

**GOVERNMENT OF THE PUNJAB
INDUSTRIES & MINERAL DEVELOPMENT
DEPARTMENT**

Dated Lahore, the 5th July, 2001.

NOTIFICATION

No.SO(TII)21-16/98(P.II) In exercise of the powers conferred under Section 13 of the Punjab Technical Education & Vocational Training Authority Ordinance, 1999 and other enabling provisions in this regard, the Government of the Punjab is pleased to make the following Rules:-

1. **Title**:-These Rules may be called the Punjab Technical Education and Vocational Training Authority Rules, 2001.

- i) They shall come into force at once.
- ii) They shall apply to the whole of the Province of Punjab.

2. **Powers of the Authority.**

- i) The Authority shall have administrative and financial powers for over-all management of the Institutions in accordance with the provisions of the Ordinance and Rules made thereunder and such other powers as may be delegated to the Authority by the Government.
- ii) The different functionaries of TEVTA will be delegated the administrative and the financial powers under the laws applicable to the Civil Servant to deal with the service and financial matters of the Government employees transferred to TEVTA.
- iii) The Authority may dispose of any moveable property held by it. For doing so the Authority may lay down specific regulations/procedure.

3. **Functions of the Authority.**

For development of a demand driven, standardized, dynamic and integrated Technical Education and Vocational Training System, the Authority shall perform the following functions:-

- i) Preparation of necessary policy guidelines for supervision, coordination, working and smooth functioning of the Institutions;
- ii) Acquiring developing and administering the Institutions;
- iii) The Authority shall be empowered to grant consultation upto Rs.1 million per annum by following their prescribed procedure. Beyond that the procedure notified by the P&D for selection of Consultants shall be followed;
- iv) Approval of development projects / schemes up to Rs.20.00 Million involving Government Funds shall be accorded by Special DDWP (D.D.S.C.) comprising upto four members to be constituted by the Authority having a representative each from Finance and P&D Departments (not below the rank of Deputy Secretary). The Committee will be headed by the Chief Executive Officer of TEVTA. For the development projects to be funded from the resources of TEVTA, other than the government funds, the TEVTA may evolve its own procedure of preparing and approving the projects;
- v) Implementation of the projects / schemes in accordance with procedure as may be prescribed by the Authority;
- vi) Approval of procurement and installation of equipment for the Institutions;
- vii) Updating/changes in the syllabi, curricula and time schedule for the Diploma and Certificate courses and for on-the-job training of the trainees in the Institutes and the Industries;

- viii) Recruitment of support staff of the Authority and its affiliated offices and organizations in accordance with TEVTA Service Rules on contract basis, with 10% extra payment as Contributory Provident Fund in lieu of the G.P. Fund and Pension. Provided that such recruitment shall be based on the pay scales as adopted by the Government of the Punjab. In case a higher set of scales, in deviation from the Punjab Government pay scales, is introduced for a new set of employees, pay and perquisites of such employees shall be determined by the TEVTA subject to the prior approval of Punjab Government;
- ix) Appointment of Principals and other staff of the Institutions in accordance with TEVTA Service Rules on contract basis, with 10% extra payment as Contributory Provident Fund in lieu of the G.P. Fund and Pension;
- x) Approval of office procedure and management systems of the Institutions, offices and other organizations under its control;
- xi) Approval and fixation of fees structure for the courses and the Institutions;
- xii) Provision for inter-institute coordination and standardization with a view to ensure uniformity in the implementation of management policies;
- xiii) Approval/sanction of annual budget estimates of the Authority, for final approval of the Government;
- xiv) Procuring and providing recurring & development expenditure each year to each Institute and office as per its sanctioned / budgeted requirement;
- xv) Arranging for the training of the teaching and other staff of the TEVTA/Institutions;
- xvi) Constituting Committees/Boards and delegating powers to them for carrying out the purposes of the Ordinance;
- xvii) Interacting with the Industry and other potential employers, local and foreign;
- xviii) Negotiating for funds for the Authority;
- xix) Taking all steps to execute restructuring, consolidation, modernization and establishment of the Institutions;
- xx) Holding of Examinations and awarding of Diplomas/Certificates;
- xxi) Research & Development;
- xxii) Curriculum & Manuals Development;
- xxiii) Performance Measurement/Monitoring & Evaluation;
- xxiv) Administration & Co-ordination of Institutions;
- xxv) Human Resource Development & Management;
- xxvi) Financial, Accounting & Administrative Matters;
- xxvii) Registration/Affiliation of privately managed Polytechnic, Commercial & Vocational Institutes as laid down in the Punjab Private Educational Institutions (Promotion & Regulation) Ordinance, 1984 and Rules made thereunder when authorized to do so under the said Ordinance;
- xxviii) Any other functions necessary and incidental to the objects of the Ordinance.

