



CIRCULAR

Sub: PROCEDURE FOR RE- APPROPRIATION OF PUPIL FUNDS

In continuation of Notification No.TEVTA/Bud/3-18/2006-07 dated 12.08.2006, the following Procedure/Instructions will be followed at the time of forwarding the cases of re-appropriation out of pupil funds for approval.

1. The re-appropriation of Institute Own Funds shall only be made in the following Heads of Accounts:

- Machinery & equipment
- Furniture & Fixtures
- Purchase of Vehicle
- AR/SR
- New Construction / modification in the existing infrastructure.
- Non Salary Operating expenses only on need basis.

2. Re-appropriation will not be made out of lump sum provision.

3. All cases for re-appropriation of funds would be submitted along with a Concept Paper containing following information:

- Justification of the Expenditure
- Increase in capacity / enrolment due to provision of machinery/equipment/furniture/new construction
- Quantitative detail of the Item to be purchased
- Estimated rates and amount
- Balance available in the head from which re-appropriation is to be made.
- Amount of the Head for which re-appropriation is to be made.

4. In case of New construction or AR/SR, following additional information would be submitted.

- BOQ(s) for AR/SR or New Construction
- Drawing for New Construction
- Covered Area for AR/SR or New Construction

(Khawaja Adnan Zahir)
GENERAL MANAGER (F&A)

A copy is forwarded for information & necessary action to: -

1. All General Managers TEVTA Secretariat.
2. The Zonal Managers (Centre, North & South) TEVTA.
3. All Managers TEVTA Secretariat *MDS*
4. All District Managers TEVTA, in Punjab, with the request to circulate the same to their lower formation.
5. All Project Director Service Center in the Punjab.
6. The PSO to Chairman/Secretary TEVTA.

(Mirza Umar Farooq)
MANAGER FINANCE

website update