



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
TRADE TESTING BOARD, PUNJAB
45-GARDEN BLOCK, NEW GARDEN TOWN, LAHORE.
Ph. No. (042) 99239391, 99239392, 99239394.



APPEAL POLICY FOR CBT&A

ORDER

No.TEVTA/TTB/DC-602/2015/ Appeal Policy has been designed with the objective to provide assurance that assessment is fair and transparent. It provides an opportunity to the trainees/candidates for appeal against un-professional/ corrupt practices by the assessors under CBT&A System in Punjab. Following is the procedure:-

1. Trainees / candidates are entitled to submit written complaint alongwith supporting documents, against any irregularity in assessment, directly to Principal / Manager Assessment Center.
2. The Principal will depute another CBT- instructor to probe the matter, verify assessment evidences and put up report to Principal.
3. Principal is bound to decide the matter within one week from the date of receipt of complaint and will intimate trainee in writing.
4. In case trainee feels dissatisfied with the decision of Principal, the trainee may submit Appeal to the **“Appeal Committee TTB”** on prescribed proforma; alongwith all necessary documents as well as TTB processing fee.
5. Incomplete cases will not be processed by **“Appeal Committee TTB”**
6. Appeal Committee of TTB will evaluate the documents of the case. The Committee may invite Assessor / Principal / Trainee for further query in the matter as per requirement. No TA/DA will be paid by TTB in this regard.

7. Complaints related to Integrated Assessment may directly be submitted to the **“Appeal Committee TTB”** by the trainee/candidate on prescribed proforma along with all necessary documents as well as TTB processing fee.
8. Legal representation / council are not allowed in the appeal cases.
9. Appeal Committee is bound to finalize the appeal case within 15-working days, from the date of receipt of complete appeal case and the trainee / candidate will be informed about the decision.
10. Decision made by the Chairperson TTB will be final and cannot be further reviewed by any other authority.
11. Convener Appeal Committee will furnish quarterly report of appeal cases to Chairperson TTB.
12. TTB will charge Rs.300/- as processing fee which will be paid online by the trainee / candidate to TTB Account. While sending the appeal to TTB, copy of deposit slip must be attached with appeal documents.

Dated Lahore the
15th January, 2016.

Manager
Trade Testing Board,
Punjab, TEVTA, Lahore.

EVEN NO. & DATE

CC:-

1. All TEVTA Institutes, Punjab.
2. All District Managers, TEVTA.
3. CBT&A Section, TTB.