



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-GULBERG ROAD, LAHORE.
Projects Department



Ph: 99263075 PABX: 99263055-59 (Ext.326)

Web site: www.tevta.gop.pk

Email: adv.prj@tevta.gop.pk

No. TEVTA/MP/4-91

Dated; 11th June' 2012.

To

1. General Manager (Service Centers) TEVTA
2. Manager (Training) TEVTA
3. All Zonal Managers TEVTA
4. All District Managers TEVTA

SUBJECT: **PAYMENT OF REVENUE COMPONENT OF DEVELOPMENT SCHEMES**

In order to stream line the process pertaining to release of payment for Revenue Component of Development Schemes, following procedure will be adopted by the concerned Head of Institution/Office.

1. All requests should be submitted, by concerned head of institution/office to the Advisor (Projects & Planning) indicating breakup of approved revenue cost of the scheme, expenditure incurred on the attached format. In case of request pertaining to Institution the same should be routed through concerned controlling office, which will record its recommendation for release of payment and forward the same in original to this office.
2. Following documents must be attached with the request for release of payment;
 - a. Original Bill containing NTN Number and stock entry Certificate duly signed by Store Keeper and Head of Institution/Office.
 - b. Original Sales Tax Invoice
 - c. Original Inspection report duly signed by Inspection Committee and head of Institution/Office containing decision of committee about acceptance / rejection of stores/items.
 - d. Copy of Austerity Committee Clearance
 - e. Copy of Advertisement
 - f. Copy of Comparative Statement duly signed by Purchase Committee.
 - g. Copies of relevant pages of PC-I
 - h. Copy of Sanction Order
 - i. Copy of Supply Order
 - j. Copy of Administrative Approval
 - k. Any other relevant document

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3. In case of items to be procured through direct tendering process (from WWSCs, LESC PMTF Etc.), only following documents should be provided with the request;
 - a. Original Bill & Sales Tax Invoice
 - b. Copy of Administrative Approval
 - c. Copy of Austerity Committee Clearance
 - d. Copy of Sanction Order
 - e. Copies of relevant pages of PC-I
 - f. Copy of letter calling quotation.
 - g. Any other relevant document.

Projects Wing after verifying the contents of the claim and availability of funds will forward the case to finance wing for release of payment to the supplier after deducting Income Tax and Sales Tax as per rules.

These instructions may be circulated to all concerned for strict compliance.

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(KHALID FAROOQ)
ADVISOR (PROJECTS & PLANNING)

CC

1. General Managers (Operations), (HRM) & (Acad) TEVTA
2. Deputy General Manager (Finance) TEVTA
3. Director (AT) & (R&D) TEVTA
4. Manager (Procurement), (Admin) & (Finance) TEVTA
5. SA to the Chairperson TEVTA.
6. PS to Chief Operating Officer TEVTA.

Detail of Revenue Expenditures

ADP No.

Name of Scheme:

Approved Revenue Cost:

Total Revenue Expenditure till todate:

Status of Civil Works (if applicable):

Breakup of Approved Cost/Expenditures:

Component*	Approved Cost as per approved PC-I	Expenditure till todate (excluding current claim)	Balance	Remarks
M& E of ----- Trade/Technology				
M& E of ----- Trade/ Technology				
M& E of ----- Trade/ Technology				
IT Equipment				
Office and Misc Equipment				
Furniture for all technologies				
Furniture for Library, Hall and Offices				
Library Books				
Vehicles				
Other/Misc.				
TOTAL				

* Component wise detail giving above is a reference only and it should be filled up as per abstract of cost given in the approved PC-I

Signatures of Head of Institution/Office