UNIVERSITY OF ENGINEERING & TECHNOLOGY,
University Post Box No. 814, Peshawar.
Phone Off: (091) 9222215, Fax: 9222247

Dr. Khizar Azam
Registrar

No.1435/R/UET
Dated 06-09-2024

CIRCULAR

In continuation of this office Circular No. 1431 /R/UET dated 21.08.2024, it is notified that Batch 4 of the employee training program has been divided into Batch 4 and Batch 5. This adjustment has been made to enhance the training experience for all participants.

- Batch 4 training will commence on September 9, 2024 (Monday).
- Batch 5 training will start on September 23, 2024 (Monday).

Please refer to the attached schedule and participants' list for more information regarding the updated batch distribution and training schedule. Employees not listed may approach the Registrar's Office for clarification and inclusion in the 5th batch.

Attendance for these training sessions is **mandatory** for all employees. Kindly ensure your participation as per the revised schedule.

This is issued with the approval of the Vice Chancellor, UET Peshawar.

Registrar
University of Engineering &
Technology, Peshawar

Copy to:

1. All Deans / Heads of Teaching Departments / Centers / Sections
2. Manager IT Center with the intimation to upload it on University official website.
3. The Coordinators, Satellite Campuses
4. PS to Vice Chancellor

OVERVIEW OF TRAINING SCHEDULE

Batches	Date	Trainer	Venue
Batch 4	**09 September 2024 to 19 Septembe 2024**	Mr. M. Humayun	Video Conference Hall
Batch 5	**23 September 2024 to 01 October 2024**		Video Conference Hall

Schedule of Training (BATCH 4)

Date	Time	Topic	Trainer	Venue
09 September 2024 (Monday)	10:00 AM to 12:00 PM	Office Management	Mr. M. Humayun	Video Conference Hall
10 September 2024 (Tuesday)	10:00 AM to 12:00 PM	Efficiency and Discipline (E&D) Statutes & Conduct Rules	Mr. M. Humayun	Video Conference Hall
11 September 2024 (Wednesday)	OFF			
12 September 2024 (Thursday)	10:00 AM to 12:00 PM	Appointment, Promotion and Transfer Rules	Mr. M. Humayun	Video Conference Hall
13 September 2024 (Friday)	10:00 AM to 12:00 PM	Leave Statutes	Mr. M. Humayun	Video Conference Hall
14 September 2024 (Saturday)	OFF			
15 September 2024 (Sunday)	OFF			
16 September 2024 (Monday)	10:00 AM to 12:00 PM	Medical Attendance Statutes/Rules	Mr. M. Humayun	Video Conference Hall
		Legal Matters (Court Cases)		
17 September 2024 (Tuesday)	OFF			
18 September 2024 (Wednesday)	10:00 AM to 12:00 PM	Accounts	Mr. M. Humayun	Video Conference Hall
		GP Fund, Pension Fund and Benevolent Fund		
19 September 2024 (Thursday)	10:00 AM to 12:00 PM	Budget	Mr. M. Humayun	Video Conference Hall
		Annual Confidential Report (ACR)		

Schedule of Training (BATCH 5)

Date	Time	Topic	Trainer	Venue
23 September 2024 (Monday)	10:00 AM to 12:00 PM	Office Management	Mr. M. Humayun	Video Conference Hall
24 September 2024 (Tuesday)	10:00 AM to 12:00 PM	Efficiency and Discipline (E&D) Statutes & Conduct Rules	Mr. M. Humayun	Video Conference Hall
25 September 2024 (Wednesday)	10:00 AM to 12:00 PM	Appointment, Promotion and Transfer Rules	Mr. M. Humayun	Video Conference Hall
26 September 2024 (Thursday)	10:00 AM to 12:00 PM	Leave Statutes	Mr. M. Humayun	Video Conference Hall
27 September 2024 (Friday)	10:00 AM to 12:00 PM	Medical Attendance Statutes/Rules	Mr. M. Humayun	Video Conference Hall
		Legal Matters (Court Cases)		
28 September 2024 (Saturday)	**OFF**			
29 September 2024 (Sunday)	**OFF**			
30 September 2024 (Monday)	10:00 AM to 12:00 PM	Accounts	Mr. M. Humayun	Video Conference Hall
		GP Fund, Pension Fund and Benevolent Fund		
01 October 2024 (Tuesday)	10:00 AM to 12:00 PM	Budget	Mr. M. Humayun	Video Conference Hall
		Annual Confidential Report (ACR)		

