



### Timing of Classes

4. Regular 2<sup>nd</sup> shift classes will start after regular classes at 1400 hours. No over lapping of R2 classes with regular classes will be permitted. However, Zonal Manager concerned may permit to start classes at 1300 hours keeping in view geographical constraints and transportation problems with the prior approval of the General Manager (Operations).

### Fee to be charged

5. The fee for Regular 2<sup>nd</sup> shift courses shall be same as already notified by TEVTA as in the case of Regular morning classes. No additional fee shall be charged from the students of Regular 2<sup>nd</sup> shift.

### Admission Dues

6. The lists of selected candidates shall be displayed on the Institute's notice board. The selected candidates shall be required to deposit admission dues through challan form in Bank Account by the notified date, failing which their admission will be cancelled.

### Remuneration Rates

7. Additional Allowance @ 60% of running basic pay of teaching staff (regular or contract) shall be paid subject to minimum load of periods per week as defined below:

- (a) Minimum teaching load of periods per week of Regular 2<sup>nd</sup> shift (R2) for commerce, technical and vocational stream.

Sr.No.	Pay Scale	Technical	Vocational	Commerce
1	14	16	33	16
2	16	16	33	-
3	17	14	6	14
4	18	12	3	12
5	19	10		6
6	20	6		3

- (b) The total teaching load of a teacher **may** be calculated collectively to combine periods taken in Regular 2<sup>nd</sup> Shift (R2) and Self Finance (2<sup>nd</sup> year / 3<sup>rd</sup> year). **If teaching load is calculated separately in one scheme (R2 or Non-subsidized scheme) and same is not up to as given at (a), then the payment may be made separately from R2 at proportionate rates per period and from NSC at notified rates.**
- (c) If teaching load is less than the prescribed at (a), then proportionate payment shall be made from Regular 2<sup>nd</sup> shift (R2).
- (d) if teaching load is more than the prescribed at (a), then excess period remuneration will be made from Self Finance at the rate mentioned in Self Finance(Non-Subsidized Scheme) Notification.
- (e) The senior teaching faculty (HODs etc.) shall also perform administrative duties as in the case of regular morning shift. Since such staff performs administrative duties so, they will be entitled to **allowance @ 60% only if they take their designated load (R2 and Non-subsidized scheme).** However, such staff will draw single remuneration from the **Regular second shift or Non-subsidized scheme.**
- (f) The visiting faculty, if any, shall be paid as per below schedule given below:-

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### MAXIMUM REMUNERATION RATES LIMITS FOR VISITING FACULTY

Qualification	Rate Per Theory Period For HND	Rate Per Theory Period For others
Ph.D	Rs.1000/-	Rs.800/-
M.Sc. Engg.	Rs.800/-	Rs.700/-
B.Sc. Engg. / Master Degree / B.Tech. (Hons.-Four Year Programme)	Rs.500/-	Rs.500/-
B.Tech (Pass-Two years Programme.)	Rs.400/- For Lab Work Only	Rs.400/-
DAE (with Teaching Experience)	Rs.300/- For Lab Work Only	Rs.300/-

**Note: Practical period is equal to ½ theory period in case of technical stream.**

- (g) Any administrative staff engaged for Regular 2<sup>nd</sup> shift will draw single remuneration from the Regular second shift including Self Finance @ 60% of running Basic Pay (Regular or Contract). The staff strength of each stream shall be as per Annexure A.
- (h) The DPE engaged in R-2 will be entitled for 60% allowance subject to 14 tutorial periods load per week. In case load is lower than prescribed, proportionate payment shall be made.

#### Fixation of Remuneration

8. Remuneration to the institute's teachers conducting relevant courses and other administrative/ support staff engaged in the process shall be fixed by the executive committee of the Institution within the parameters of the policy. The committee will consider the minimum teaching load, allocated budget, anticipated expenditure for the R2 and considering the maximum rates limit prescribed.

#### Budget Approval

9. The budget (salary & non-salary) will be distributed / released by the finance wing of TEVTA after release from Finance Department, Government of the Punjab.

#### Title of Bank Account

10. Account titled as "TEVTA – Regular 2<sup>nd</sup> shift" shall be opened by the Institutions in approved scheduled banks **of TEVTA for the deposit of budget to be received from TEVTA and expenses to be incurred. Fee to be collected from students will be deposited by students directly in TEVTA-Fee Collection Account being already maintained by the concerned Institute.**

#### Collection of Fee

11. Institutes will not receive Fee 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 bank accounts/ heads within 24 hours after the completion of admissions. The total collection of dues shall be made at the time of admission. No Installment would be granted for Government Dues, Board/University Fee and Non Government Funds.

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### Operation of Account

12. The bank account will 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 account.

### Funds Utilization

13. Funds allocated for the regular 2<sup>nd</sup> shift will be utilized only to the activities directly attributable to the relevant course / scheme in accordance with the heads of accounts allocated.
- 13.1 Remuneration to the institute's teachers conducting the relevant course and other admin staff engaged in the process by the executive committee according to the prescribed rates as above.
- 13.2 Payment of salary of visiting faculty and teaching staff on contract basis related to the relevant courses.
- 13.3 Repair of machinery / equipment and furniture of relevant courses.
- 13.4 Training material cost.
- 13.5 Operating expenses as allocated by Finance wing of TEVTA and any additional utility bills i.e. electricity, telephone, water, Sui gas, etc., due to additional students of Regular 2<sup>nd</sup> shift.
- 13.6 Any other operating expense relating to Regular 2<sup>nd</sup> shift subject to the approval of General Manager (F&A).

### Financial Powers

14. 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.

