

NOTIFICATION:

Subject: - SOP FOR FUND DISBURSEMENT (SECURITY GURAD – 5 WEEKS)
CRASH PROGRAMME FOR TRACKSUIT AND JOGGERS

No. TEVTA/GM (O-II)/SGCPSC/319/546 In pursuance of provision of TEVTA Act 2010, TEVTA Rules, 2011, Policy instructions for payment of Blue Color Tracksuits (with red strips) and White Joggers to the trainees / students of Security Guard Crash Programme are hereby notified: -

1. Commencement

The payment policy of Blue Color Tracksuits (with red strips) and White Joggers shall be applicable in all relevant Institutions of TEVTA w.e.f 26.09.2016

2. Applicability

The payment policy of Blue Color Tracksuits (with red strips) and White Joggers shall be applicable for Security Guard (5 Weeks) Crash Programme to be started from 26.09.2016 and onwards.

3. Amount of Blue Color Tracksuits (with red strips) and White Joggers

Each trainee / student of Security Guard (5 Weeks) Crash Programme is entitled for Blue Color Tracksuits (with red strips) @ Rs. 1000/- per course and White Joggers @ Rs. 1200/- per course as per approved PC – I.

4. Institute / College Committee

The payment for Blue Color Tracksuits (with red strips) and White Joggers shall be made to the trainees by the following committee;

- | | | |
|------|--|----------|
| i. | Principal / Head of Institute | Convener |
| ii. | Supervisor | Member |
| iii. | Class Instructor | Member |
| iv. | Accounts Officer / Accounts Clerk / Accountant or any officer / official designated for payment. | Member |

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5. Payment of procedure

The committee shall pay the dues to the trainees / students in cash in the presence of all committee members on designated Payment Register by observing the Class Roll Number and Attendance Register. Every committee member will sign the payment register.

6. Particulars of student

The following information must be incorporated in payment register: -

- i. Name of student / trainee & CNIC Number.
- ii. Father Name and CNIC Number.
- iii. Class Roll Number.
- iv. Course name along with course duration.
- v. Date of course started and ended or to be ended.
- vi. No. of attendance
- vii. Amount of Blue Color Tracksuits (with red strips)
- viii. Amount of White Joggers
- ix. Signature of students / Trainees.
- x. Thumb impression of Students / Trainees.
- xi. Signatures of committee on each page of payment register.

7. Monitoring

The concerned District Manager and Assistant Manager (Finance) will counter check the payment register within 10 days of disbursement. Further, Monitoring & Evaluation Section of TEVTA will monitor / check the payment of Blue Color Tracksuits (with red strips) and White Joggers randomly.

8. Disciplinary Proceeding

In case of any fraudulent activity observed on account of payment to any irrelevant person / bogus trainee and this policy, a disciplinary action under PEEDA Act will be initiated against the defaulter.

9. Bank Account and its operation

No separate bank account shall be opened for the payment of Tracksuits and Joggers to the students. The payment will be made through existing non-salary bank account of institute / college.

10. Financial Powers

Financial powers shall be exercised as per standard TEVTA Delegation of Financial powers issued or as amended / issued from time to time.

11. Books of Accounts

Books of account will be maintained in accordance with manual and accounting policies of TEVTA. Separate subsidiary accounting books / record shall be maintained for payment / disbursement of Blue Color Tracksuits (with red strips) and White Joggers.

12. Audit of Accounts

Audit of accounts will be conducted by TEVTA Auditors annually

No. Even
Dated: Sep 26, 2016

CHAIRPERSON
TEVTA

A copy is forwarded for information and necessary action to: -

1. All General Managers, TEVTA.
2. The Advisor (Procurement), TEVTA.
3. All Deputy General Managers, TEVTA.
4. All Zonal Managers TEVTA, Punjab.
5. The District Managers TEVTA, Faisalabad, Rawalpindi / Attock, Jhelum / Chakwal, Bhakkar / Mianwali, Sargodha / Khushab, Sialkot / Narowal, Gujranwala / Hafizabad, Lahore, Sheikhpura / Nankana, Sahiwal / Pakpattan, Multan, Bahawalpur / Lodhran, Rahim Yar Khan and D.G. Khan / Rajanpur with the request to forward the same to the field formation immediately for further necessary action.
6. The Manager (MIS), TEVTA.
7. SA to the Chairperson TEVTA.
8. PS to C.O.O TEVTA.



(Aamer Aziz)
GM (Operations)