



Employment through Skill

Sindh Technical Education & Vocational Training Authority (STEVTA)



SOP FOR UTILIZATION OF FACILITIES STAFF TRAINING ACADEMY

1. Purpose

The purpose of this document is to establish standardized procedures for government departments, Private Organizations and throughout the Pakistan when utilizing the facilities of the Staff Training Academy operated by the Sindh Technical Education and Vocational Training Authority (STEVTA).

2. Scope

This SOP applies to all Public/Private organizations in Pakistan seeking to use the facilities of the STEVTA Staff Training Academy, including Hostels, Canteens, Training Halls, Auditoriums, Seminar Rooms, Conference rooms and Participates in the training program arranged by the STA

2.1 Eligibility:

All employees of Federal / Provincial Government, Semi-Government, Autonomous bodies and National & International Private Sector Organization are eligible to avail STA facilities and services subject to the proper requisition form from the respective organization.

3. Reservation

3.1. Facility Request:

All Public/ Private Organizations must submit a formal request for facility usage to the STEVTA Staff Training Academy. The request should include:

- a. Name of the department / Organization.
- b. Purpose of facility usage (training, seminar, conference, accommodation etc.
- c. Expected number of participants.
- d. Dates & time of the event.

3.2. Approval:

The STEVTA, Staff Training Academy administration will review the request and provide written approval if the facilities are available and the purpose aligns with the Academy's objectives. If denied, reasons for rejection will be communicated.



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4. Facilities Available

4.1. Hostel:

Employees of any department / Organization throughout the Pakistan are eligible to use the Hostel facilities.

- Employees of any department / Organization requiring accommodation must submit a request in advance.
- The allocation of hostel rooms is based on availability.
- Charges for hostel accommodation are as per the prescribed rates:-
The Rent per day is finalized as under:-

S.No.	Description	Government	Semi Government.	Private
a)	Executive Room with A/C & Fridge	2500	3000	5000
b)	Executive Room with A/C	2000	2500	4500
c)	Room with Single Bed without A/C & Fridge	1500	2000	3500

4.2. Canteen:

- The canteen is available for meals during the training period or if the sufficient number of employees used the hostel facilities.
- Menu options and pricing will be provided by the STA administration as per prescribed rates.

4.3. Training Halls:

- Training halls can be reserved for specific periods.
- Audio-visual equipment and technical support can be requested in advance.

The rent per day is finalized as under:-

S No.	Description	Government	Semi Government.	Private
a)	Rent for Training Halls (with sound system, Multimedia, furniture)	2500	3500	4500
b)	Cost for one Assistant engaged.	1000	1500	1500
c)	Cost for one Attendant	500	1000	1000



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4.4. Auditorium/Seminar/ Canteen:

- The auditorium can be reserved for big events and conferences.
- Rooms are available for smaller meetings, seminars, and conferences.
- Audio-visual equipments can be provided upon request.
- Technical requirements should be communicated in advance.

The rent per day is finalized as under:-

SR No.	Description	Government	Semi Government	Private
a)	Rent for Computer Lab (for maximum 30 PCs including furniture & fixture)	2500	4500	5000
b)	Rent for Seminar Hall / Auditorium (with sound system, furniture)	2500	3500	4500
c)	Rent for Executive / Board Meeting Room with VC	2500	3000	4000
d)	Rent for Class room with AC(If Installed) (including furniture & fixture)	1000	2000	2500
e)	Rent for Office with AC (If installed) (including furniture & fixture)	1000	1500	2000
f)	Rent for Multimedia Projector with Computer or Laptop	500	1000	2000
g)	Video Conferencing Facility provision (with internet connection)	2000	4000	5000

5. Compliance and Regulations:

All Public / Private Organizations must adhere to all regulations and policies set forth by STEVTA during facility usage.

- Any damage to the facilities or equipments must be reported immediately, and the responsible department / organization will be held accountable.

6. Charges and Payments:

- Any charges associated with facility usage, including accommodation and meals, will be communicated by the STEVTA administration.
- Payments must be made in advance or as per the agreed-upon terms



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7. Trainer Provision:

- If Public / Private Organization requires an external trainer for a specific program, a formal request should be submitted in advance.
- Staff Training Academy will assess the request and provide a qualified trainer based on availability.
- Charges for external trainers will be communicated and agreed upon before confirmation.

8. Fee Structure:

- A standardized fee structure for hostel accommodation, canteen services, training hall usage, auditorium bookings will be maintained and revised annually.

9. Fund Utilization:

- All funds generated through the utilization of STA facilities and services will be allocated for the maintenance, improvement of the academy and for the betterment of STEVTA.

10. Compliance and Monitoring:

- The SOPs will be strictly enforced, and any deviation must be reported to the STEVTA Head Quarter.
- Regular audits will be conducted to ensure compliance with the established procedures.

11. Review and Amendments:

- The SOPs will be reviewed periodically and amended as necessary to accommodate changing requirements.

(MUNAWAR ALI MITHANI)
MANAGING DIRECTOR