



General Manager
(Finance & Admin)

Dated : October 23rd ,2007

NOTIFICATION SELF-FINANCE SCHEME - 2007

No. TEVTA/ Finance /4 -67/2007. In super session of all previous notifications on the subject, the competent authority is pleased to notify the following policy on Self Finance Courses running in various Institutes of Technical Education and Vocational Training Authority Punjab.

Commencement.

1. This self finance scheme shall be applicable with effect from 1st September, 2007.

Admission Schedule

2. In addition to regular courses, special classes in the relevant trades / courses on self-finance basis shall be made according to the schedule advertised in the newspapers by the respective Institutions. Admission to the courses on self-financing basis shall be granted strictly in accordance with the rules and policy of TEVTA.

Executive Committee

3. Following executive committee will be constituted for administrative, operational and financial control of self finance scheme by each institute:
 1. The principal
 2. Two senior most faculty members related to self finance scheme

Self Finance Charges

4. Principals in consultation with the District Managers will propose Self Finance Charges for Master/Degree/ Diploma courses (Technical, Vocational and Commerce Streams). The proposals after being approved by the concerned Zonal Manager will be **notified for respective Institute** of the District and also published in the relevant prospectus accordingly.

Admission Dues

5. The lists of selected candidates shall be displayed on the Institute's notice board. The selected candidates shall be required to deposit admission dues through challan form in Self Finance Bank Account by the notified date, failing which their admission will be cancelled.

Remuneration Rates

6. Present prescribed maximum rates limits of remuneration for teaching, administrative and support staff for courses on Self-Finance basis are given in Annex "A".

Note: All administrative staff engaged for Self Finance courses will draw single remuneration from the Self Finance scheme and not of each course eg. B.Tech/ DAE, M.Com, B.Com, D.Com etc.

Fixation of Remuneration

7. Remuneration to the institute's teachers conducting relevant courses and other administrative/ support staff engaged in the process shall be fixed by the executive committee of the Institution within the parameters of the notification. The committee will consider the Self finance funds generated by the Institute, anticipated expenditure for the Self Finance courses and considering the maximum rates limit prescribed from time to time by TEVTA to ensure 20% remittances of gross receipts of Self Finance charges to TEVTA Secretariat.

Break Even Point

8. Institutions running Self Finance courses with enrollment less than capacity (In deficit) are exempted from above said condition only for this academic year (2007-08). However, these institutions will ensure BREAK EVEN POINT as explained procedure of Proportionate Payment of Remuneration (PPR) vide para 8-9 of Annex 'A'.

Budget Approval

9. Each Institution will get approval of the Self Finance Scheme's budget from Zonal Manager concerned before the start of each year but not later than 31st July of the year.

Title of Bank Account

10. Account titled as "TEVTA - Self Finance Scheme" shall be opened by the Institutions in approved scheduled banks of TEVTA for the deposit of Self Finance Charges by the students and expenses to be incurred.

Payment of Dues

11. Institutes will not receive Self Finance Charges in cash directly. The students will deposit their dues directly in the bank against said account and will submit original receipt of bank challan to the institutes. Institutes will provide printed dues challans to the students. Principals will draw all deposited Govt. dues, University/ Punjab Board of Technical Education dues and Institute's funds in bank by the students and ensure its deposit in the relevant accounts/ heads within 24 hours after the completion of admissions. The total collection of dues shall be made at the time of admission. However, the Installments of self finance dues up to three in a year may be granted to deserving students on the recommendation of the Institute Executive committee. No Installment would be granted for Government Dues, Board/University Fee and Non Government Funds.

Operation of Account

12. Self finance scheme bank account will be operated jointly by the principal and the senior member of the Executive Committee. The names of the Cosignatories will be sent by the institution to the bank for joint operation of the account.

Funds Utilization

13. Funds generated through self finance scheme will be utilized only to the activities directly attributable to the relevant course / scheme. The funds generated through the scheme can be utilized on the major heads / activities: e.g.

13.1 Major repair / up-gradation of machinery / equipment and furniture of relevant courses.

13.2 Up-gradation of block related to relevant trades / courses.

13.3 Remuneration to the institute's teachers conducting the relevant course and other admin staff engaged in the process by the principal according to the rates prescribed from time to time.

