA. However, for posting of Director BPS-19 in the Head Office, prior concurrence of the HRC shall be obtained.
- xii. KP-TEVTA employees and civil servants feeling aggrieved due to the orders of posting/transfers authorities may seek remedy through an appeal to the Chairman HR Committee, be submitted within seven (07) days of the receipt of such orders. Such appeal shall be disposed of within fifteen days. The option of appeal against posting /transfer orders could be exercised only in the following cases: -
- a. Pre-mature posting/transfer or posting/transfer in violation of the provisions of this policy.
- b. Serious and grave personal (humanitarian) grounds.
- xiii. Premature posting/Transfer or posting/Transfer above this policy shall be considerable on the basis of strong humanitarian grounds having documentary proof of the unavoidable conditions.
- xiv. Deputation against the KP-TEVTA posts in the Head Office and in the Field Institutions will be allowed only to the Civil Servants of the Provincial and Federal Government.
- xv. All the posting / transferring authorities may facilitate the postings / transfers of the unmarried female Government servants at the station of the residence of their parents.
- xvi. While considering postings / transfers proposals, all the concerned authorities shall keep in mind the following:
- a. To ensure the posting of proper persons on proper posts, the annual confidential / appraisal reports, past and present record of service, performance on post held presently and in the past and general reputation with focus on the integrity of the concerned Officers / Officials be considered.
- b. Tenure on present post shall also be taken into consideration and the posting transfer shall be in the public interest.

Endst:No.KP-TEVTA/HR-III/PTP/ 931(1-6)
Copy forwarded to:

1. PS to Secretary, Industries, Commerce & Technical Education Department, Govt: of Khyber Pakhtunkhwa.
2. The Directors, KP-TEVTA Head Office.
3. The Principals, GCTs, GPIs, GTVCs (Male/Female).
4. The Deputy Director (ICT), KP-TEVTA with the request to upload the same on KP-TEVTA Official Website.
5. PA to Managing Director, KP-TEVTA.
6. Office copy.

MANAGING DIRECTOR
Dated: 24/02/2020


DEPUTY DIRECTOR (HR)