



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
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Web site: www.tevta.gop.pk



No. TEVTA / Finance / Pupil fund/2008/2360

Dated: December 17, 2008

NOTIFICATION PUPIL FUNDS MANAGEMENT

No. TEVTA/ Finance / Pupil fund /2008/2360. In super session of all previous notifications on the subject, the Chairman TEVTA is pleased to notify the following policy on Operation of Pupil Funds in various Institutes of Technical Education and Vocational Training Authority Punjab.

Commencement.

1. The policy shall be applicable with effect from 1st September, 2008.

Scope of Application

2. The said policy/regulations shall be applicable to all TEVTA Institutes including Technical, Commerce, Vocational and Service Centers with immediate effect.

Executive Committee

3. Following executive committee shall be constituted for administrative, operational and financial control of pupil funds by each institute:

1. The principal
2. One senior most faculty member (Co-signatory)

Fee Structure & Rates

4. The fee structure and rates of each pupil fund shall be applicable as notified vide Notification No. TEVTA/Fin/Fee/2007 dated 17.09.2007 or as amended/notified from time to time.

Collection of Fee / Dues

5. The lists of selected candidates shall be displayed on the Institute's notice board. The selected candidates shall be required to deposit fee / dues through challan in the already opened Bank Account titled as "TEVTA-Fee Collection Account" by the notified date, failing which their

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admission will be cancelled. The amount so collected shall be immediately transferred to the below stated respective accounts of Pupil Funds.

Operation of Pupil Fund Accounts

6. The below three Bank Accounts shall be opened with the title indicated against each for all pupil funds of the Institute in place of separate bank accounts of each fund and the said accounts shall be operated jointly by the principal and the senior member of the Executive Committee. The names of the cosignatories will be sent by the institution to the bank for joint operation of the said accounts.

- (a) Securities Fund Account (For all types of student securities)
- (b) Hostel Fund Account (For all types of hostel funds including mess funds)
- (c) Pupil Fund Account (For all other pupil fund accounts)

Sr.No.	New title of Account	Accounts to be merged and closed
a	Securities Fund Account	College / Library Security Fund Account
b	Hostel Fund Account	Hostel Fee, Crockery/Common Room Fund, Hostel Security, Mess Fund, Servant Charges, Electricity/Gas Charges.
c	Pupil Fund Account	Welfare Fund Account, Stationary, Internal Exam & Printing Fund Account, Computer Fund, Machinery & Equipment Breakage Fund Account, Parking Stand Fund Account, Fine Fund Account, Transport Fund, Sports Fund, Age Relaxation Fund, Uniform Fund, Any other fund account.

Cash Book for "Pupil Fund Accounts"

7. The three classified Cash Books shall be maintained for all the three pupil funds bank accounts of the Institute in place of separate cash books of each fund in a manner to record all receipts and payments from the bank for each pupil fund in separate column. The Cash Book so maintained shall be checked by the DDO on daily/each transaction basis and once in a month by AM (Finance) of concerned district to ensure proper record and reconciliation with bank.

Funds Utilization

8. Funds generated through pupil funds shall be utilized only to achieve the objectives of student welfare on the following major heads / activities:

8.1 Repair of machinery / equipment / student bus and furniture of relevant courses.

- 8.2 Promotion of scouting/girl guides, rallies, moot etc. and hobbies such as dramatic societies, internet etc.
- 8.3 Re-appropriation of funds for AR/SR and development activities in accordance with already circulated Notification No. TEVTA/Bud/3-18/2006-07 dated 12.08.2006 and Circular No. TEVTA/Fin/pupil funds/P-10/2007/1104 dated 13.09.2007.
- 8.4 Payment of salary of visiting faculty at the rates given in non – subsidized scheme and payment to work charge staff/ guards or Khateeb/Pesh Imam.
- 8.5 Expenses on student's progress reports, exams, purchase of answer sheets and printing of question papers, college magazine, student ID card, cycle/motor cycle stand and financial assistance to poor students etc.
- 8.6 Payment of utility bills i.e. electricity, telephone, water, gas, etc.
- 8.7 Expenses on Board/University/TEVTA sports events like award, prizes, photographs and study tours for the students of Institute including Travelling of Institute staff for such visits.
- 8.8 Maintenance and Improvement of the library, Internet cafes and reading/ common / mess rooms.
- 8.9 Purchase of additional training material, sports material, books as per government policy and hostel crockery etc.
- 8.10 *Purchase of college / Institute transport or any vehicle with the approval of Chairman TEVTA.*
- 8.11 New Construction / modification in the existing building as per Notification No. TEVTA/fin/works/2007/976 dated 18.08.2007.
- 8.12 Employment of part time doctor, purchase of medicine, reimbursement of medicine prescribed by doctor to poor students and maintenance of small dispensary.
- 8.13 Any other operating expenses relating to student welfare with the approval of General Manager (Operations).

Financial Powers and Purchase Procedure

9. *Financial powers shall be exercised as per standard TEVTA Delegation of financial powers 2007 vide Notification No. TEVTA/GM (F&A) F. Powers dated 04.04.2007 or as amended /issued from time to time.*

Financial Statements

10. The monthly financial statements for Receipt and Expenditure shall be sent to Assistant Manager (Finance), concerned district within 7 days after the end of each month. The Assistant Manager (Finance) shall check these statements and post all financial transactions in Accounting Software for preparation of Final Accounts. The copies of these final accounts shall be submitted to Manager Finance at the end of each quarter.

Payments by Cheques

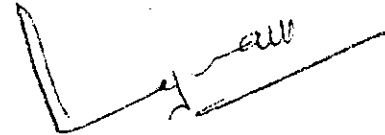
11. All payments shall be made in accordance with the purchase and payment procedure circulated by TEVTA. Payments up to Rs.5000 may be made in cash. All payments over Rs.5000/- shall be made through crossed cheques on account of any expenditure out of pupil funds.

Accountability

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

Resolving

13. In case, there is any problem during the implementation of the scheme, the matter would be referred to General Manager (F&A) who will resolve it within short time.



Khawaja Adnan Zahir
General Manager (F & A)
TEVTA

No. Even & Dated:
November 25, 2008

C.C:

- 4 1. All General Managers TEVTA Secretariat, Lahore.
- 3 2. All Zonal Managers TEVTA Lahore, Rawalpindi & Multan.
- 20 3. All Managers in TEVTA Lahore.
- 17 4. All Project Directors of Service Centers in Punjab.
- 21 5. All District Managers TEVTA in Punjab with the request to circulate it in lower formation
- 21 6. All Assistant Manager Finance TEVTA in Punjab.
- 1 7. P.S.O to Chairman TEVTA, Lahore.
- 1 8. P.S. to Secretary TEVTA, Lahore.

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Mirza Umar Farooq Baig
Manager Finance