13.4 Payment of salary of visiting faculty and teaching staff on contract basis related to the relevant courses.

13.5 Additional training material cost.

13.6 Additional utility bills i.e. electricity, telephone, water, sui gas, etc., due to additional students of self finance.

13.7 Study tours for the students of self finance scheme.

13.8 Improvement of the library of relevant course.

13.9 For holding of seminars / workshops for the participants of self finance scheme.

13.10 Purchase of College / Institute Transport or any vehicle with the approval of Chairman TEVTA.

13.11 New Construction / modification in the existing infrastructure

13.12 Any other expense relating to self finance scheme subject to the approval of General Manager (Ops).

New Construction

14. New construction can be executed / processed on the recommendations of the respective Works Committee as per Notification No. TEVTA/Fin)/Works/2007/976 dated 18.08.2007.

Financial Powers

15. Financial powers shall be exercised as per standard TEVTA Delegation of financial powers 2007 vide Notification No. TEVTA/GM (F&A) F. Powers dated 04.04.2007 or as amended /issued from time to time.

Books of Accounts

16. Separate books of account will be maintained by the accounting staff of the relevant Institute. The books of account will be checked by the Assistant Manager (Finance) of relevant district once in a month and monthly financial statements duly signed and verified by the Principal, Assistant Manager (Finance) and Accountant will be sent to the District Manager.

Financial Statements

17. Institution-wise and consolidated financial statements of each district after verification will be sent to General Manager (Finance), TEVTA within 14 days after the date of each month. General Manager (Finance) will send copies of these financial statements to Chairman and General Manager (Operation) at the end of each quarter.

Allocation of Self Finance Funds

18. The funds so collected would be allocated with the following ratio:-
- i- Expenditure for the payment of visiting faculty, teaching, non-teaching and administrative staff shall not exceed 45% of the total funds collected. Efforts shall, however, be made to keep this expense to the barest minimum.
 - ii- The Institution conducting Self Finance courses shall remit 20% gross receipts of Self Finance charges as TEVTA share to TEVTA Head office within one month after the close of admission of Self Finance courses.
 - iii- Non-salary / Capital expenditure for the development of the institute would be meted out of the remaining amount as retained by the Institute.

Payments by Cheques

19. Payments up to Rs.5000 may be made in cash. All payments over Rs.5000/- shall be made through crossed cheques on account of self finance scheme.

Rewards

20. The reward will be paid to the students at District Level, Zonal Level and Punjab Level for 1st, 2nd and 3rd Position.

Appointment of Teachers

21. Each principal / executive committee has discretionary powers to invite any person with at least standard qualification for lecture / training at prescribed rates. However, if any senior professor, professional or expert is available at higher rates, as compared to prescribed rates, he can be engaged with the prior approval of the District Manager TEVTA.

Allocation of Periods

22. The period assigned to a teacher in self finance classes will not in any case be more than the periods being taken in regular classes.

Engaging the Staff

23. Principal will also ensure that all administrative and supporting staff will be engaged on actual needs and requirements of self finance courses, avoiding unnecessary payments of remunerations.

Accountability

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

Resolving

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



**Khawaja Adnan Zahir
General Manager (F & A)
TEVTA**

No. Even & Dated:

Tuesday, October 23rd, 2007

C.C:

1. All General Managers TEVTA Secretariat , Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
2. All Zonal Managers TEVTA Lahore , Rawalpindi & Multan.
3. All Managers in TEVTA Lahore.
4. All Project Directors of Service Centers in Punjab.
5. All District Managers TEVTA in Punjab with the request to circulate it in lower formation .
6. All Assistant Manager Finance TEVTA in Punjab.
7. P.S.O to Chairman TEVTA, Lahore.
8. P.S. to Secretary TEVTA, Lahore.

