



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-H GULBERG II, LAHORE.
PABX: 9263055-59, Fax: 9263054
Web site: www.tevta.gop.pk



Dated Lahore, the Sep. 22, 2012.

NOTIFICATION

No. TEVTA/GM(F&A)F. Powers / 2012 / 567 In pursuance of sub section-5 of section-6 of TEVTA Act-2010 and in supersession of all previous notifications/orders on the subject, the administrative and financial powers are hereby delegated to the various functionaries of TEVTA with immediate effect:-

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

1. **Planning and Budgeting:**

- (a) The Head of each institution/office shall plan ahead for each year, the budget requirement on prescribed formats of TEVTA and submit to the respective District Manager/Manager/Director concerned by 15th of November each year for funds to be allocated out of the budget of next financial year.
- (b) The District Manager/Manager/Director shall process the demands of each institution and provide consolidated budget of its district/office to respective Zonal Manager/Manager by 15th of December each year for consolidation at Zonal office /Manager level.
- (c) The Zonal Manager/Manager/Director concerned will process the demands of each district/office and provide consolidated budget of its Zone/Institute/Center to Finance Wing TEVTA Secretariat with a copy to General Manager (Concerned) by 31st of December each year for approval of Authority and Government of the Punjab. After approval of budget, the Finance wing will communicate the same to concerned office and copy to General Manager (Concerned).
- (d) Finance/ Budget wing of TEVTA will release the funds to the District Manager quarterly indicating the allocation of each institution on single line basis for further release to the concerned Institutes and allocation on primary unit of accounts basis as soon as received from Government under intimation to General Manager, Zonal Manager, Manager and District Manager concerned.
- (e) District Managers will scrutinize the re-appropriation cases received from the institutes in their jurisdiction and submit it to General Manager (Finance) for approval. Re-appropriation of funds shall be made by Finance Wing from time to time. However, Zonal Managers/District Managers/Managers/Directors in their respective jurisdiction may re-appropriate /re-allocate funds only in Non-Salary Operating Expenses budget except civil work, AR/SR, POL, TA/DA and Vehicle

Insurance. No re-appropriation in the account where original allocation is zero shall be allowed.

- (f) 2nd statement of Excess & Surrender shall be submitted to Finance Wing of TEVTA Secretariat by 10th of March each year on prescribed format without fail by concerned office.
- (g) Monthly verified receipt & expenditure statement shall be submitted by all Institutes concerned to districts by 10th of each month and consolidated statement shall be submitted to Finance Wing of TEVTA Secretariat by 20th of each month.

2. **Procedure for Procurement of Goods/Services/Execution of Works/Contract and Functions of Procurement Committees:**

Punjab Procurement Rules-2009, Government of the Punjab would be followed for procurement of goods/services. The Procurement 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 (procuring agency will formulate the criteria) will be eligible to participate in tendering/bidding for all types of works/contract etc.

3. **Procurement/Works Committees:**

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 (meeting quality requirements) etc.
- iv) To monitor /supervise / recommend execution of work, inspect and make measurement of works executed by the contractor and recommend the work/procurement/payment etc.

b. **Composition:**

As approved and notified by the competent authority from time to time.

4. **Tendering procedure and award of contract:**

- i) The Convener of the Procurement Committees on the recommendation of the committee shall invite the tenders for procurement of goods/services/execution of works/contract costing over Rs.100,000/- through advertisements in newspaper /PPRA web site in accordance with the policy of the Government of the Punjab. For procurement/works less than Rs. 100,000 and more than Rs.25,000/-, at least three quotations will be obtained by the Principal / HOI/Office from the suppliers/contractors. The procurement may be made from Government/TEVTA controlled production units without open tendering.
- ii) In case of poor response of tenders/bids after two advertisements, the single quotation /bid/offer can be accepted subject to provision of undertaking from the supplier that the rates quoted by him are not more than the market. However, in such case, next higher authority will accord sanction following rules of procurement.