S. No	Name	Designation	Scale
	UET EMPLOYEES TRAINING (BATCH 4)		
1.	Mr. Shahid Nawaz	Add: Director Finance	19
2.	Ms. Shehla Raza	Manager CEEC	19
3.	Dr. Shumaila Farooq	Director Media & Publication	19
4.	Ms. Farkhanda Saleman	Add: Director Accounts	19
5.	Engr. Sardar M. Asghar	Director of Works	19
6.	Ahmad Murad	Deputy Provost	19
7.	Kiramatullah	Private Secretary	18
8.	Khairullah Jan	Private Secretary	18
9.	Muhammad Ali	Deputy Director Sports	18
10.	Shahid Zafar	Private Secretary	18
11.	Azeem Khan	Deputy Librarian	18
12.	Shah Tamas	Deputy Director Scholarship	18
13.	Dil Nawaz	System Administrator	18
14.	Muhammad Irshad Khan	Deputy Director Accounts	18
15.	Muhammad Zubair	Deputy Director Internal Audit	18
16.	Abdur Rahim Khan	Deputy Director Budget	18
17.	Irshad Ahmed	IT Coordination Officer	18
18.	Samiullah	IT Coordination Officer	18
19.	Muhammad Yasin Khan	Deputy Registrar Acad. Reg	18
20.	Rahat ullah Afridi	Deputy Director Admission	18
21.	Abid Ali	Deputy Director Works	18
22.	Muhammad Shoaib	Deputy Director P&D	18
23.	Nisar Adil	Deputy Director QEC	18
24.	Amir Zeb	Computer Programmer	17
25.	Aurangzeb	Assistant Director Media & Publication	17
26.	Tariq Amin	Assistant Director Finance	17
27.	Zia ur Rehman	Assistant Director Internal Audit	17
28.	Najia Sadaf	Assistant Director Budget & Funds	17
29.	Shaukat Ali	Computer Technologist	17

30.	Abdul Qadeem	Transport Officer	17
31.	Asad Maqsood	Manager Network Operations	17
32.	Gouhar Aziz	Senior Computer Technologist	17
33.	Mr. Noman Nigah	Assistant Engineer	17
34.	Mazhar Ali	Assistant Examination Officer	17
35.	Najeeb Ullah	Establishment Officer	17
36.	Zarif Khan	Administrative Officer	17
37.	Mr. Raza Ullah	Directorate of Finance	17
38.	Mr. Muhammad Yasin	Directorate of Finance	17
39.	Mr. Waqar Safdar	Directorate of Finance	17
40.	Mr. Shahzeb Ali Shah	Directorate of Finance	17

S. No	Name	Designation	Scale
	UET EMPLOYEES TRAINING (BATCH 5)		
1.	Mr. Muhammad Haroon	Controller of Examinations	20
2.	Mr. Sohail Sarwar	Database Administrator	19
3.	Shakir Shahab	IT Coordination Officer	18
4.	Naeem Ullah Khan	System Administrator	18
5.	Nowsherwan	Assistant Network Administrator	17
6.	Kashif Jan	Web Master Programmer	17
7.	Mr. Luqman Aziz	Computer Programmer	17
8.	Mubarak Ali	Senior Computer Technologist	17
9.	Ibrar Ali	Senior Computer Technologist	17
10.	Khalil-ur-Rehman	Manager Networks	17
11.	Akhtar Zada	Network Administrator	17
12.	Sobia Shakeel	Assistant Director Financial Assistance	17
13.	Jawad Ali Shah	Office Manager	17
14.	Muhammad Naif	Office Manager	17
15.	Abdul Karim	Establishment Officer-II	17
16.	Abdul Hafeez	Assistant Registrar (Acad)	17
17.	Khalid Aziz	Assistant Provost	17
18.	Momin Shah	Assistant Director Admission	17
19.	Tarif Ullah	Assistant Librarian	17
20.	Sardar Ali	Assistant Librarian	17
21.	Iftikhar Ahmad	Assistant Librarian	17
22.	Misbah Sharif	Assistant Librarian	17
23.	Saba Alam	Assistant Librarian	17
24.	Zeeshan Anwar	Assistant Librarian	17
25.	Saad ud Din	Assistant Librarian	17
26.	Haseena	Assistant Librarian	17
27.	Mr. Shahbaz Khan	Abbottabad Campus	17
28.	Faisal Nawaz	Abbottabad Campus	17

29.	Mr. Muhammad Uzair	Directorate of Finance	
30.	Mr. Khurram Sultan	Directorate of Finance	
31.	Mr. Muhammad Aamir	Directorate of Finance	
32.	Mr. Zafar Ullah Khan	Gems & Jewelry	
33.	Mr. Malik Aman	Directorate of Finance	
34.	Mr. Abdul Qahar	Directorate of Finance	
35.	Mr. Farhad Hussain	Internal Audit	
36.	Mr. Amir Khisro	Office Superintendent	
37.	Mr. Inayat Ullah	Office Assistant	