**Mirza Umar Farooq Baig
Manager Finance**

GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

SELF FINANCE SCHEME

MAXIMUM REMUNERATION RATES LIMITS FOR TEACHING,
ADMINISTRATIVE AND SUPPORT STAFF

1. FOR GPIS / GCTS / GITS

Sr. No.	Name of Post	Number	Maximum Rate of Remuneration per Month (Amount in Rupees)
1.	Principal / Vice Principal/HOI	1	Rs.5000 up to three Technologies including B.Tech & DAE. Or In case more than three Technologies including B.Tech & DAE Rs. 2000/- per Technology/Course with maximum of Rs.10,000/-
2.	Head of Department	1 for each Technology	3500/-
3	Industrial Training Officer	For B.Tech only	3500/-
4.	Head Clerk / Superintendent	1	2500
5.	Senior Clerk / Accountant / S.K	1 each	2000
6.	Steno / Computer Operator	1	2500
7.	Bursar	1	3000
8.	Librarian	1	3000
9.	Registrar / Controller Exam. Monthly /Mid-Term /Sendup Test / Sessional of practical	1	3000
10.	Placement Officer	1	3000
11	Shop Assistant	01/Per Shop/Lab	2400
12.	Naib Qasid	1	1500
13	Attendant	1 for each Tech.	2000
14	Dispenser (Where authorized)	1	1800
15.	Sweeper	2 Max.	1500 each.

Note: Placement officer for Self Finance will be appointed in institutions 02 months prior to start of final examination of complete course (B.Tech/DAE) and after issuance of placement policy by TEVTA.

2. FOR GCCs / GICs

Sr. No.	Name of Post	Number	Maximum Rate of Remuneration per Month (Amount in Rupees)	
1.	Principal / Vice Principal/Incharge	1	The Institute where M. Com/ B.Com and D.Com courses are being conducted	
			M.Com/B.Com/D.Com	= 7000/-
			B.Com /D.Com	= 5000/-
			D.Com only	= 4000/-
			Institutes with B.Com/D.com or D.Com only	Institutes running all Courses
2.	Head Clerk	1	2500	3000
3.	Senior Clerk / Accountant	1 each	2000	2500
4.	Steno / Computer Operator	1	2000	2500
5.	Librarian	1	2000	3000
6.	Placement Officer	1	2000	3000
7.	Naib Qasid	1	1000	1500
8.	Lab Attendant	1	1000	1500
9.	Sweeper	1	1000	1500

Note 1: Placement officer for Self Finance will be appointed in Institutions 02 months prior to start of final examination of complete course (B.Tech/DAE) and after issuance of placement policy by TEVTA.

3. FOR GTTIs (MALE / FEMALE)

Sr. No.	Name of Post	Number	Maximum Rate of Remuneration per Month (Amount in Rupees)
1.	Principal / Vice Principal/Incharge	1	Rs.3000. For additional trades Rs. 1000 per trade with maximum of Rs. 6000
2.	Senior Clerk/ Accountant / Store Keeper.	1 each	2000
3.	Steno / Computer Operator	1	2000
4.	Naib Qasid	1	1500
5.	Sweeper	1	1500

Note 2: It will be mandatory to run two trades to get remuneration and to ensure sufficient net profit.

4. FOR GVTIWs

Sr. No.	Name of Post	Number	Maximum Rate of Remuneration per Month (Amount in Rupees)
1.	Principal / Vice Principal/Incharge	1	Rs.3000. For additional trades Rs. 1000 per trade with maximum of Rs. 6000
2.	Senior Clerk / Accountant	1 each	2000
3.	Steno / Computer Operator	1	2500
4.	Naib Qasid	1	1500
5.	Sweeper	1	1500

Note No.3: It will be mandatory to run two trades to get remuneration and to ensure sufficient net profit.

Note No.4: With reference to clause 13.10, one driver and one Conductor/Cleaner/Helper may be appointed as contingent paid staff for each College BUS out of self finance funds on prevailing TEVTA Scales.

5. MAXIMUM REMUNERATION RATES LIMITS FOR INSTITUTE TEACHERS

Scale	Rate Per Period
14	Rs.200/-
16	Rs.250/-
17	Rs.300/-
18	Rs.350/-
19	Rs.400/-
20	Rs.500/-

Rs. 100/- per period for GVTIW's teachers in BS 8-10
 Rs. 150/- per period for GVTIW's teachers in BS 11-13

Note:

- Teaching staff holding qualification of M.S.c Engr. will get Rs.100/- per period in addition to above. Ph.D staff will get Rs.200/- per period in addition to above.
- All BS-14 / 16 staff who hold the qualification of Master Degree/B.Sc Engg/ B.Tech (Hon's) in the relevant field/ discipline will get Rs.100/- per period in addition to above, maximum remuneration rate up to Rs 300/- per period.
- All TEVTA contract employees in BS-14/16 who hold the qualification of masters in the relevant field will get Rs.100/- per period in addition to above.
- ***The above rates will be applicable subject to remittance of 20% of gross proceeds to TEVTA Head office.***

6. MAXIMUM REMUNERATION RATES LIMITS FOR VISITING TEACHERS

Qualification	Rate Per Theory Period
Ph.D	Rs.600/-
B,Sc. Engg. / Master Degree / B.Tech (Hons.)	Rs.400/-
B.Tech (Hons.)	Rs.300/-
DAE (with Teaching Experience)	Rs.200/-

Note: Practical period is equal ½ theory period.

