



MEMORANDUM OF UNDERSTANDING
BETWEEN
TECHNICAL EDUCATION AND VOCATIONAL TRAINING

AUTHORITY PUNJAB

96-H, Gulberg-II Behind Siddique Trade Centre
Lahore.
Phone (+92)(42)(99268058)

AND

TRAFFIC POLICE PUNJAB

Traffic Hqrs. Qurban Lines Lahore
Phone (+92)(42)(99204619-20), Fax: (+92)(42)(99203238)
E-mail: trafficpolicepunjab@gmail.com

Signed on 22nd October 2019

MEMORANDUM OF UNDERSTANDING (MoU)
BETWEEN
TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY
PUNJAB
AND
TRAFFIC POLICE PUNJAB

This Memorandum of Understanding (MoU) is made at Lahore
On the 22nd day of October, 2019.

WHEREAS the Traffic Police Punjab is imparting driving training facilities through Driving Training Schools established under Rule 23 of Motor Vehicles Rules 1969 throughout the Province of Punjab,

and

WHEREAS Technical Education and Vocational Training Authority Punjab is aimed to initiate a training program for youth and public for acquiring driving skills of motor car and LTV through organized driving course under the supervision of professional and technical expertise of Traffic Police Punjab,

and

WHEREAS the parties aforementioned intend to establish a relationship on collaboration basis for supporting the driving training through skilled and technical staff of Traffic Police Punjab

and

WHEREAS both the parties through this MoU acknowledge a firm understanding, therefore this MoU witnesses as under:

1- **PARTIES**

The P-TEVTA (CLIENT) and Traffic Police Punjab (TRAINING PROVIDER) shall individually be referred to as the "Party" and collectively as the "Parties".

2- **NAME OF THE PROJECT**

Name of the project shall be "Provisioning of Driving Skills by P-TEVTA in Collaboration with Traffic Police Punjab"

3- **PURPOSE / OBJECTIVE OF MoU**

The parties aforementioned intend to establish a relationship for collaboration based on the principle of cooperation for facilitating the training of skilled drivers. It is desired to initiate training for youth and public in acquiring driving certificate/license of Car/LTV through holding of driving training courses at various venues/institutions of P-TEVTA.

4- **CAPACITY BUILDING INITIATIVES**

Both the parties will work for Capacity Building Activities towards imparting driving training whilst the MoU shall remain in force. The activities will include, but will not limited to developing programs and processes for capacity building requirements of manpower under training.

5- **SELECTED INSTITUTES**

LTV/Motor Car driving courses will be run in 22 institutes of P-TEVTA

i.e. 02 venues at each of 08 divisions of the Punjab and 06 venues of Lahore Division, as detailed below;

Sr. No	Venue / Institute	Sr. No	Venue / Institute
1	GCT Raiwind Road, Lahore	12	GTTI, Jhang
2	GTTI Gulberg, Lahore	13	GCT(M), Sargodha
3	GTTI Mughalpura, Lahore	14	AMTS (GTTC) Sargodha
4	GATC Township, Lahore	15	GTTI, Gojar Khan
5	GTTI(W) Gujjarpura, Lahore	16	GCT, Attock
6	GCT for GC&PD, Shahdra, Lahore	17	GCT(M), Multan
7	GCT, Gujranwala	18	PGICA, Multan
8	ILT, Gujranwala	19	GCT(M), Bahawalpur
9	GCT(M), Sahiwal	20	GTTI, Rahim Yar Khan
10	GTTI, Okara	21	AMTS (GTTC) D.G. Khan
11	GCT(M), Faisalabad	22	GCT (M) Muzaffargarh

6- **CO-OPERATION FRAME WORK**

The parties afore-mentioned will collaborate with each other and establish a relationship on the principle of co-operation to facilitate the training program to produce skilled drivers. It is so desired to initiate training courses for ordinary Youth/Public, enabling them in acquiring driving certificate/license of **LTV/Motor Car Driving Course** through prescribed schedule and under supervision of professional technical traffic staff having the duration of 02-Months at the above-mentioned selected P-TEVTA venues/institutions.

