
	<p>GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk</p>	
<p>(FINANCE WING)</p>		
TEVTA/Bud/DDO/3-7/2016-17	Rev No 00	Date: January <u>16</u> , 2017

CIRCULAR

Subject: **PROCEDURE FOR DECLARING DRAWING & DISBURSING OFFICER (DDO) POWERS**

It has been observed that cases for declaration of DDO powers are forwarded by Zonal Managers / District Managers without necessary information / documents / justification. Absence of such information causes unnecessary delay in processing and sanction.

In view of above and in supersession of this office circular no. TEVTA/Bud/DDO/3-7/2007 dated 14.12.2007 regarding procedure for declaring Drawing & Disbursing Officer (DDO) and letter no. TEVTA/PS/SEC/Instructions/05 dated 05.10.2005 regarding filling up of vacancies of Principal/Head of Institutions and appointment of DDOs, the following procedure shall be followed for issuance of DDO powers:-

1. Whenever a post of Principal / Head of Institution becomes vacant due to any reason, the concerned Zonal Manager / General Manager would appoint the **next senior most officer of the same institute** as acting principal or assign additional charge of Principal. The officer concerned so appointed would immediately forward his nomination for issuance of DDO powers to General Manager (Finance) TEVTA through official channel along with following information/documents:-
 - a. Copy of retirement / resignation / transfer order of former Principal/Head of Institution/DDO as the case may be.
 - b. Copy of order of senior most officer of same institute or suitable officer from another institute as acting principal or assign additional charge of Principal as the case may be.
 - c. Copy of charge assumption report of officer concerned.
 - d. No inquiry certificate by the controlling officer against appropriate officer to whom DDO powers are to be delegated.
 - e. Recommendations of District Manager / Zonal Manager / General Manager concerned for issuance of DDO powers in favor of officer concerned.

2. Whenever a post of Principal / Head of Institution becomes vacant due to any reason and **an officer of appropriate level is not available or not deemed suitable for appointment as acting principal or assign additional charge of Principal in the same institute** then the concerned Zonal Manager / General Manager would appoint acting principal or assign additional charge of Principal from another institute of concerned district/zone. The officer concerned so appointed would immediately forward his nomination for issuance of DDO powers to General Manager (Finance) TEVTA through official channel along with above stated information/documents.
3. The Zonal Manager / Manager concerned would also then initiate the case for filling in such vacancies on regular basis through a self contained reference to General Manager concerned TEVTA Secretariat, Lahore. The General Manager concerned will take approval of competent authority for appointment of Principal on regular basis.
4. In case of regular Principal/Head of Institute (TEVTA employee/PSIC employee/Civil Servant), there will be no requirement for issuance of DDO powers.

All concerned are directed to follow the above instructions without fail before submission of DDO case at TEVTA Secretariat, Lahore.

**(JAWAD AHMAD QURESHI)
CHIEF OPERATING OFFICER
TEVTA**

No. Even & Dated

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

1. All General Managers TEVTA Secretariat, Lahore.
2. All DGMs TEVTA Secretariat, Lahore.
3. All Zonal Managers TEVTA in Punjab.
4. All Managers TEVTA Secretariat, Lahore.
5. All District Managers TEVTA in Punjab.
6. SA to Chairperson TEVTA.
7. PS to COO TEVTA.


**(MIRZA UMAR FAROOQ)
GM (FINANCE)
TEVTA**