- iii) On receipt of sealed quotations /tenders, the committee will open the tenders in the presence of available bidders or their representatives. A price comparative statement will be prepared by the Committee, which will be signed by all members of the committee.
 - iv) After sanction of the competent authority, the Convener and Secretary of the committee will sign contract on behalf of TEVTA.
 - v) The Procurement 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. Technical sanction / acceptance of tenders / administrative and financial powers to approve and award contract and make payment for works/contract/procurement order:
- (a) All authorities shall exercise financial/technical/acceptance of tenders/administrative powers on case to case basis as per attached annexures "A" and "B".
 - (b) Advance payment may be made to TEVTA controlled production units subject to availability of budget/fund.


6. **Payment Procedure:**

The financial powers to approve the payments to suppliers/contractors would be in accordance with the attached annexures "A" and "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.10,000/- would be made through cross cheque in the name of contractor/supplier/vender/employee etc only after observing all financial/legal/codal formalities.
- (b) Payments of petty nature up to Rs.10,000/- may be made in cash.
- (c) The functionaries of TEVTA Secretariat may sanction advance payments as per agreement/industry norms and on need basis as per delegation of financial powers specified in Annexure- A & B.
- (d) The payment of petty nature or advances on urgent need basis at TEVTA Secretariat may be made in cash with in approved imprest limit.

7. **Check List for Payments/Internal Control over Expenditure**

No Payment shall be made without fulfilling following requirements:

- a) Properly written requisition /indent for procurements / services / repairs / AR/SR / civil work etc.
 - b) Sanction Order/Sanction Note duly approved by competent authority
 - c) Quotations duly signed by concerned committee.
 - d) Comparative Statement declaring lowest bidder duly recommended by concerned committee.
 - e) Complete tender documents duly verified by the committee.
 - f) Copy of agreement/contract in case of civil work or AR/SR etc.
 - g) Copy of supply order/work order/procurement order.
- 

- h) Invoice/Bills for purchases or services etc.
- i) Certificate of technical expert/member for goods/work completed as per specifications/drawings etc.
- j) Proof of goods received duly entered in stock register.
- k) Copy of cross cheque paid for purchases/civil work/services etc.
- l) Any other relevant document/evidence.

8. **Monitoring and Utilization of funds**

- a) Principals/HOI/Offices will utilize funds under the supervision of the concerned 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.
- b) The staff of Finance Wing may conduct internal audit on need basis and respective GM/ ZM/DM/Manager will follow-up and monitor the contract/work regularly.
- c) 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.
- d) The Convener of the 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.

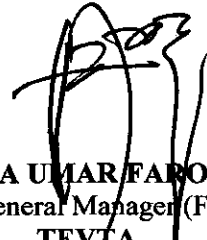
**CHAIRPERSON
TEVTA**

No. even & dated:

Sept. 22, 2012.

A copy is forwarded for information to:-

1. The Accountant General Punjab, Lahore.
2. All General Managers, TEVTA Secretariat, Lahore.
3. The Advisor (Project & Planning), TEVTA Secretariat, Lahore.
4. The Deputy General Manager (Admin) , TEVTA Secretariat, Lahore.
5. The Zonal Managers TEVTA, Lahore, Multan and Rawalpindi.
6. All Managers, TEVTA Secretariat, Lahore.
7. All District Managers, TEVTA in the Punjab with the request to circulate the same to their lower formation.
8. All the Project Directors of Service Centers.
9. The Manager TTB Lahore
10. All District Accounts Officers in the Punjab.
11. S.A to Chairperson TEVTA, Lahore.
12. P.S to COO TEVTA Lahore.