7- **COMMENCEMENT AND DURATION**

This Memorandum of Understanding shall come into force on the date of its signing and it shall be effective for an initial duration of **one (01) year**.

8- **STEERING COMMITTEE(SC):**

- a) The project shall be managed and supervised by a **Steering Committee (SC)** which shall comprise of 02 members, one from each party.

9- **SUB-COMMITTEE:**

- a) Sub-committee shall be constituted at institute level, comprising of 02-members, one from each party and shall provide feedback to the Steering Committee (SC).
b) Both Parties shall notify names, designation & contact information of members of steering committee and sub-committees within due time after signing of MoU.

10- **FOCAL PERSON:**

- a) The GM (Operations-II)/DGM (Operations-I) will be the focal person from P-TEVTA and SSP Traffic Headquarters, Punjab from Traffic Police Punjab. The members may be added/changed with mutual consent of both parties.

- b) The concerned Principal of P-TEVTA institute will act as focal person for P-TEVTA on affairs of driving training course under progress in the institute and the other shall be from Traffic Police Punjab.

11- ARRANGEMENTS/JURISDICTION:

- a. The driving course shall be only for Motor Car and LTV as per rules.
- b. (P-TEVTA) Client shall provide space/venue for the training activities whereas Training Provider/Traffic Police Punjab shall deliver the driving training to the trainees at selected P-TEVTA venues/institutes.
- c. P-TEVTA will provide at least one class room with sitting arrangements for trainees and staff to conduct driving course class and a driving track for practical training.
- d. Vehicles will be arranged by Training Provider/Traffic Police Punjab.
- e. The Training Provider/Traffic Police Punjab shall be entitled for dues as per detailed given in provision 13(6) of the MoU.

12- DURATION AND STRENGTH OF TRAINEES FOR DRIVING TRAINING COURSE.

- 1) Duration of Driving Course shall be for **two (02) months**.
- 2) The course will start with strength of 25 trainees per shift at each venue/institute.
- 3) The session of course will run in two shifts i.e. morning and afternoon as per requirement.
- 4) Tentative 1100 trainees will be trained per batch resulting in total 6600 trainees in a year.

13- FEES/EXPENDITURE/MOD OF PAYMENT.

- 1) No fee for Driving Course will be charged from the trainees.
- 2) (P-TEVTA) Client shall pay to the Training Provider/Traffic Police Punjab Rs.16,000/- per trainee for the complete course, (Rs.8,000/-per month) for LTV/Motor Car driving course of 02-Months as operational cost including POL, repair & maintenance of vehicles, rent of vehicles (where applicable), remuneration/ salary of instructional & support staff etc if applicable.
- 3) (P-TEVTA) Client will pay 10% of total training cost of each batch on the request of Training Provider/Traffic Police Punjab, within 15 days of final selection of trainees at each location. This amount shall be adjusted from the invoice submitted by Training Provider/Traffic Police Punjab on the completion of training course.
- 4) Prescribed driving license fee shall be born by respective trainee and paid directly to License Issuing Authority as per its notified charges.
- 5) Driving license will be processed and issued by Licensing Authority through Training Provider/Traffic Police Punjab after completing the due procedure (Test of competence as per Motor Vehicle Laws) to the qualified trainees only.
- 6) On completion of each batch/session the concerned focal person of Traffic Police Punjab for each venue/institute shall submit invoice to the concerned Principal of P-TEVTA institute @ Rs. 16,000/- per trainee for the complete course,

(Rs. 8,000/- per month per trainee) on the prescribed proforma. Payment will be made for those candidates who will complete the 02-Months duration course with 80% attendance mandatory for each trainee.

- 7) Principal of P-TEVTA institute will verify credentials of trainees and only those trainee will be entitled for driving training course certificate/license, who will qualify the prescribed requisite criteria.
- 8) The payment by the P-TEVTA (client) to the Training Provider/Traffic Police Punjab shall be deposited in the bank account operated by Traffic Police Punjab.

