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D.O. No.1(165)TT&C-NTB/18
Government of Pakistan
Ministry of Federal Education &
Professional Training
(NATIONAL TRAINING BUREAU)
Plot # 39, Sector H-9

Islamabad, the 25th February, 2019.

AFFILIATION/ REGISTRATION OF INSTITUTE

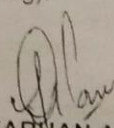
National Training Bureau has been pleased to renew the Affiliation/ Registration of three (3) trades of Kaus-e-Kazah Organization, House No.188, Street # 7, Phase 2, Gulraiz Housing Scheme, Rawalpindi to impart vocational training for a period of one year (Extendable on satisfactory performance) in the following trades/ disciplines:-

S. #	Name of Trades	Duration	Affiliation Period
1.	Tailoring	03&6 Months	23-12-2018 to 22-12-2019
2.	Computer Application	03 Months	25-02-2019 to
3.	English Language Course	-do-	24-02-2020

2. TOR's for Registration/Affiliation are annexed herewith for strict Compliance please.

3. This issues with the approval of Director General (Training).

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Dr. Fauzia Moghees,
Executive Coordinator,
Kaus-e-Kazah Organization,
House No.188, Street # 7, Phase 2,
Gulraiz Housing Scheme,
Rawalpindi.


(HAFIZ FARHAN AKRAM)
Assistant Director (Affiliation)

TOR'S FOR REGISTRATION/AFFILIATION WILL BE AS UNDER:

- i. Registration/affiliation fee will be Rs.25,500/- (500 application fee, non refundable) once at the time of registration and the annual fee for renewal of registration/affiliation is Rs.2000/- per trade/year. Registration/Affiliation will be affective after receipt of the amount.
- ii. Registration will be valid subject to the condition that scheme of studies is approved by NTB as per available training capacity for each trade.
- iii. The registration forms of trainees will be submitted to National Training Bureau immediately after completion of the admission process (Hard & soft copies), but not later than 15 days after completion of the process.
- iv. Frequent visits of the Institute would be undertaken by representatives of National Training Bureau to examine the training activities. Conveyance will be provided by the Institute both for inspection and at the time of examination, if asked for.
- v. National Training Bureau/ Trade Testing & Certification Section will not register trainees for final trade test in those trades in which enrollment is less than 50%.
- vi. The schedule of the examination/trade test shall be finalized at least 15 days in advance.
- vii. Institutes are not authorized to issue certificate bearing NTB/Government of Pakistan Logo. Certificates will only be issued by the NTB as per approved specimen.
- viii. The institutes are not authorized to use logo of NTB, Ministry or Government and display any board or banner on the name of NTB, Ministry or Government.
- ix. Minimum 02 sets of question papers or as desired by NTB, will be submitted at least 15 days before Trade Test / Examination schedule.
- x. Institute will submit sessional marks performa one week prior to the examination schedule. Students who do not fulfill the basic criteria (90% attendance, 40% theory & 60% practical) will not be allowed to appear in the trade test.
- xi. The institute will not enroll trainees beyond approved capacity (equipment trainee ratio).
- xii. Instructional staff will be trained regularly from National Training Bureau.
- xiii. Sufficient training material will be provided to the trainees according to approved curricula.
- xiv. Changes in courses and duration if any shall only be allowed with the prior approval of National Training Bureau, after due inspection of the institute.
- xv. Advertisement for admission shall be given under intimation to NTB.
- xvi. The Institute shall be governed by such rules and orders relating to Registration, Affiliations, Examinations, Certification, etc. as may be issued from time to time by the National Training Bureau.
- xvii. The registration shall be renewed on yearly basis, based on the performance of the institute.
- xviii. The Institute will maintain attendance of trainees and furnish to NTB along with sessional marks both for theory and practical. Minimum 90% attendance, 40% marks in Theory & 60% marks in Practical are pre-requisite to become eligible to appear in the final examination which will be conducted under the umbrella of National Training Bureau. Condone of shortage of attendance up to 5% on medical grounds or for other cogent reasons is authorized to the Head of Institute/Principal.

- xix. Rs. 500/- per trainee will be charged on account of trade testing/certification etc. charges. Re-test fee will be Rs.1000/trainee/chance.
 - xx. If the institute fails to start classes within three months after registration, and does not register trainees with NTB, the affiliation will automatically stand as cancelled.
 - xxi. Institutes are registered/affiliated to impart Vocational Training only. Institute running any other courses without approval of concerned authority (other than NTB), will be responsible for any legal action and NTB will not be a party to it in any case.
 - xxii. Institute entering into MoU or agreement with any other NGO/ Department etc on the basis of NTB's affiliation/registration, they will be bound to get approval from NTB, otherwise affiliation/registration will be considered as cancelled.
 - xxiii. If the institute provide any fake / forged information/documents at any stage which do not match with the basic criterion i.e. attendance, sessional marks and entry qualification etc., the certificates issued based upon fake information shall be liable to be cancelled whenever detected/found and legal action of forgery will be taken against Head of the Institute.
 - xxiv. Website of NTB "www.ntb.gov.pk" may be visited for details of charges and relevant rules etc.
 - xxv. The National Training Bureau reserves the right to cancel affiliation at any time without assigning any reason.
 - xxvi. It shall be the sole responsibility of the institute to ensure the observance of security measures and relevant SOPs issued by the Federal/ Provincial Government Department. The registration of institute shall be liable to be suspended or cancelled in case of the non-observance of security measures and SOPs.
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