4. **Meeting of the Authority.** Meeting of the Authority shall be held at such time and place as the Chairman may determine provided that the Authority shall meet at least once every four months.

- i) The meeting shall be called by the Secretary with prior approval of the Chairman under the normal procedure or on the written request of at least one fourth of the total members.
- ii) Agenda of the meeting shall be prepared by the Secretary with Chairman's approval, taking into consideration suggestions, if any, received from any member.
- iii) The Secretary shall serve notice of meeting alongwith Agenda, on Members at least seven days before the meeting.
- iv) In any emergency, meeting of the Authority shall be called by the Secretary with prior approval of the Chairman at a short notice.
- v) Quorum for a meeting of the Authority shall be not less than 1/3rd of the total Members including at least one of the official members.
- vi) Meeting of the Authority shall be presided over by the Chairman and in his absence by a member elected for the purpose from amongst the members present.
- vii) Decision in the meeting of the Authority shall be by simple majority votes by show of hands of the Members present at the meeting.
- viii) Each Member shall have one vote and in the event of equality of votes, the Chairman of the meeting shall have a casting vote.
- ix) Minutes of every meeting of the Authority shall be recorded/prepared by the Secretary, approved by the Chairman or the presiding Member, as the case may be, and circulated among the Members. However, the minutes of the meeting shall be got confirmed in the next meeting of the Authority.
- x) The Secretary shall be responsible for maintaining minutes of the meeting of the Authority and perform such other functions as assigned to him by the Chairman.

5. **Functions of Secretary.** The Secretary shall, subject to the control of the Chairman, be incharge of the corporate affairs of the Authority and cause orders and decision of the Authority and the Chairman to be carried out with reference to the corporate affairs. The functions of the Chief Operating Officer may be combined with the functions of the Secretary.

- i) All the meetings of the Authority shall be convened by the Secretary under the direction of the Chairman. While preparing agenda for the meeting of the Authority, the Secretary shall seek directions from the Chairman and no item shall be placed on agenda or be considered in the meeting of the Authority without prior permission of the Chairman.
- ii) The Secretary shall record minutes and maintain record of the proceedings of the Authority and Committees' meeting.
- iii) The Secretary shall perform such other duties as may be assigned to him by the Authority or the Chairman.
- iv) Notwithstanding anything to the contrary contained in these rules, the Authority may assign to any other officer/officers such duties of the Secretary as it may deem necessary.

6. **Reappointment of and Resignation by the Chairman and Members.** The Chairman & Members may be eligible for reappointment.

- i) The Chairman or any Member may resign from his office by tendering his resignation in writing to the Govt.
- ii) BS-18 Chief Minister for posts included in Schedule IV to the Punjab Government Rules of Business, 1974 and the Administrative Secretary concerned or the Chairman of the Commission for posts in the Commission or the Chairman of Technical Education and Vocational Training Authority for Government employees

transferred to Technical Education and Vocational Training Authority.

- iii) BS-16 & 17 Administrative Secretary concerned or the Chairman of the Commission for posts in the Commission or the Chairman of Technical Education and Vocational Training Authority for Government employees transferred to Technical Education and Vocational Training Authority, except such posts in BS-16 for which any other authority is prescribed as appointing authority in the relevant service/recruitment rules.

7. **Authority Funds.** (i) The Government shall provide funds required for capital as well as recurring expenditures of the offices/institutions of the Authority.

