

**GOVT OF THE PUNJAB**  
**TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY**  
**96-GULBERG ROAD LAHORE.**  
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No. TEVTA/GMFA/PS/30606

Dated: 30-06-2006

To

All District Manager TEVTA  
Punjab.

Subject: - **RRELEASE OF BUDGET AND FINANCIAL STRETEGY FOR THE FIRST QUARTER OF THE FINANCIAL YEAR 2006-07-NON-SALARY COMPONENTS.**

Expenditure budget for the year 2005-06 was reviewed in the Secretariat and it has been observed that budgetary allocation was demanded by the Institutions following the routine past practice. Such unjustified allocation resulted into excessive surrenders in non-salary component. It also indicates that neither prior planning was made by the Head of Institutes nor such expenditure was verified and monitored by the District Managers as well as District Accountants. Such practice would not prevail in the financial year 2006-07. The expenditure budget for the financial year 2006-07 would be performance based and allocation would not be made merely on presumptions and conjectures. Expenditure budget guidelines for the financial year 2006-07 are as under.

1. Budget release for the 1<sup>st</sup> quarter is based on the actual expenditure for the first three quarters and projection for the 4<sup>th</sup> quarter. This practice is a deviation from the history as Government funds were un-necessarily retained by the Institutes against the norms of financial discipline.
2. Allocation for the 1<sup>st</sup> quarter (non-salary component) is being made on single line basis to the respective D.Ms. instead headwise allocation to the Institutes by this Secretariat. District Managers would be responsible for reallocation under the respective heads to the Institutes falling under their territorial jurisdiction. Such head-wise allocation made by the D.Ms, would be need basis keeping in view the genuine demands and planning of the Institutes. Figures of expenditure incurred in the previous year, the amount of surrender

and legitimate expected expenditure in the first quarter of the year 2006-07 would be kept in mind while allocating the same.

3. After allocating headwise budget to the Institute, each D.M will submit the basis and justification of such allocation to this Secretariat as well as Zonal Offices by 15-07-2006.
4. In Case, any extraordinary expenditure is involved in any Institute, the respective D.M along with the Head of Institute will justify the necessity of such expenditure and come forward with the details and plan for such expenditure. The Finance Department of TEVTA Secretariat will allocate the additional budget forthwith. No such proposal without work plan and justification will be entertained by the Secretariat.
5. The allocation for the 2<sup>nd</sup> and subsequent quarters would be made on the basis of the performance /expenditure with reference to the previous quarter(s)

Please acknowledge the receipt of this letter

**Sd/-**  
**(KHAWAJA ADNAN ZAHIR)**  
**General Manager (F & A)**

CC:

1. The Secretary TEVTA
2. All Zonal Managers TEVTA
3. All Head of Institutions