



NOTIFICATION No. TEVTA / Fin / Fee/2007/

Date: 17th September 2007

REVISED FEE STRUCTURE OF TEVTA INSTITUTES

TEVTA / Fin / Fee/2007 In super session of all notifications /circulars the authority has approved the following regulations regarding fee structure of TEVTA Institutions.

Commencement.

- The following Fee Structure shall be applicable with immediate effect under approved rates.

Sr. No	Item	Technical Education Institutions				Service Centers DAE Courses	Commerce Education Institutions			Vocational Training Institutions				GVTTI (W) Dev Smaj	Apprentices Training ATCs	
		GCT B. Tech	GCT DAE Course	GPI/ GIT DAE Course	GTTC DAE Courses		M.Com	B.Com	GCC/ GIC D.Com	GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC		GVTI (w)	Basic Training (6-Months)
Government Dues																
1	Admission Fee	100	50	50	50	500	100	50	50	25	25	25	50	50		
2	Re-admission Fee	100	50	50	50	500	100	50	50	25	25	25				
3	Tuition Fee / Month	120	120	120	150	100	50	50	25	25	25	300	300			
4	Training Material Charges.											750	950			
Non Government Dues																
5	Welfare Fund / Year	360	360	360	360	360	180	120	120	120	720	720				
6	Stationary, Internal Exam & Printing Fund / Year	240	240	240	240	240	120	10	10	10	720	720				
7	Computer fund (when computer is included in syllabus) / Month	100	100	100	100	100	-	-	-							
8	Machinery & Equipment Breakage Fund / Month	15	15	15	-	-	15		15	15	90	90				
9	Parking Stand Fund / year	120	120	120	120	120	120		-	-	720	720				
10	Absentee Fine / Absent	5	5	5	5	5	5	5	5	5	5	5				
12	Re-issuance of ID Card (to be collected as stationary fund)	30	30	30	30	30	30	30	30	30	30	30				
13	Fine for Late Return of Books / Book / Day	5	5	5	5	5	5	5	5	5	5	5				
14	Transport Fund (subject to provision of transport)/ per year	500	500	500	500	500	500	-	-	-						
16	Sports Fund (Once at the time admission & will be retained by the respective institute)	150	100	100	150	100	100		100	100						
17	Uniform Fund.										200	200				
18	Age Relaxation Fund	200	200	200	200	200	200	200	200	200	200	200				
19	Certificate Verification Charges	Certificate Verification Charges will be charged as notified by respective BISE / University														
20	PBTE /TTB Dues	As prescribed by PBTE / Trade Testing Board														
Refundable Securities**																
1	College / Institute Security	900	700	700	900	700	400	400	-	300	300	500	500			
2	Library Security								-	-	-					
Hostel Dues (For boarders only if facility is available/provided)																
1	Hostel Fee / Month	20	20	20	20	20	20	20	20	20	20	120	120			
2	Crockery / Common Room / Welfare Fund	200	200	200	200	200	100	100	100	100						
3	****Mess Advance (once)/Hostel Security	1500	1500	1500	1500	1500	1500	1500	1500	1500						
4	Electricity / Gas charges	Bill will be distributed equally among the students.														
5	Servant Charges	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.1000/-) + Hostel Security (Rs.500/-)

Scope of Application

2. The Fee Structure shall be applicable to all TEVTA Institutes/Centers/ Colleges/Schools mentioned above.

Scheme of Fee Heads / Groups

3. The total fee to be collected from the students shall be divided into below stated categories:
 - Government Dues to be collected and payable to treasury.
 - Non Government Dues to be deposited in approved Bank Account.
 - Refundable securities to be deposited in approved Bank Account. Such securities shall be treated as lapsed after one year of leaving the College / Hostel.
 - PBTE/Trade Testing Board /University Dues to be collected and payable to respective authority .
 - Hostel Dues to be deposited in approved Bank Account.

Title of Bank Account

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.

Collection of Fee / dues

5. Institutes will not receive Fee / dues in cash directly. The students will deposit their dues directly in the bank against said account and will submit original receipt of bank challan to the institutes. Institutes will provide printed dues challans to the students. Principals will draw all deposited Govt. dues, University/ Punjab Board of Technical Education dues and Institute’s funds in bank by the students and ensure its deposit in the relevant accounts/ heads within 24 hours after the completion of admissions.

Operation of Account

6. TEVTA – Fee Collection bank account will be operated jointly by the principal and the senior member of the Institute. The names of the Cosignatories will be sent by the institution to the bank for joint operation of the account.

Books of Accounts

7. Separate books of account will be maintained by the accounting staff of the relevant institute. The books of account will be checked by the Assistant Manager (Finance) of relevant district once in a month and monthly financial statements duly signed and verified by the Principal, Assistant Manager (Finance) and Accountant will be sent to the District Manager for maintenance of computerized accounts at district office.

Accountability

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

Resolving

9. 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.

Scheme of Merger

10. The funds have been merged as per following scheme:

Welfare Fund

Funds merged in Welfare Fund

{ Existing Welfare fund
General Fund
Medical Fund
Mosque Fund

Stationery, Internal Exam & Printing Fund

Funds merged in Stationery Fund

{ Existing Stationery Fund
Magazine Fund
ID Card Fund
Examination Fund

Transport Fund For Study Tours

Deleted

{ Will be charged as per actual
tour performed

Crockery/Common Room welfare Fund

Funds merged in
Crockery /Common Room Welfare Fund

{ Existing Crockery Fund
Common Room Welfare Fund

Mess Advance

Funds merged in Mess Advance Fund

{ Existing Mess Advance
Mess Security

**CHAIRMAN TEVTA
LAHORE**

No. Even & Dated
September 18, 2007

A Copy is forwarded for information to:

- (1) All General Managers at TEVTA Secretariat Lahore.
- (2) All Zonal Managers TEVTA Lahore, Rawalpindi and Multan.
- (3) All Managers TEVTA Secretariat Lahore.
- (4) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (5) All Project Directors of Service Center in Punjab.
- (6) PSO to Chairman TEVTA Lahore.
- (7) PS to Secretary TEVTA Lahore.

(Khawaja Adnan Zahir)
General Manager (F&A)