(MIRZA UMAR FAROOQ)
Deputy General Manager (Finance)
TEVTA

o/c

72940-73050
24/9/2012

Sr No.	Nature of Expense	Head Office & All Allied Offices/Institutes/Service Centers					
		Chairperson	COO	G.M. (Finance)	DGM (Finance)	Manager Finance	Manager (Admn.)
1	Salary & Allowances including LFA (TEVTA Employees)	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power
2	Purchase of Assets. a-Land & Building b-Plant & Machinery c-Office Equipment d-Vehicles. e-Furniture & fixture.	Full Power	10.00 M	5.00 M	3.00 M	0.5 M	0.2 M
2A	General Consumables/Stores & Spares. Raw Material/Training Material.	Full Power	5.00 M	3.00 M	2.00 M	0.5 M	0.2 M
3	Approval/award of Contracts for civil Works a-Land Development b-Road Construction c-Building Construction	Full Power	5.00 M	3.00 M	2.00 M	0.5 M	0.2 M
4	Repair & Maintenance of Building (AR/SR)	Full Power	Full Power	Full Power	2.00 M	0.1 M	0.1 M
5	Repair & Maintenance of Assets (Machinery,Equipment,Computers, Furniture Vehicles etc.)	Full Power	5.00 M	3.00 M	1 M	0.3 M	0.2 M
6	POL Charges.	Full Power	Full Power	Full Power	Full Power	0.2 M	0.2 M
7	Freight & Conveyance Charges	Full Power	0.5 M	0.2 M	0.1 M	0.1 M	0.1 M
8	Travelling & Daily Allowance(TA/DA)	Full Power	All Staff as per TA/DA Rules.	All Staff as per TA/DA Rules.	All Staff as per TA/DA Rules.	All Field staff of Finance wing under TA/DA rules	All Secretariat staff from BS-1 to BS-17
9	Rent Rates & Taxes Rent Of Building Rates & Taxes.	Full Power Full Power	Full Power Full Power	Full Power Full Power	Full Power Full Power	0.1 M Full Power	0.1 M Full Power
10	Stationary, Binding & Printing Charges	Full Power	5 M	3 M	1 M	0.5 M	0.5 M
11	Communication Expenses a-Internet Connection Charges b-Postage & Telegraph c-Telephone & Trunk Calls	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power
12	Utilities a- Sui Gas Charges b- Water Charges c- Electricity Charges d- Hot & Cold Weather Charges.	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power
13	Insurance Expenses a- Vehicle/General Insurance b- Medical Insurance c- Group Life Insurance	Full Power	3.00 M	2.00 M	0.5 M	0.1 M	0.1 M
14	All other Expenses a-News Paper, Books & Periodicals b-Uniform & Liveries c-Law Charges d-Electricity Repairs e-General Repairs (Telephone Lines etc.) f- Publicity & Adv.Charges. g-Fair Exhibition/Seminar Charges h-Photocopy Expenses i- Entertainment & Gifts j- Skill upgradation/Curriculum Development k- Hotelling,Lodging & Boarding etc. l- All Contracts & Service agreements for services rendered m- Cash rewards, scholarships and bonuses. n- Misc Expenses(recurring or non-recurring)	Full Power	5.00 M	3.00 M	1.00 M	0.5 M	0.5 M
15	Power to declare assets including motor vehicles as un-serviceable and also sell such stores at the book value or market rate which ever is high and sale of trees, agriculture produce, students job, projects etc through public auction.	Full Power	5.00 M	3.00 M	2.00 M	Nil	0.3 M
16	Power to dismantle and sell un-serviceable buildings	Full Power	5.00 M	Nil	Nil	Nil	Nil
17	Appropriation / Re-Appropriation and Re-Allocation of Budget	Full Power	Full Power	Full Power	0.2 M	Nil	Nil
18	Declaration of DDO Powers.	Full Power	Full Power	Full Power	upto six months	Nil	Nil
19	Write off of Losses	Full Power	5.00 M	3.00 M	Nil	Nil	Nil
20	Ex-Post Facto Sanction of expenses	Full Power	5.00 M	3.00 M	Nil	Nil	Nil
21	Sanction of advance out of GP fund of the Govt employees	Full Power	Full Power	Full Power	0.2 M	Full Power GM/Manager(H R) for BS 1-15	Nil
22	Sanction of Medical claims of Government employees	Full Power	Full Power	0.1 M	0.050 M	-	Nil
23	Sanction of Medical claims of PSIC employees	Full Power	Full Power	0.1 M	0.050 M	-	Nil
24	Sanction of expenses out of Pupil funds / Self Finance /Second Shift as per respective notifications.	Full Power	Full Power	Full Power	2.00 M	-	Nil

