



Dated: Jun 22nd, 2011

NOTIFICATION

Subject: POLICY / GUIDELINES REGARDING SHIFTING OF RENTED BUILDINGS IN TEVTA

No. TEVTA / Fin / Rented Building / 2011 / 6041 The following policy / guidelines regarding shifting of rented buildings is hereby notified for implementation with immediate effect:

1) The Principal of the institute will submit complete working paper / concept paper to concerned District Manager for the change of building identifying clearly the problems / difficulties in the current building and benefits / advantages of the new proposed building.

2) The DM office will analyze the concept paper and will submit its report regarding change of building and refer the case to the following committee for its recommendations / deliberations:

- | | | |
|---------------------------------|---|-----------|
| • District Manager Concerned | - | Convener |
| • Assistant Manager (T) / (C&V) | - | Member |
| • Principal Concerned | - | Secretary |

3) The committee will examine / review the request for change of building identifying clearly the purpose for which change of building is required in the light of following parameters:

- Proper class rooms / Workshops
- Principal & Staff Office
- Wash Rooms for staff and students
- Electric, telephone and Gas Installations
- Security aspect of the building
- Surrounding of the building
- Ventilation
- Distance from main road
- Transport, etc
- Assessment of building for rent by comparing rates of two or three buildings.

- Any other check deemed necessary by the committee
- 4) The committee will get non availability of TEVTA building certificate from concerned Zonal / General Manager.
 - 5) The committee will also submit its recommendations regarding the change of building for approval of the competent authority.
 - 6) Zonal Manager concerned may accord sanction for the change of building for Rent up to Rs. 25,000/- per month and General Manager (F&A) for Rent of more than Rs. 25,000/- per month.
 - 7) A proper agreement would be signed between the institute and the owner of the building, clearly mentioning all aspects i.e. construction work, sanitary work, addition or deletion in the building, installation, breach of contract / agreement, repair & maintenance etc. The DDO concerned will sign the contract / agreement on behalf of the institution.
 - 8) On expiry of contract / agreement new contract would be made.
 - 9) Annual increase in rent would be admissible @ Rs. 10% per annum or 25% after each three years.
 - 10) No advance payment would be made except security money as per agreement.
 - 11) At the time of payment of rent, all applicable taxes will be deducted as per rules.
 - 12) Change of building will not be allowed before three years in any case, however under special circumstances GM (Ops) may allow for change of building before three years by giving reasons in writing.

(CHAIRPERSON)
TEVTA

Copy 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 Zonal Managers, TEVTA (Lahore, Rawalpindi, Multan).
5. The Manager MIS with the request to place the same on TEVTA Website.
6. All District Managers TEVTA with the request to circulate the same to lower formation for implementation.
7. S.A to Chairperson TEVTA.


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