



*Employment Through Skill*  
**Sindh Technical Education &  
Vocational Training Authority**

ST-19, Block-6, Gulshan-e-Iqbal, Near NIPA Chowrangi, Karachi.  
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NO. DA/STEVTA/CIRCULAR-10/ 2016/2016

Dated: May 31, 2016

**CIRCULAR NO. 12 – PRESERVATION OF  
IMPORTANT RECORD/ DOCUMENTS**

In order to preserve the important record/documents of Sindh TEVTA, it has been decided that that the Minutes of the Meeting of Board of Governors including working papers, Steering Committee, Sindh TEVTA Ordinance/Act, amendments thereto, Leave Rules, Financial Rules, Agreements, Approvals, Memorandums of Understanding, Schemes, Programmes, proposals, decisions including assets etc. should be preserved in bookbinding shape.

- 2) All the Directors are, therefore, advised to come forward along with the documents they have in their sections enabling to get these preserved with required number of replicas for reference purpose. For this exercise, two weeks time is allowed and information/record be provided to the Additional Director (Administration) latest by 13.6.2016.
- 3) For strict compliance.

(S.M. KALEEM MAKKI)  
MANAGING DIRECTOR

No. & date even

Copy for circulation to the;

- ✓ Directors (all), Sindh TEVTA Headquarters with the instructions to ensure compliance and if some from field offices visiting their office without prior permission be reported the Administration Department for disciplinary action. (MIS)
- ✓ Director (MIS), Sindh TEVTA for updating the Website.
- Additional/Deputy/Assistant Directors (All), Sindh TEVTA for compliance
- Regional Directors (all), Sindh TEVTA for strict compliance/circulation in lower formation.
- PS to Managing Director, Sindh TEVTA
- Master File.

(MANZOOR HUSSAIN VISTRO)  
ADDL. DIRECTOR (ADMIN)