14- PUBLICITY/ADVERTISEMENT:

- 1) P-TEVTA shall be responsible for publishing advertisement about the provision of driving training course through national newspapers and other media as deemed appropriate.
- 2) The publicity materials such as Banners, Signboards, Penaflexes, and Steamers etc shall be supplied by P-TEVTA and mounted/displayed by the Training Provider/Traffic Police Punjab prominently at each training location/venue.
- 3) The Training Provider/Traffic Police Punjab shall arrange promotional campaigns on driving training school & testing center on FM-Radio 88.6 for creating awareness among the youth/public to join the training course.

15- TRAINEES' SELECTION CRITERIA

Following selection criteria will be applied/followed to enroll trainees for driving training course:

- 1) Minimum age will be 18 years to apply for this Driving Course
- 2) Minimum age will be 21 years to apply For LTV Driving Course
(as per provision of Motor Vehicle Laws)
- 3) Have a valid CNIC issued by National Database and Registration Authority (NADRA), for the purpose to determine the addresses and age of the applicant in accordance with the license issuing criteria.

16- CURRICULA & STANDARDS OF THE TRAINING

- 1) Curricula for driving course will be developed/implemented by Traffic Police Punjab with the consultation of P-TEVTA.
- 2) The Training Provider/Traffic Police Punjab shall be responsible for the provision of training & learning materials including book/manuals, stationary etc. to all the trainees necessary for training as per the curriculum.
- 3) The Training Provider/Traffic Police Punjab shall provide driving skills/training services and carryout related activities with the highest standard of professional, ethical competency, integrity and quality of modules/materials of training as per agreed standards.
- 4) The Training Provider/Traffic Police Punjab shall be responsible for the provision of machinery, equipment, tools for practice as per requirement of the curriculum.
- 5) The Training Provider/Traffic Police Punjab shall proceed for medical test of trainees as per requirement under Motor Vehicle Laws for issuance of driving license.

17- MODIFICATION/RENEWAL/TERMINATION:

- i. Any modification concerning the MoU in force may be made by mutual consent in writing by the both parties subject to one month prior notice.
- ii. This MoU may be renewed or extended with mutual consent in writing by both parties.
- iii. This MoU may be terminated by either party subject to two months prior notice.

18- DISPUTE RESOLUTION

All disputes or any misunderstanding arising out of any matter mentioned herein shall be mutually resolved, without resorting to judicial forum, through the persons nominated by each party in Steering Committee and amicably settled.

19- FINAL PASSING OUT:

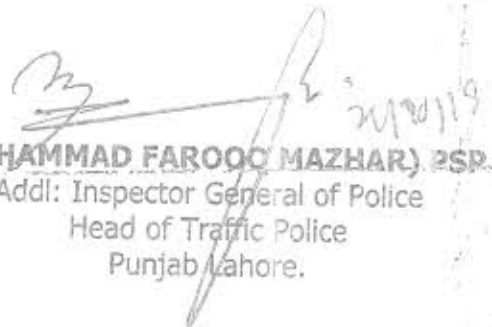
- 1) Test of the trainees shall be carried out by the Traffic Police Punjab at respective venue/institutes. The trainees, who will not be able to qualify the test of competence (driving test), may appear for test exam after six (06) weeks in the next batch by paying prescribed test fees.
- 2) Certificate shall be jointly signed by P-TEVTA and Traffic Police Punjab bearing logos of both parties and issued by Traffic Police Punjab.

In witness thereof both parties here to have caused this MoU signed in duplicate copies, each copy being the original on day of 22nd Oct.2019.



(AKHTAR ABBAS BHARWANA)

Chief Operating Officer
TEVTA Secretariat
Punjab Lahore.



(MUHAMMAD FAROOQ MAZHAR) PSP

Add: Inspector General of Police
Head of Traffic Police
Punjab Lahore.