

NOTIFICATION

No.TEVTA/GM(O-II)/Audit/37-01/2011-12/ The following mechanism will be applicable to all Colleges/Institutes under the administrative control of TEVTA regarding proper utilization of un-utilized machinery, tools & equipment's and auction of un-serviceable machinery, tools & equipment's with immediate effect.

PART-1

Proper Utilization of Un-Utilized Machinery, Tools & Equipment

1. INTRODUCTION

The main purpose is to develop the Standard Operating Procedure for proper utilization of un-utilized Machinery, Tools & Equipments in those Institutes where some trades have been closed due to obsolete courses or have no demand.

2. IDENTIFICATION

During physical stock checking every year, the following committee will identify Machinery, Tools & Equipments which are un-utilized.

- Principal / Workshop Manager of concerned Institute.
- Senior most faculty member of Institute.
- Concerned Instructor / HOD.
- Store keeper / Accountant of concerned Institute.

The committee will prepare the detailed list of un-utilized Machinery, Tools & Equipments and will give its recommendations for further utilization in any other institute along with a certificate of no requirement of the said tools, machinery, and equipment. If no such items are available then the same committee will submit a certificate in this regard on yearly basis.

3. UTILIZATION WITHIN DISTRICT:-

The Institute committee will report to District Manager office for further utilization of Machinery, Tools & Equipments with in jurisdiction of District Manager office. The District Manager Office will circulate the lists of un-utilized Machinery, Tools & Equipments with in the district for response within 15 days. On receipt of any demand within the district, the following committee will co-ordinate for transfer of un-utilized Machinery, Tools & Equipments: -

- District Manager.
- Assistant Manager (T&V).
- The transferring Institute Principal / Workshop Manager.
- The receiving Institute Principal / Workshop Manager.
- The transferring Institute store keeper / Accountant.
- The receiving Institute store keeper / Accountant.

The recommendations of District Committee will be submitted to Zonal Manager for approval. On receipt of approval, the stores will be transferred and incorporated into accounts accordingly.

4. UTILIZATION WITHIN ZONE: -

In case of no demand within the district, the District Manager will report to Zonal Manager office for further utilization of Machinery, Tools & Equipments with in jurisdiction of its Zone. The Zonal Manager Office will circulate the lists of un-utilized Machinery, Tools & Equipments with in the Zone for response within 15 days. On receipt of any demand within the Zone, the following Zonal Committee will co-ordinate for transfer of un-utilized Machinery, Tools & Equipment's:-

- Zonal Manager.
- The receiving District Manager.
- The transferring District Manager.
- The transferring Institute Principal / Workshop Manager.
- The receiving Institute Principal / Workshop Manager.

The recommendations of Zonal Committee will be submitted to General Manager (Ops) for approval. On receipt of approval, the stores will be transferred and incorporated into accounts accordingly.

In case of no demand within the Zone, the Zonal Manager will report to the office of General Manager (Ops) for furtherance. On receipt of demand from any other Zone, the concerned Zonal Committee will proceed in the same manner after approval of General Manager (Ops).

5. MAINTENACE OF RECORD

Both the receiving & transferring Principal / Workshop Manager will maintain the proper record for such transfer of Machinery, Tools & Equipment's and update the fixed assets register of both Institutions.

6. TRANSFERRING COST:-

The Principal / Workshop Manager of receiving Institute / Center will pay the cost of transportation.

PART-2

Auction of Un-Serviceable Machinery, Tools & Equipments.

1. INTRODUCTION

The main purpose of the Standard Operating Procedure is to develop proper mechanism for auction of un-serviceable Machinery, Tools & Equipments which have completed their useful life or have become obsolete relevance to the applicable curriculum.

2. IDENTIFICATION

The following committee will identify Machinery, Tools & Equipments which are un-serviceable or have become obsolete:-

- Principal / Workshop Manager of concerned Institute.
- Representative of District Manger office concerned (At least Deputy Manager or equivalent)
- Senior most faculty member of Institute.
- Concerned Instructor / HOD.
- Store keeper / Accountant of concerned Institute.

The committee will prepare the detailed list of un-serviceable Machinery, Tools & Equipments along with history i.e. (purchase, depreciation, book value & market value) and will give its recommendations for open auction of such stores along with a certificate of being un-serviceable. Recommendation for open auction, along-with list of stock, shall be vetted from ACAD wing TEVTA before proceeding for auction.

3. AUCTION COMMITTEE

The auction committee for un-serviceable stores will be as under:-

SR. NO	COMMITTEE
1.	<p><u>DISTRICT AUCTION COMMITTEE</u></p> <ol style="list-style-type: none"> 1. District Manager. 2. Principal / Workshop Manager of concerned Institute. 3. Senior most faculty member of concerned Institute. 4. Concerned Instructor / HOD of the Institute. 5. Deputy Manager of Zonal Manager office
2.	<p><u>ZONAL AUCTION COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Zonal Manager. 2. District Manager concerned. 3. Principal / Workshop Manager of concerned Institute. 4. Senior most faculty member of the Institute. 5. Concerned Instructor / HOD of the Institute. 6. Deputy Manager of Zonal Manager Office.

The sanctions will be accorded as per delegation of financial powers

4. MAINTENANCE OF RECORD:-

The concerned Principal / Workshop Manager will maintain the proper record for auctioned Machinery, Tools and the same will be incorporated into the accounts accordingly.

Auction will be made in accordance with the rules / policy / instructions issued by the TEVTA / Government of the Punjab.

**CHIEF OPERATING OFFICER
TEVTA**

No. Even Dated:- 23/9/2016.

A copy is forwarded for information and further compliance to;

1. The Advisor Procurement, TEVTA, Punjab, Lahore.
2. All General Managers TEVTA, Lahore.
3. All the Zonal Managers TEVTA, Punjab.
4. All the District Manager TEVTA, Punjab with the request to circulate the same in lower formation.
5. The Manager (MIS) TEVTA, Punjab, Lahore.
6. S. A. to Chairperson, TEVTA Punjab.
7. PS to COO TEVTA, Punjab, Lahore.

(Handwritten Signature)

General Manager (Operations)

67073-87106
ISSUED
TEVTA SECRETARIATE
GILLBERG ROAD LAHORE
 23/09/16