- (a) Salary components of the funds of civil servants shall be disbursed through the Accountant General Punjab/District Accounts Officers. Deductions of G.P. Fund, Benevolent Fund, Group Insurance etc. and service record of civil servants shall continue to be managed by the A.G. Punjab/District Accounts Officers as before, however, their functional and administrative authority would vest in TEVTA or as delegated by the Authority. Salary of TEVTA employees (non-civil servants) shall be disbursed through PLA of the Authority.
- (b) Non-salary funds shall be placed at the disposal of TEVTA in a PLA. At the beginning of each quarter TEVTA shall be authorized to draw one fourth of the amount of authorized funds from PLA and deposit it in a scheduled Bank(s) to meet operating expenses of its offices & institutions. The un-spent balance at the end of the quarter shall continue to be retained in the TEVTA account with the scheduled bank and shall not lapse. This amount shall be available to the Authority to be spent as per its regulations.
- (c) Authorities own receipts whether from the institutions or office of the authority general from fees and other charges (except Student Fund, like Union Fund, Library Fund, Breakage Fund etc.) shall be deposited in the relevant Head of the Government Account. The amount so deposited will be released in advance on quarterly basis in lieu of anticipated receipts from TEVTA institutions/offices in the manner prescribed in sub rule 'b' above in a fund known as Authority's own Fund.
- (d) At the end of each financial year, the accounts between the Government and the authority shall be reconciled to adjust for any excess or shortfall, as the case may be.

- ii) The Chairman, Secretary of the Authority or any other Member/Officer authorized by the Authority shall operate the account of the Authority jointly.
- iii) The funds shall be applied to meet all expenditure connected with execution of the schemes and measures for which the Authority is responsible and all charges necessary for the discharge of the functions of the Authority/offices and the Institutes.
- iv) The Chairman, TEVTA shall be the Principal Accounting Officer of the Authority.
- v) The Authority shall, for the purposes of the Punjab Technical Education & Vocational Training Authority Ordinance, 1999 and rules made thereunder, have full powers of the Administrative Secretary as Chief Purchase Officer, Services & General Administration Department and Finance Department under the Purchase Manual till the Authority devises its own procedure.

8. **Budget, Audit and Accounts.** (1) The Authority shall maintain complete and accurate Books of Accounts in accordance with the system as devised by the Authority.

- (2) As soon as possible before the closing of every financial year but not later than 30th June of the same year, Authority shall approve its Annual Budget for submission to the Government for approval.
- (3) The Accounts of the Authority, its District Offices along with its Institutions shall be audited annually by a firm or firms of Chartered Accountants appointed by the Authority and the report and comments of the Auditors shall be submitted to the Authority. These accounts may also be audited by the Auditor General of Pakistan.
- (4) Separate accounts shall be maintained by the authority for any allocation received from Zakat funds.

9. **Employees of the Authority.** (1) Such Government employees who are transferred to TEVTA shall be governed by all relevant rules of the Punjab Government such as E&D Rules, Conduct Rules, Pension Rules, Leave Rules, G.P. Fund Rules, etc. Such employees shall be entitled to the pay, allowances and other benefits as are admissible to the Government servants of the same pay scale and as were applicable to them before their transfer to the Authority.

- (2) Every employee of the Authority and every person acting under the Ordinance shall be deemed to be a public servant within the meaning of Sec. 21 of the Pakistan Penal Code (Act XLV, 1860).
- (3) The Authority may employ such persons for its Offices and Institutions as it may consider necessary for the efficient performance of its functions. However, no scheme for providing pension or any old age benefit to the TEVTA employees will be introduced without the approval of the Government.
- (4) Notwithstanding anything contained in the terms and conditions of the employees of the Authority, they shall be liable to transfer anywhere in the Province of Punjab.

Sd/- 3.7.2001
SECRETARY
GOVERNMENT OF THE PUNJAB
INDUSTRIES & MINERAL DEVELOPMENT
DEPARTMENT.

NO. & DATE EVEN :

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

1. Chairman, Technical Education & Vocational Training Authority (TEVTA), 96-Gulberg Road, Lahore.
2. All Administrative Secretaries to Government of the Punjab.
3. The Accountant General, Punjab.
4. The Chairman, Punjab Board of Technical Education, Allama Iqbal Town, Lahore.
5. All Heads of Attached Departments.
6. All Commissioners/Deputy Commissioners in the Punjab.
7. All concerned.
8. The Superintendent, Government Printing Press, Punjab, Lahore for publication of this notification in the next issue of the Punjab Government Gazette.
9. Private Secretary to CS/ACS.

Sd/-
(ZAHID HUSSAIN)
UNDER SECRETARY (TECHNICAL-II)