



**NOTIFICATION**

No. TEVTA/GM(O-I)/2-44/55 The following Standard Operating Procedure (SOP) for TEVTA Institutes / Colleges for the refund of College Security, Library Security Funds, Hostel Security and Mess Security Funds, Mess Advance etc. is hereby notified with immediate effect.

1. The College Security, Library Security Funds, Hostel Security and Mess Security Funds, Mess Advance etc. are refundable within one year of leaving the Institutes / Colleges.
2. College Security, Library Security Funds, Hostel Security and Mess Security Funds, Mess Advance etc. shall be treated as lapsed (if not claimed by the student) and will be shifted to Pupil Fund account by considering it as TEVTA own funds after a period of one year as prescribed above.
3. The Standard Operating Procedure (SOP) for claiming the college security is as follow:
  - a. The pass out student will submit an application along with evidence of security deposit as early as possible (not later than one year) after leaving the Institute / College.
  - b. After the submission of application from student, Principal will obtain the clearance from the concerned sections / departments regarding any other dues, library books, penalty & fines (if any) which are mandatory to proceed further.
  - c. On the completion of the clearance from all the relevant sections / departments, the security will be refunded in cash to the applicant student within one week.
  - d. Proper receiving by the applicant student will be got and documented in the register in the presence of two teachers (preferably class In-charge) after due identification of the applicant.
  - e. Proper record will be maintained for refunded security as well as lapsed security separately.
  - f. Assistant Manager (Finance) of District Manager Offices/Deputy Manager (Finance) Zonal Manager Offices will check the maintenance of refunded security / lapsed security record in relevant books of account on monthly basis.

**General Manager (Operations-I)**

**No. Even Dated: - 25/01/2018.**

A copy is forwarded for information and further compliance to:-

1. All General Managers TEVTA
2. All the Deputy General Manager TEVTA.
3. All the Zonal Managers TEVTA, Punjab.
4. All Managers / Directors TEVTA.
5. All the District Manager TEVTA, Punjab.
6. All the Principal/HOI TEVTA Institutions / Colleges.

**Manager (Technical)  
Operations-I Wing**