Sr No.	Nature of Expense	Field Offices and Allied Institutes/Service Centers			
		General Managers Concerned /Advisor Project	Zonal Managers	District Managers/ Manager(T)/ Director(AT) Manager(TTB)	Head of Service Center /Principal/HOI/ Deputy Manager (RDAT)
1	Salary & Allowances including LFA (TEVTA Employees)	Full Power for payments	Full Power for payments	Full Power for payments	-
2	Purchase of Assets. a-Plant & Machinery b-Office Equipment c-Furniture & fixture.	5.00 M	3.00 M	1.00 M	0.5 M
2A	General Consumables/Stores& Spares. Raw Material/Training Material/Working Capital	3.00 M	2.00 M	1.00 M	0.5 M
3	Approval/award of Contracts for civil Works a-Land Development b-Road Construction c-Building Construction	3.00 M	2.00 M	1.00 M	0.5 M
4	Repair & Maintenance of Building (AR/SR)	Full Power	2.00 M	1.00 M	1.00 M
5	Repair & Maintenance of Assets (Machinery, Equipment, Computers, Furniture Vehicles etc.)	3.00 M	1.00 M	0.5 M	0.3 M
6	POL Charges.	Full Power	0.5 M	0.3 M	0.2 M
7	Freight & Conveyance Charges	0.2 M	0.1 M	0.1 M	0.1 M
8	Travelling & Daily Allowance(TA/DA)	All Staff Working under him as per TA/DA Rules.	All Staff Working under him as per TA/DA Rules.	All Staff Working under him as per TA/DA Rules.	All Staff Working under him as per TA/DA Rules.
9	Rent Rates & Taxes Rent Of Building Rates & Taxes. Rent of Machine & Equipment	Full Power	0.2 M/month Full Power Full Power	0.1 M/month Full Power Full Power	Rs.50,000/month Full Power Full Power
10	Stationary, binding & Printing Charges	2.00 M	0.5 M	0.3 M	0.2 M
11	Communication Expenses a-Internet Connection Charges b-Postage & Telegraph c-Telephone & Trunk Calls	Full Power	Full Power	Full Power	Full Power
12	Utilities a- Sui Gas Charges b- Water Charges c- Electricity Charges d- Hot & Cold Weather Charges.	Full Power	Full Power.	Full Power.	Full Power.
13	Insurance Expenses a- Vehicle/General Insurance b- Medical Insurance c- Group Life Insurance	NIL 1.00 M	NIL 0.5 M	NIL 0.2 M	NIL 0.1 M
14	All other Expenses a-News Paper, Books & Periodicals b-Uniform & Liveries c-Law Charges d-Electricity Repairs e-General Repairs (Telephone Lines etc.) f- Publicity & Adv.Charges. g-Fair Exhibition h-Photocopy Expenses i- Entertainment & Gifts j- Teachers Training Fee/Seminar Fee/charges. k- Hoteling,Lodging & Boarding etc. l- All Contracts & Service agreements m- Cash rewards, scholarships and bonuses. n- Fees in connection with departmental examinations. o- Fees in other cases in lieu of service rendered. p- Misc.Expenses(recurring or non recurring)	Full Power	1.00 M	0.5 M	0.3 M
15	Power to declare assets as un-serviceable and also sell such stores at the book value or market rate which ever is high and sale of trees, agriculture produce, students job, projects etc.through public auction	3.00 M	2.00 M	0.5 M	0.2 M
16	Sanction of advance out of GP fund of the Govt employees	Full Power all staff working under him	Full Power (BS-1 to 19)	Full Power (BS-1 to 18)	Full Power (For all Institute Staff)
17	Sanction of expenses out of Pupil funds / Self Finance /Second Shift as per respective notifications	Full Power	2.0 M	1.00 M	0.5 M

Note :The Head of all Service Centers may exercise full power against working capital requirements.