



**GOVERNMENT OF THE PUNJAB**  
**TECHNICAL EDUCATION & VOCATIONAL TRAINING**  
**AUTHORITY**  
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 www.tevta.gop.pk  
**(FINANCE WING)**



TEVTA/Fin/Fee/2015/520

Rev No 00

Date: Sep 23<sup>rd</sup>, 2015

**NOTIFICATION**

**: FEE STRUCTURE OF TEVTA INSTITUTIONS**

In supersession of all notifications / circulars on the subject, the Authority is pleased to approve the following regulations regarding fee structure of TEVTA Institutions.

**Commencement.**

- The following Fee structure shall be applicable for academic session 2015-16.

Sr. No.	Item	Technical Education Institutions				GCT (W) Institutions	Vocational Training Institutions				Apprentices Training ATCs						
		GCT B. Tech / B.Sc. Engg. Technology	GCT DAE Course	GSTC DAE Courses	GCT Matric Tech Service Centers DAE Courses		DAE	M.Com	B.Com	D.Com	GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w)/ Matric Vocational	GSTC (W) Dev Samaj	Basic Training (6-Months)
<b>TEVTA Fee</b>																	
1	Admission Fee	185	105	105	105	105	920	185	105	105	55	55	55	105			
2	Re-admission Fee	185	105	105	105	105	920	185	105	105	55	55	55	105			
3	Tuition Fee / Month	220	220	105	220	220	280	185	105	105	55	55	55	550 Per Session			
4	Training Material Charges.													1395	1755		
<b>Pupil Funds</b>																	
5	Welfare Fund / Year	665	665	335	665	665	665	665	665	335	225	225	225	120 Per Session			
6	Stationary, Internal Exam & Printing Fund / Year	440	440	225	440	440	440	440	440	225	35	35	35	185 Per Session			
7	Computer fund ( in the year / years when computer is included in curriculum) / Month	185	185	35	185	185	185	185	185	35	35	35	35	145 per session			
8	Machinery & Equipment Breakage Fund / Month	40	40	40	40	40	-	-	40	40	-	40	40	180 Per Session			
9	Parking Stand Fund Per Year (subject to provision of stand)	220	220	220	220	220	220	220	220	220	-	-	-	115 Per Session			
10	Absentee Fine / Absent	9	9	9	9	9	9	9	9	9	9	9	9	9			
11	Issuance / re-issuance of ID Card (to be collected as stationary fund)	60	60	60	60	60	60	60	60	60	60	60	60	60			
12	Fine for Late Return of Books / Book / Day	9	9	9	9	9	9	9	9	9	9	9	9	9			
13	Transport Fund Per Year (subject to provision of transport)	920	920	920	920	920	920	920	920	920	920	920	920	920			

Sr. No.	Item	Technical Education Institutions				Service Centers DAE Courses	GCT (W) Institutions				Vocational Training Institutions				Apprentices Training ATCs	
		GCT B. Tech / B.Sc. Engg. Technology	DAE Course GCT	GSTC DAE Courses	GCT Matric Tech		DAE	M.Com	B.Com	D.Com	GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w/y) Matric Vocational	GSTC (W) Dev Samaj
14	Sports Fund (Once at the time admission & will be retained by the respective institute)	290	185	185	185	185	290	185	185	185	-	185	185	-	-	
15	Uniform Fund.	-	-	-	-	-	-	-	-	-	-	-	-	-	370	
16	Age Relaxation Fund	370	370	370	370	370	370	370	370	370	370	370	370	370		
17	Certificate Verification Charges	Certificate Verification Charges will be charged as notified by respective BISE / University / PBTE.														
18	PBTE / TT / University Dues	As prescribed by PBTE / Trade Testing Board / University														
<b>Refundable Securities**</b>																
1	College / Institute Security	1650	1285	730	1285	1285	1650	1285	730	730	-	555	555	920		
<b>Hostel Dues (For boarders only if facility is available/provided)</b>																
1	Hostel Fee / Month	45	45	45	45	45	45	45	45	45	45	45	45	220		
2	Crockery / Common Room / Welfare Fund	370	370	185	370	370	370	370	370	185	185	185	185	-		
3	****Mess Advance (once) / Hostel Security	2755	2755	2755	2755	2755	2755	2755	2755	2755	2755	2755	2755	-		
4	Electricity / Gas charges	Actual bill will be distributed equally among the students.														
5	Servant Charges	Actual bill will be distributed equally among the students.														