7. SCALE WISE MAXIMUM REMUNERATION RATES TO THE SUPPORTING AND ADMN. STAFF PER MONTH

i	BS-1 to 4	Rs.1500/-	} <i>Only one official can be engaged in a month.</i>
ii	BS-1 to 4 (Shop staff/Shop Attendant)	Rs.1500 if one practical in a week Rs. 2000/- if 2 or more practical in a week.	
iii.	BS- 5 to 6	Rs. 1800/- If one practical is one a week.	
iv.	BS – 5 (Shop Assistant)	Rs. 1800/- If one practical is one a week. Rs. 2400/- if 2 or more practical in a week.	
v.	BS- 7 to 10	Rs. 2000/ }	
vi.	BS- 11 to 16	Rs. 2500/ }	
v.	BS- 17 & above for DAE Classes	Rs. 3000/- of District Manager is mandatory for	
vii.	BS- 17 & above for B.Tech Classes	Rs. 3500/ }	

8. MAXIMUM REMUNERATION RATES TO THE HEAD OF INSTITUTES (All Types) RUNNING SINGLE TRADE WITH MINIMUM ENROLLMENT OF 500 STUDENTS.

The remuneration would be applicable @ Rupees 10 per student maximum Rs.10,000/- per month subject to a minimum enrollment of 500 student in a trade.

Note: A person engaged in the administrative as well as teaching activities will be entitled to draw remuneration from both the heads.

9. EXPLANATION.

PROCEDURE OF PROPORTIONATE PAYMENTS OF REMUNERATION TO ACHIEVE BREAK EVEN POINT.

To ensure Break Even Point for self finance courses, institutions running these courses with less enrollment than its capacity will adopt the Procedure of Proportionate Payments for remunerations payable to the staff i.e. (teaching, administrative and supporting) engaged for self finance courses, corresponding to enrollments vis a vis capacity of technology/trade.

$$\text{Proportionate Payment of Remuneration} = \frac{\text{Enrollment in Trade/Technology}}{\text{Capacity in Trade/Technology}} \times \text{Rate of Remuneration}$$

EXAMPLE

If a technology /Trade has intake Capacity of 50 students and only 30 students took admission, the remuneration to be paid to all teaching, administrative and supporting staff will be paid with following proportionate rates.

Sr. No.	Name of Post	Max. Rate	Proportionate Rate P.M.	Admissible with PPR
1.	Principal	Rs. 5000 per month	5000 x 30/50 per month	Rs. 3000 per month
2.	Instructor BS. 17	Rs. 300 per period	300 x 30/50 per period	Rs. 180 per period
3.	Supporting staff BS 1 to 4	Rs. 1500 per month	1500 x 30/50 per month	Rs. 1000 per month



GOVERNMENT OF THE PUNJAB
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Dated: April 26, 2008

NOTIFICATION

SELF-FINANCE SCHEME - 2007

No.TEVTA/Fin/Audit//2007/ 260 In partial modification of Self Finance Notification No.TEVTA/Finance/4-67/2007 dated 02.11.2007, Para 6 of Annexure "A" may be read as follows:

MAXIMUM REMUNERATION RATES LIMITS FOR VISITING TEACHERS

Qualification	Rate Per Theory Period
Ph.D	Rs. 600/-
B,Sc. Engg. / Master Degree / B.Tech (Hons.-four year programme)	Rs. 400/-
B.Tech (Pass-two year programme)	Rs. 300/-
DAE (with Teaching Experience)	Rs. 200/-

Note: - Practical period is equal to ½ theory period.

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

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
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 TEVTA.
7. The PSO to Secretary TEVTA.

(Mirza Umar Farooq Baig)
MANAGER FINANCE
TEVTA