



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



NOTIFICATION.

Subject:- PROJECT MANAGEMENT

No.TEVTA/GM(F&A)/08. Consequent upon the discussion taken in the Co-ordination meetings, from time to time, the Competent Authority is pleased to notify the procedure to be adopted for the handling of development schemes in TEVTA:-

1. PROJECT CONCEPTION

Keeping in view the need based requirements engineering technologies and on the basis of need analysis or directives received from time to time, objectives of schemes will be provided to the Project Wing, by the wing that conceives such project.

2. NEED ASSESSMENT/TNA

R&D Wing will undertake such exercises in consultation with the concerned D.M. and the respective wing, TNA would only be carried out for important schemes, where-ever it is required.

3. FEASIBILITY STUDY & SCOPE OF WORK

Operations Wing will be responsible for the said exercise. In case, Project is conceived by another wing then the said wing would be responsible for such exercise. The prescribed proforma, as circulated by the Project Wing, is enclosed.

4. COORDINATED LIST

Coordinated list will be finalized by 31st of December of the respective year after holding periodical coordination meeting by the concerned Wing. All the G.Ms. will ensure such exercise.

5. FINAL LIST

Final list will be prepared by the concerned G.M. In a coordination meeting to be chaired by the Secretary TEVTA, such proposed schemes would be discussed and approved. G.M.(Project) will act as focal person to present final list in the last week of February.

6. **IDENTIFICATION OF LAND/BUILDINGS**

Operations Wing, in consultation with respective D.M. & Z.M. will identify the proposed land and building for new schemes and convey the same to the Project Wing. Accordingly, submission of case for transfer of land to the Board of Revenue shall also be undertaken by the Operations Wing. The respective DM/ZM shall be responsible for processing of all formalities till transfer of land by the Board of Revenue.

7. **PREPARATION AND SUBMISSION OF DRAFT PC-I**

Draft PC-I shall be prepared and submitted to the Project Wing alongwith soft copy by the Operations Wing. Respective D.M. shall submit the same through G.M.(Operations) The said PC-I shall be vetted by the G.M.(Operations) on file. PC-I will bear three signatures, namely Secretary TEVTA, G.M.(P) and the respective D.M. G.M.(Project) shall organize the meeting and present the case before the DDSC, DDWP, PDWP, it would be defended by the concerned Wing.

8. **MEETINGS OF PDWP/DDSC/CDWP/DDSC & ISSUANCE OF MINUTES OF MEETINGS**

Project Wing will be responsible for such exercise and minutes of the said meetings would be circulated to all the G.Ms. by the Project Wing, within a week's time.

9. **PREPARATION OF DRAWINGS**

Drawings would be prepared by the concerned D.M. through C&W Department. D.M.(Architecture) should also be taken on board for such exercise.

10. **ISSUANCE OF ADMINISTRATIVE APPROVAL**

Project Wing will obtain administrative approval from the Secretary TEVTA and copy would be circulated to all G.Ms.

11. **DEMAND OF FUNDS (CAPITAL/REVENUE/RECURRING)**

Funds (capital, revenue & recurring) would be demanded by the Project Wing. The said demand would be routed to the Finance Department through F&A Wing of TEVTA.

12. **RELEASE OF FUNDS FROM FINANCE DEPARTMENT**

Project Wing will process the case and provide advice, audit copy and authority of such release to the F&A Wing to credit the funds in SDA(development). Funds would be released by F&A Wing on the execution of such schemes. Proper account will be maintained for all such development funds.

13. **EXECUTION/MONITORING**

Execution as well as monitoring of development schemes as per gestation period, would be responsibility of the Project Wing. The said exercise would be carried out through D.M./District Project Officer. There will be a focal person also in the Project Wing.

14. **UTILIZATION OF ADP FUNDS**

Project Wing would be responsible for effective and timely utilization of ADP funds (capital components) whereas Operations Wing will be responsible for proper utilization of revenue expenditure. Payment to the contractor shall be made through Special Deposit Account (SDA) by F&A Wing in accordance with the procedure laid down for the operation of SDA on receipt of complete case after fulfilling all codal formalities from Operations Wing.

15. **EVALUATION OF SCHEMES**

All such schemes would be evaluated by the Project Wing.

16. **HANDING OVER/TAKING OVER OF THE PROJECT.**

The completed schemes would be handed over by the Project Wing to the Operations Wing through a notified Committee. The notification for establishment of new Institution shall be issued by the Operations Wing. Accordingly, Project Wing will initiate PC-IV and submit the same to the P&D Department. The Project Wing will also initiate the case for transfer of scheme from development to non-development scheme and pursue to P&D Department and will also ensure the inspection/visit of the said Department.

17. **SNE PREPARATION**

The Project Wing will provide the copies of PC-I, minutes of DDSC/PDWP/CDWP, administrative approval, final clearance and letter from P&D Department for transfer of development scheme to non-development scheme. All such documents would be handed over to F&A Wing for getting approval of SNE from Finance Department, Government of the Punjab. Operations Wing will be kept informed for all such exercise.

18. **INDUCTION OF STAFF AND ADMISSION**

After clearance from F&A Wing, the Operation Wing will recruit teaching/non-teaching staff in the newly established Institutions and ensure admission through the respective D.M./Principal.

19. **PROVISION OF CURRICULUM**

Academic Wing will be responsible for the preparation of curriculum for courses as mentioned in PC-I. Operations Wing will be kept informed for such purposes.

20. **POST COMPLETION REPORTS (PC-V)**

The concerned Project Officer will prepare post completion reports in term of PC-V. Project Wing will be responsible to supervise all such activities.


(MUHAMMAD ARSHAD BHATTI)
CHAIRMAN TEVTA

6.8.08.

CC:

1. All General Managers TEVTA.
2. All Zonal Managers TEVTA.
3. All District Managers TEVTA.
4. Manager (Finance) TEVTA.
5. Manager (Project) TEVTA.