



Dated: August 19th, 2013

NOTIFICATION

: **FEE STRUCTURE OF TEVTA INSTITUTIONS**

TEVTA / Fin / Fee / 2013 / 381: In supersession of all notifications / circulars on the subject, the Authority is pleased to approve the following regulations regarding fee structure of TEVTA Institutions.

Commencement.

- The following Fee structure shall be applicable for academic session 2013-14.

Sr. No.	Item	Technical Education Institutions				Service Centers DAE Courses	Vocational Training Institutions					Apprentices Training ATCs		
		GCT B. Tech	GCT DAE Course	GSTC DAE Courses	GCT Matric Tech		GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w/ Matric Vocational	GSTC (W) Dev Samaj	Basic Training (6-Months)	Advance Trg. (6-Months)
TEVTA Fee														
1	Admission Fee	155	85	85	85	85	45	45	45			85		
2	Re-admission Fee	155	85	85	85	85	45	45	45			85		
3	Tuition Fee / Month	180	180	85	180	85	45	45	45			455		
4	Training Material Charges.											1155	1450	
Pupil Funds														
5	Welfare Fund / Year	550	550	275	550	275	185	185	185			100		
6	Stationary, Internal Exam & Printing Fund / Year	365	365	185	365	185	25	25	25			155		
7	Computer fund (when computer is included in syllabus) / Month	155	155	25	155	25	25	25	25			120		
8	Machinery & Equipment Breakage Fund / Month	30	30	30	30	30	-	30	30			150		
9	Parking Stand Fund / year	180	180	180	180	180	-	-	-			95		
10	Absentee Fine / Absent	7	7	7	7	7	7	7	7			7		
11	Issuance / re-issuance of ID Card (to be collected as stationary fund)	50	50	50	50	50	50	50	50			50		
12	Fine for Late Return of Books / Book / Day	7	7	7	7	7	7	7	7			7		
13	Transport Fund (subject to provision of transport)/ per year	760	760	760	760	760	-	-	-			-		
14	Sports Fund (Once at the time admission & will be retained by the respective institute)	240	155	155	155	155	-	155	155			-		
15	Uniform Fund.	-	-	-	-	-	-	-	-			305		

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Sr. No.	Item	Technical Education Institutions				Service Centers DAE Courses	Vocational Training Institutions				Apprentices Training ATCs	
		GCT B. Tech	GCT DAE Course	GSTC DAE Courses	GCT Matric Tech		GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w)	GSTC (W) Dev Samaj
16	Age Relaxation Fund	305	305	305	305	305	305	305	305	305	305	305
17	Certificate Verification Charges	Certificate Verification Charges will be charged as notified by respective BISE / University										
18	PBTE / TTB Dues	As prescribed by PBTE / Trade Testing Board										
Refundable Securities**												
1	College / Institute Security	1365	1065	605	1065	605	-	460	460	460	760	
Hostel Dues (For boarders only if facility is available/provided)												
1	Hostel Fee / Month	35	35	35	35	35	35	35	35	35	180	
2	Crockery / Common Room / Welfare Fund	305	305	155	305	155	155	155	155	155	-	
3	****Mess Advance (once) / Hostel Security	2275	2275	2275	2275	2275	2275	2275	2275	2275	-	
4	Electricity / Gas charges	Actual bill will be distributed equally among the students.										
5	Servant Charges	Actual bill will be distributed equally among the students.										

Notes / Clarification

- * GTTCs include all defunct TTCs of ABAD, VTCs of ABAD, DMTC & RMGTCs of PSIC and AMTS of Agriculture Department
- ** Unclaimed College Security and Library Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- *** Unclaimed Hostel Security and Mess Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- **** Mess advance (Rs.1525/-) + Hostel Security (Rs.750/-)

Scope of Application

2. The Fee structure shall be applicable for the academic session 2013-14 to all TEVTA Institutions / Centers / Colleges / Schools mentioned.

Scheme of Fee Heads / Groups

3. The total fee to be collected from the students shall be divided into below stated categories:
 - TEVTA Fee (Admission fee / Re-admission fee / Tuition Fee / Training Material charges).
 - Pupil Funds.
 - Refundable Securities. (Such securities shall be treated as lapsed after one year of leaving the College / Hostel).
 - Hostel Dues.
 - Board / PBTE / Trade Testing Board / University Dues.

Local TEVTA Fee Collection Account and its operations

4. Account titled as "TEVTA – Fee Collection Account" shall be opened by the institutions in scheduled banks for the deposit of fee receivable from the students.
5. TEVTA – Fee Collection account will be operated jointly by the principal and the senior member of the Institute. The names of the co-signatories will be sent by the institution to the bank for joint operation of the account.
6. Institutes will not receive fee / dues in cash directly. Institutes will provide printed dues challans to the students. The students will deposit their dues directly in the local TEVTA Fee Collection Account maintained at the concerned Institute and will submit original receipt of bank challan to the institutes.

Funds Management

7. Principal / HOI / DDO shall draw 100% TEVTA Fee and 25% of Pupil Funds from local TEVTA Fee Collection account and deposit the same in "**Central TEVTA Fee Collection Account No. CPA-4790-3**" within one week of collection of the fee.
8. Principal / HOI / DDO will draw PBTE / Trade Testing Board / University Dues and deposit the same to the said institutions (PBTE / Trade Testing Board / University) as per scheduled time period.
9. Similarly amount of Pupil funds / Securities fund / Hostel fund from local TEVTA Fee Collection account shall be transferred to respective bank accounts.

Note:- No funds collected for Admission fee / Re-admission fee / Tuition Fee / Training Material will be deposited into Government Treasury Account.

Books of Accounts

10. Separate books of account of following bank accounts will be maintained by the accounting staff of the relevant institution:
 - TEVTA Fee Collection Account (Local and Central).
 - Pupil Funds account.
 - Securities Fund account
 - Hostel Fund account.
12. Head of respective Institution / Centre / College / School will submit the monthly report of fee collected in the said bank accounts by 5th of each month to respective Assistant Manager (Finance).

13. The concerned Assistant Manager (Finance) will be responsible to maintain computerized record in accounting software and will submit institution-wise consolidate monthly report of Central TEVTA Fee Collection account (100% TEVTA Fee and 25% Pupil Funds) to Assistant Manager (Accounts) TEVTA Secretariat by 10th of each month.

Accountability

14. In case of failure of scheme, mismanagement, misconduct or serious charge, disciplinary action will be taken against the concerned staff.

Resolving

15. In case, there is any problem during the implementation of the scheme, the matter should be referred to District Manager who will be responsible to get it resolved within short time.


(ABDUL QAYYUM)
General Manager (Finance)
TEVTA

No. Even & Dated
August 2nd, 2013

A Copy is forwarded for information to:

- (1) The Chief Operating Officer TEVTA, Lahore.
- (2) All General Managers, TEVTA Secretariat, Lahore.
- (3) The General Manager Service Centres TEVTA, Lahore with the request to circulate the same to lower formation for implementation.
- (4) All Deputy General Managers, TEVTA Secretariat, Lahore.
- (5) All Zonal Managers, TEVTA (Lahore, Rawalpindi and Multan).
- (6) All Managers, TEVTA Secretariat, Lahore.
- (7) The Manager MIS with the request to place the same on TEVTA website.
- (8) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (9) The Manager Trade Testing Board, Lahore.
- (10) S.A to Chairperson TEVTA.


(MIRZA UMAR FAROOQ BAIG)
Deputy General Manager (Finance)
TEVTA