



No. TEVTA/Fin/Jobs/

Dated: September 17th, 2007

## **NOTIFICATION**

Subject: **PROCEDURE FOR DISPOSAL OF STUDENT'S FINISHED JOBS / PROJECTS AT TEVTA TRAINING INSTITUTIONS**

The competent authority has approved the following procedure for disposal of finished jobs / projects prepared by the students during course of training at Tevta Training Institutions.

**1. Disposal of Finished Jobs / Projects for which training material is arranged by students.**

1.1 On completion of the academic year / session, all finished jobs / projects should be returned to the respective students. In case any exhibition is arranged by the institute, students may be allowed to place jobs / projects prepared by them for sale in the exhibition. The student may also be allowed to sell the items through display centres established by TEVTA. This exercise should be completed before issuance of clearance certificate to the student.

1.2 In case of finished jobs / projects retained and stored in the institutes, a committee will be constituted at each institute consisting of following:-

|   |          |
|---|----------|
| ◇ Principal / Head of the institute       | Convener |
| ◇ Two teachers / Instructors of Institute | Member   |
| ◇ Store Keeper                            | Member   |

The committee may co-op member(s) for facilitation.

1.3 Each committee will collect / pool all finished jobs / projects of all students stored at the institutions.

1.4 To the extent possible, the committees will prepare a list of jobs / projects prepared by each ex-student. Record of all jobs prepared by each student will be maintained class wise and batch wise.

1.5 Detailed lists of all items will be prepared, mentioning name of student, roll number, the name of item, material, size, color and condition etc.

1.6 All the items may be categorized in the following two groups:-

- Use able items
- Scrap or items in bad condition

1.7 The committee will fix the price of each item (keeping in view the material, present market demand & condition of item) for sale. A price tag will also be attached with each item.

1.8 All lists will be signed by all members of committee.

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- 1.9 All the items may be taken on the “stock register of finished goods” by the store keeper, if the items are not already entered in the stock register.
- 1.10 The respective students will be directed to collect jobs / projects prepared by them through registered mail within fifteen days from the date of issuance of the letter. They should be clearly informed that after the specific period the jobs / projects will be considered property of the institute and will be disposed of. The information may also be placed on the notice board.
- 1.11 All the items may be sold out by holding an exhibition or placing in “Display Centre” or through exhibition arranged by District Zone or Punjab level .
- 1.12 Unsold items may be donated to the reputed Charity Organizations like SOS Village, Dar-ul-Aman, Bilqees Edhi Centres.
- 1.13 Remaining items may be sold as scrap along with other items.
- 1.14 This process will be completed before the end of the academic year to avoid unnecessary deposit of items.
- 1.15 The funds generated, will be deposited in welfare account of the institution, and necessary entries in cash book will be made accordingly.
- 1.16 A copy of deposit slip, duly verified by the Accountant and Principal of the institution, will be forwarded to the District Manager/Assistant Manager Finance Concerned for accounting purposes and recording the Income under the head “other Income”.

## **2. Disposal of Finished Jobs / Projects for which institute provided materials.**

2.1 A committee will be constituted at each institute consisting of following:-

- |   |          |
|---|----------|
| ✧ Principal / Head of the institute       | Convener |
| ✧ Two teachers / Instructors of Institute | Member   |
| ✧ Store Keeper                            | Member   |

The committee may co-op member(s) for facilitation.

- 2.2 On completion of academic year / session, the Committee will prepare list of jobs / projects prepared by each ex-student. Record of all jobs prepared by each student will be maintained class wise and batch wise.
- 2.3 Detailed lists of all items will be prepared, mentioning name of student, roll number, the name of item, material, size, color and condition etc.
- 2.4 All the items may be categorized in following two groups:-
- Use able items
  - Scrap or items in bad condition
- 2.5 The committee will fix the price of each item (keeping in view the material, present market demand & condition of item) for sale. A price tag will also be attached with each item.
- 2.6 All the lists will be signed by all members of committee.
- 2.7 All the items will be returned to Main Store and taken on the “stock register of finished goods” by the store keeper.

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- 2.8 All the items may be sold out by holding an exhibition or placing in "Display Centre" or through exhibition arranged at District Zonal or Punjab level.
- 2.9 Unsold items may be donated to the reputed Charity Organizations like SOS Village, Dar-ul-Aman, Bilqees Ehi Centres.
- 2.10 Remaining items may be sold as scrap along with other items.
- 2.11 The funds generated, will be deposited in Non Salary Bank Account of the institution, and necessary entries in cash book will be made accordingly under the head "other Income".
- 2.12 This process will be completed every year when academic year is over to avoid unnecessary deposit of items at institutions.
- 2.13 A copy of deposit slip, duly verified by the Accountant and Principal of the institution, will be forwarded to the District Manager/Assistant Manager Finance Concerned for accounting purposes and recording the Income under the head "other Income".

(Khawaja Adnan Zahir)  
**General Manger (F & A)**

No. Even & Dated  
September 17th, 2007

A copy is forwarded for information to:

1. All General Managers at TEVTA Secretariat Lahore.
2. All Zonal Managers TEVTA in Lahore, Rawalpindi, Multan.
3. All Managers TEVTA Secretariat Lahore.
4. All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
5. PSO to Chairman TEVTA Lahore.
6. PS to Secretary TEVTA Lahore.
7. Manager (MIS) to place on web-site.

(Mirza Umar Farooq)  
**Manger Finance**

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