



**General Manager
(Finance & Admn)**

Dated :-Wednesday, April 04, 2007

DELEGATION OF FINANCIAL POWERS-2007 **AND PURCHASE PROCEDURE**

Notification No. TEVTA/GM (F&A) F. Powers /2007. In supersession of all previous notifications /orders on the subject, various functionaries of TEVTA shall exercise all financial powers as under:-

The following procedure/system for purchases/procurement of services/execution of work/contract would be followed:-

1. **Planning and Budgeting:**

- i) The Head of Institution/office shall plan ahead for each year the budget requirement on prescribed formats of TEVTA and will be submitted to the respective District Manager/Manager concerned by 31st day of October each year for funds to be allocated out of the budget of next financial year.
- ii) The District Manager shall process the demands of each institution and provide consolidated budget of its district to respective Zonal Manager by 15th day of November each year for consolidation at Zonal Level.
- iii) The Zonal Manager/Manager concerned will process the demands of each district and provide consolidated budget of its zone to finance department Tevta Secretariat by 30th day of November each year for funds to be allocated out of the budget of next financial year.
- iv) Finance/ Budget wing of TEVTA will release the funds to the districts quarterly on single line basis for further allocation/distribution to the Institutes on primary unit of accounts basis soon as received from Government under intimation to General Manager, Zonal Manager, Manager and District Manager concerned.
- v) No Re-appropriation of pupil funds shall be made except as per earlier Notification No.TEVTA/Bud/3-18/2006-07 dated 12.08.2006.
- vi) 2nd statement of Excess & surrender shall be submitted to finance wing of TEVTA Secretariat by 10th day of March each year on prescribed format without fail by concerned Districts/Zones.

- vii) Monthly verified receipt & expenditure statement shall be submitted by all Institutes concerned to districts by 10th day of each month and consolidated statement shall be submitted to finance wing of TEVTA Secretariat by 20th day of each month.

2. **Procedure for Procurement of Goods/Services/Execution of works/contract:**

- a- **Purchase Manual** of the Government of the Punjab would be followed for procurement of goods/services. The Purchase Committee will manage estimation, tendering, overseeing and inspection of execution of Works/Contract at all institutions and offices in their jurisdiction. To ensure quality and cost effectiveness, only reputed contractors will be eligible to participate in tendering/bidding for all types of works etc.
- b- **All AR/SR works** shall be executed in accordance with the AR/SR Notification No. TEVTA/GM(F&A)/AR-SR/2006 dated 19th July-2006.

3. **Purchase Committee:**

a. **Functions:**

- i) To assess and recommend works for the institutions/offices.
- ii) To approve cost estimates for the assessed works.
- iii) Tendering /evaluation of tenders / award of contracts to the responsive lowest bidders etc.
- iv) To monitor /Supervise / approve execution of work, inspect and make measurement of works executed by the contractor and approve /recommend payment etc.

b. **Composition:**

As notified vide TEVTA Notification No.TEVTA/HRM/1-266/04-09/Pur. Committees dated 22.07.2004 and time to time later on.

4. **Tendering Procedure and Award of Contract:**

- i) The Purchase Committees shall invite the tenders for procurement of goods/services/execution of works/contract costing over Rs.100,000 through advertisements in newspaper in accordance with the policy of the Government of the Punjab. For works less than Rs. 100,000 and more than Rs.10,000/-, at least three quotations shall be obtained by the Principal / HOI/office from the suppliers/contractors.
- ii) There should be at least three-tenders /bids /quotations for each tender. In order to safeguard against offers where response to a tender enquiry has been poor or a single tender has been received or rates received are otherwise considered to be on the higher side, the procedure as laid down in clause 38 of the **Purchase Manual** of the Government of the Punjab would apply.
- iii) In case of purchase from the Government manufacturer(s) or TEVTA's Institutes, the system of open tender will not be followed.
- iv) On receipt of sealed quotations /tenders, the Committee will open the tenders in the presence of all the bidder or their representatives and a price comparative statement will be prepared by the Committee, which will be signed by all the members of the committee.

- v) Convener and Secretary of the Purchase Committee will sign contract on behalf of TEVTA.
- vi) The Committee will supervise the undertaking /performance of contract by the contractor and will ensure its completeness & quality of work in stipulated time by the contractor as per the terms and conditions of the contract.

5. **Administrative & Financial Powers to Sanction and Award Contract and for procurement / works including issue of Administrative Approval:**

All authorities would use financial/administrative powers as per attached Annexures "A" & "B". The said powers for all category of expense would be used per case basis.

6. **Payment:**

The financial powers to approve the payments to suppliers/contractors would be in accordance with the attached Annexures "A" & "B". as mentioned in Para 5 above. Payment will be made by the respective institute/office out of funds allocated/released to it and will be made to supplier/contractor on satisfactory completion of the work/contract as per agreement in the following manner.

- (a) All Payments more than Rs.5,000/- would be made through cross cheque only after observing all codal formalities.
- (b) Payments of petty nature up to Rs.5,000/- could be made in cash.
- (c) Separate petty cash book will be maintained for cash transactions upto Rs.5,000/=

7. **Internal Control over Payments/Expenditure**

No Payment shall be made without fulfilling following requirements and completing the below mentioned documents.

- i. Properly written Requisition/Indent for Purchases /Services /Repairs /AR /SR /Civil Work etc.
- ii. Sanction Order/Sanction Note duly approved by competent authority
- iii. At least three quotations duly signed by concerned purchase committee.
- iv. Comparative Statement duly approved by concerned purchase committee.
- v. Complete Tender Documents duly verified by purchase committee.
- vi. Copy of Agreement/Contract in case of civil work or AR/SR etc.
- vii. Copy of Supply Order / Work Order.

- viii. Invoice/Bills for purchases or services etc.
- ix. Certificate of Technical Expert/Member for Goods/Work completed as per specifications/drawings etc.
- x. Proof of goods received duly entered in stock register.
- xi. Copy of Cross Cheque Paid for purchases/civil work/services etc.
- xii. Any other relevant document/evidence.

8- Monitoring and Utilization of funds

- i) Principals/HOI/offices will utilize funds under the supervision of the purchase committee. Monthly expenditure statement will be submitted to the concerned AM (F) by 10th of the succeeding month by the Principals / HOI for accounting purposes as per prescribed formats.
- ii) Respective GM/ ZM/DM/Manager will follow-up and monitor the contract/work regularly.
- iii) Funds will be expended only for the budget head for which these are allocated and released to the institutions/offices. If some change in budget head for which funds have been allocated /released, is necessitated that can only be done with the prior approval of the competent authority under rules/regulations.
- iv) The Convener of the Purchase Committee, will be responsible for:-
 - i. Proper identification of the work.
 - ii. Timely submission of estimates.
 - iii. Tendering of the work on receipt of funds in accordance with the rules & regulations.
 - iv. Execution of work in accordance with the policy.
 - v. Ensure that the work has satisfactorily been completed within the required time period.

**Chairman TEVTA
Lahore**

**No. even & dated:
Wednesday, April 04, 2007**

A copy is forwarded for information to:-

- (1) All General Managers, TEVTA Secretariat, Lahore.
- (2) The Zonal Managers TEVTA, Lahore, Multan and Rawalpindi.
- (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 the Project Directors of Service Centers.
- (6) The Manager TTB Lahore
- (7) The P.S.O. to Chairman/Secretary TEVTA Lahore.

**(KHAWAJA ADNAN ZAHIR)
General Manager (F&A)**