### Notes / Clarification

- \* GTTCs include all defunct TTCs of ABAD, VTCs of ABAD, DMTC & RMGTCs of PSIC and AMTS of Agriculture Department.
- \*\* Unclaimed College Security and Library Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- \*\*\* Unclaimed Hostel Security and Mess Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- \*\*\*\* Mess advance (Rs.1850/-) + Hostel Security (Rs.905/-)

### Scope of Application

2. The Fee structure shall be applicable for the academic session 2015-16 to all TEVTA Institutions / Centers / Colleges / Schools mentioned.

### Scheme of Fee Heads / Groups

3. The total fee to be collected from the students shall be divided into below stated categories:
  - TEVTA Fee (Admission fee / Re-admission fee / Tuition Fee / Training Material charges).
  - Pupil Funds.
  - Refundable Securities. (Such securities shall be treated as lapsed after one year of leaving the College / Hostel).
  - Hostel Dues.
  - Board / PBTE / Trade Testing Board / University Dues.

### **Local TEVTA Fee Collection Account and its operations**

4. Account titled as "TEVTA – Fee Collection Account" shall be opened by the institutions in scheduled banks for the deposit of fee receivable from the students.
5. TEVTA – Fee Collection account will be operated jointly by the principal and the senior member of the Institute. The names of the co-signatories will be sent by the institution to the bank for joint operation of the account.
6. **Institutes will not receive fee / dues in cash directly. Institutes will provide printed dues challans to the students. The students will deposit their dues directly in the local TEVTA Fee Collection Account maintained at the concerned Institute and will submit original receipt of bank challan to the institutes.**

### **Funds Management**

7. Principal / HOI / DDO shall draw 100% TEVTA Fee and 25% of Pupil Funds from local TEVTA Fee Collection account and deposit the same in "**Central TEVTA Fee Collection Account No. CPA-4790-3**" within one week of collection of the fee.
8. Principal / HOI / DDO will draw PBTE / Trade Testing Board / University Dues and deposit the same to the said institutions (PBTE / Trade Testing Board / University) as per scheduled time period.
9. Similarly amount of Pupil funds / Securities fund / Hostel fund from local TEVTA Fee Collection account shall be transferred to respective bank accounts.

**Note:- No funds collected for Admission fee / Re-admission fee / Tuition Fee / Training Material will be deposited into Government Treasury Account.**

### **Books of Accounts**

10. Separate books of account of following bank accounts will be maintained by the accounting staff of the relevant institution:
  - TEVTA Fee Collection Account (Local and Central).
  - Pupil Funds account.
  - Securities Fund account
  - Hostel Fund account.
11. Head of respective Institution / Centre / College / School will submit the monthly report of fee collected in the said bank accounts by 5<sup>th</sup> of each month to respective Assistant Manager (Finance).



12. The concerned Assistant Manager (Finance) will be responsible to maintain computerized record in accounting software and will submit institution-wise consolidate monthly report of Central TEVTA Fee Collection account (100% TEVTA Fee and 25% Pupil Funds) to Assistant Manager (Accounts) TEVTA Secretariat by 10<sup>th</sup> of each month.

**Accountability**

13. In case of failure of scheme, mismanagement, misconduct or serious charge, disciplinary action will be taken against the concerned staff.

**Resolving**

14. In case, there is any problem during the implementation of the scheme, the matter should be referred to District Manager who will be responsible to get it resolved within short time.

(JAWAD AHMAD QURESHI)  
Chief Operating Officer  
TEVTA

**No. Even & Dated**  
**23<sup>rd</sup> Sept, 2015**

A Copy is forwarded for information to:

- (1) The Chief Operating Officer TEVTA, Lahore.
- (2) All General Managers, TEVTA Secretariat, Lahore.
- (3) The General Manager Service Centres TEVTA, Lahore with the request to circulate the same to lower formation for implementation.
- (4) All Deputy General Managers, TEVTA Secretariat, Lahore.
- (5) All Zonal Managers, TEVTA (Lahore, Rawalpindi and Multan).
- (6) All Managers, TEVTA Secretariat, Lahore.
- (7) The Director (AT) TEVTA Secretariat, Lahore.
- (8) The Manager MIS with the request to place the same on TEVTA website.
- (9) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (10) The Manager Trade Testing Board, Lahore.
- (11) S.A to Chairperson TEVTA.

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