



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-H, GULBERG-II, LAHORE.
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 Web site: www.tevta.gov.pk



Dated: July 12th, 2011

NOTIFICATION

Subject: **REVISED FEE STRUCTURE OF TEVTA INSTITUTIONS**

TEVTA / Fin / Fee / 2011 / 7053: 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 with immediate effect under approved rates.

Sr. No.	Item	Technical Education Institutions			Service Centers DAE Courses	Commerce Education Institutions			Vocational Training Institutions				Apprentices Training ATCs		
		GCT B. Tech	GCT DAE Course	GTTC DAE Courses		M.Com	B.Com	GCC / GIC D.Com	GTTC / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w)	GVTTI (W) Dev Samaj	Basic Training (6-Months)
TEVTA Fee															
1	Admission Fee	125	65	65	625	125	65	65	35	35	35		65		
2	Re-admission Fee	125	65	65	625	125	65	65	35	35	35		65		
3	Tuition Fee / Month	150	150	150	190	125	65	65	35	35	35		375	Per Session	
4	Training Material Charges.												950	1200	
Pupil Funds															
5	Welfare Fund / Year	450	450	450	450	450	450	225	150	150	150		75	Per Session	
6	Stationary, Internal Exam & Printing Fund / Year	300	300	300	300	300	300	150	15	15	15		125	Per Session	
7	Computer fund (when computer is included in syllabus) / Month	125	125	125	125	125	125	15	15	15	15		100	per session	
8	Machinery & Equipment Breakage Fund / Month	20	20	20	-	-	-	20	-	20	20		120	Per Session	
9	Parking Stand Fund / year	150	150	150	150	150	150	150	-	-	-		75	Per Session	
10	Absentee Fine / Absent	5	5	5	5	5	5	5	5	5	5		5		
11	Issuance / re-issuance of ID Card (to be collected as stationary fund)	40	40	40	40	40	40	40	40	40	40		40		
12	Fine for Late Return of Books / Book / Day	5	5	5	5	5	5	5	5	5	5		5		
13	Transport Fund (subject to provision of transport)/ per year	625	625	625	625	625	625	625	-	-	-		-		
14	Sports Fund (Once at the time admission & will be retained by the respective institute)	200	125	125	200	125	125	125	-	125	125		-		
15	Uniform Fund.	-	-	-	-	-	-	-	-	-	-		250		
16	Age Relaxation Fund	250	250	250	250	250	250	250	250	250	250		250		
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	1125	875	875	1125	875	500	500	-	375	375		625		
Hostel Dues (For boarders only if facility is available/provided)															
1	Hostel Fee / Month	25	25	25	25	25	25	25	25	25	25		150		
2	Crockery / Common Room / Welfare Fund	250	250	250	250	250	250	125	125	125	125		-		
3	****Mess Advance (once)/Hostel Security	1875	1875	1875	1875	1875	1875	1875	1875	1875	1875		-		
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.1250/-) + Hostel Security (Rs.625/-)

Scope of Application

2. The Fee structure shall be applicable to all TEVTA Institutions / 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:
 - 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.

(Saeed Ahmad Alvi)
CHAIRPERSON TEVTA

No. Even & Dated

July 12, 2011

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 Zonal Managers, TEVTA (Lahore, Rawalpindi and Multan).
- (5) All Managers, TEVTA Secretariat, Lahore.
- (6) The Manager MIS with the request to place the same on TEVTA website.
- (7) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (8) S.A to Chairperson TEVTA.

(Mirza Umar Farooq Baig)
Dy. General Manager (Finance)
TEVTA