### Books of Accounts

15. Separate Cash book / books of account will be maintained by the accounting staff of the relevant institute. The monthly receipt/expenditure reports duly signed and verified by the Principal, and Accountant will be sent to the Assistant Manager (Finance) / District Manager for maintaining accounting record in accounting software.

### Audit

16. Audit of Regular 2<sup>nd</sup> shift will be conducted by DG Commercial and approved external Auditors of TEVTA.

### Payments by Cheques

17. Payments up to Rs.5000 may be made in cash. All payments over Rs.5000/- shall be made through crossed Cheques on account of Regular 2<sup>nd</sup> shift.

### Appointment of Teachers

18. Each principal / executive committee has discretionary powers to invite any visiting teacher with minimum standard qualification for lecture / training at prescribed rates. Principal of the institute can teach Regular 2<sup>nd</sup> shift classes subject to non-availability of relevant teacher and without disturbing administrative functions. However, principal will not claim remuneration for teaching such classes.

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**Engaging the Staff**

19. Principal will also ensure that all administrative and supporting staff will be engaged on actual needs and requirements of Regular 2<sup>nd</sup> shift, avoiding unnecessary payments of remunerations.

**Monitoring**

20. Regular monitoring shall be conducted by the Zonal Managers / District Managers. In addition to this, Monitoring & Evaluation as well as Academic Audit sections of TEVTA Secretariat shall conduct surprise visit to ensure compliance of policy and quality education.

**Accountability**

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

**Resolving**

22. In case, there is any problem during the implementation of the scheme, the matter should be referred to Zonal Manager who will be responsible to get it resolved speedily.

*Handwritten signature and date: 03.12.2009*

Khawaja Adnan Zahir  
General Manager (F & A)  
TEVTA

No. Even & Dated:  
December 3, 2009

**C.C:**

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

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Mirza Umar Farooq Baig  
DGM (Finance)

GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY  
REGULAR 2<sup>nd</sup> SHIFT  
ADMINISTRATIVE AND SUPPORT STAFF

1. FOR GPIs / GCTs / GITs

Sr. No.	Designation	Number of Posts
1-	Principal/ <i>In charge Principal</i>	1
2-	Registrar / Examination Controller	1
3-	Librarian	1
4-	Head Clerk/Sterographer	1
5-	Computer Operator/Sr. Clerk	1
6-	Accounts Clerk / Accountant	1
7-	Store Keeper	1
8-	Junior Clerk	1
9-	Assistant Store Keeper	1
10-	Dispenser	1
11-	<i>Electrician</i>	1
12-	Shop Assistant	1 for each Lab/shop of 1 <sup>st</sup> year only.
13-	Shop Attendant	1 for each Lab/shop of 1 <sup>st</sup> year only.
14-	<i>Library attendant</i>	1
15-	Naib Qasid	1
16-	Chowkidar	2
17-	Sweeper	2

2. FOR GCCs / GICs

Sr. No.	Designation	Number of Posts
1-	Principal/ <i>In charge Principal</i>	1
2-	<i>Registrar / Examination Controller (Only for GCCs)</i>	1
3-	Librarian	1
4-	Head Clerk / Assistant	1
5-	Accounts Clerk / Accountant	1
6-	Junior Clerk	1
7-	Naib Qasid	1
8-	Chowkidar	1
9-	Sweeper	1

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### 3. FOR GTTs (MALE / FEMALE)

Sr. No.	Designation	Number of Posts
1.	Principal/ <i>In charge Principal</i>	1
2.	Chief Instructor/Vice Principle	1
3.	Head Clerk / Computer Operator	1
4.	Accounts Clerk / Accountant	1
5.	Shop Assistant	1 for each <i>Lab/shop</i>
6.	Shop Attendant	1 for each <i>Lab/shop</i>
7.	Naib Qasid	1
8.	Chowkidar	1
9.	Sweeper	1

### 4. BUS DRIVER and CONDUCTOR

*Bus driver and conductor engaged in Regular Morning shift as well as Regular 2<sup>nd</sup> shift in the Institutes where Bus facility is available will be entitled for 60% allowance.*

#### ILLUSTRATION FOR CALCULATION OF REMUNERATION FOR SECOND SHIFT (R-2)

##### Illustration No.1

1-	Name of Teacher	Mr. X
2-	Basic Pay Scale of teacher	BS-17
3-	Running basic Pay	Rs.24,000
4-	Minimum Periods are per Para 7(a)	72 periods per month
5-	Classes given in R2 &/ or R2+NS (2 <sup>nd</sup> & 3 <sup>rd</sup> year)	60 periods per month
6-	Rate per period Running basic Pay minimum load per month $\frac{24,000}{72} =$	Rs.333 per period
7-	60% of Rs.333	Rs.200/-
8-	Amount to be paid per month (60 x 200)	Rs.12,000

##### Illustration No.2

1-	Name of Teacher	Mr. Z
2-	Basic Pay Scale of teacher	BS-17
3-	Running Basic Pay	Rs.24,000
4-	Minimum Periods are per Para 7(a)	72 periods per month
5-	Classes given in R2 &/ or R2+NS (2 <sup>nd</sup> & 3 <sup>rd</sup> year)	80 periods per month
6-	60% of Running Basic Pay (60% x 24,000)	Rs.14,400
7-	Remuneration of remaining 8-periods (8 x Rs.300 per period, as per NS Scheme)	Rs. 2,400
8-	Total Amount to be paid per month (6+7)	Rs. 16,800

**Note:** Running Basic Pay = Initial Pay of scale+ increments earned.

*L. J. all*  
*03.12.2009*