



NO. DA/STEVTA/CIRCULAR-10/ 1988/2016

Dated: May 24, 2016

**CIRCULAR NO. 10 – UNNECESSARY VISITS OF SINDH TEVTA  
HEADQUARTERS BY FIELD OFFICERS/OFFICIALS**

It is the matter of great dismay that despite standing instructions widely circulated recently vide Circular No. 4 under letter No. 1271 dated December 21, 2015, still field officers/ officials use to visit Sindh TEVTA Headquarters without permission and in most cases without any official work which is not only against the principles of discipline but it affects altogether working of the institutions and Headquarters as well.

- 2) In order to maintain the good orders of service discipline; all the concerned are, once again advised to ensure strict compliance of standing instructions. The Regional Heads and the respective Principals/ Headmasters/Mistresses are under official obligation not to allow their subordinates to visit Headquarters and try to resolve their genuine problems at their own level. However, in exceptional cases, prior approval/ permission need to be obtained from Sindh TEVTA Headquarters. In case, there is no compliance, disciplinary proceedings for non-compliance of the instruction shall take its course against the delinquent officer/ officer.
- 3) It is further noted that the Directors in Sindh TEVTA Headquarters are arranging meetings of field officers frequently which need to be minimized to bearable extent and these meetings should be fixed with mutual consent of other Directors at Headquarters to be arranged in coordination and tagged with each one.
- 4) For strict compliance/circulation.

(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)