



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING
AUTHORITY
96-H, GULBERG II, LAHORE PHONE: 042-99263055-59
www.tevta.gop.pk



(OPERATIONS-I WING)

NOTIFICATION

Sub: SOP FOR REWARD DISBURSEMENT TO OUTSTANDING STUDENTS OF TEVTA INSTITUTES

No. TEVTA/GM (O-I)/2-44/34 In pursuance of provisions of TEVTA Act-2010, TEVTA Rules-2011 and policy instructions contained in reward policy for the outstanding students /trainees of TEVTA Institutes notified vide No. TEVTA/GM-I/2-44/234 dated April 11, 2018, the Standard Operating Procedure for disbursement of reward to position holders of TEVTA Institutes is hereby notified as under:

1. Commencement

The SOP shall be valid for disbursement of reward to the position holders of TEVTA Colleges/ Institutes/ Centers from the annual examinations 2017 and onward held under PBTE/TTB.

2. Amount of Reward

Every position holder trainee / student is entitled for reward as approved by the authority and notified vide No. TEVTA/GM-I/2-44/234 dated April 11, 2018 and amended/issued from time to time. The payment shall be made from own fund/pupil fund or budgetary allocation.

3. Result verification and budget distribution

- i. The committee of Operations Wing duly notified by GM (Operations) concerned will collect signed/ system generated copy of results of position holders from PBTE/TTB and will submit the same to GM (Ops) concerned after verification.
- ii. The Operations Wing will forward the verified results to Finance Wing along with budget estimates for distribution to the field formation, if sufficient funds in pupil funds / own funds are not available.
- iii. Finance Wing will distribute budget to field formation through banking channel.

4. Institute / College Committee

The payment of reward shall be made to the trainee(s) by the following committee;

- i. Principal / Head of Institute

Convener

- | | | |
|------|---|--------|
| ii. | Head of Department / Section In-charge / Class Teacher | Member |
| iii. | Officer Student Affairs / Admission In-Charge/
Superintendent /Clerk/Head Clerk or any officer / official
Assigned duty for the admission of students | Member |
| iv. | Accounts Officer/ Account Clerk/ Accountant or any
Officer /Official designated for payment. | Member |

Note: in case of GCT, HOD and Class Teacher both will be committee members.

5. Payment Procedure

- i. The Institute/ College Committee shall pay the reward to the position holder trainee / students through crossed cheque preferably in a ceremony.
- ii. However, the amount of Rs.10,000/- or below may be paid through bearer cheque in the presence of all committee members on designated **Payment Register** by entering the **Class Roll Number and Board Registration/Roll Number**.
- iii. All Committee member will sign the said payment register.
- iv. The following information must be incorporated in Payment Register;
 - a. Name of Student / Trainee
 - b. Father Name
 - c. Class Roll Number
 - d. Board Registration Number
 - e. Board Roll Number on appearance in examination.
 - f. Course Name along with course duration.
 - g. Date of Course started and ended.
 - h. Cheque No., date and amount of reward
 - i. Board position of the student
 - j. Signature of Student / Trainee
 - k. Thumb impression of Student / trainee.
 - l. Signatures of Committee on each page of payment register.

6. Monitoring

The concerned Zonal Manager/District Manager and Assistant Manager (Finance) will counter check and sign the payment register within 10 days of payment.

7. Bank Account and its operation

No separate bank account shall be opened for the payment of reward to the students. The payment will be made from existing pupil fund account if amount to be paid from own sources of institute/college/center OR non-salary bank accounts of institute / college/center if amount to be paid from funds distributed by the secretariat.

8. Financial Powers

Financial powers shall be exercised as per standard TEVTA Delegation of financial powers issued or as amended /issued from time to time.

9. Books of Accounts

Books of account will be maintained in accordance with accounting manual and accounting policies of TEVTA.

10. Audit of Accounts

Audit of accounts will be conducted by TEVTA Auditors annually.

11. Disciplinary Proceedings on Violation

In case of any fraudulent activity observed on account of payment to any irrelevant person / bogus trainee or any violation of SOP, a disciplinary action under PEEDA Act will be initiated against the defaulter.



(AKHTAR ABBAS BHARWANA)
CHIEF OPERATING OFFICER

No. Even & Dated:

October 03, 2018

C.C:

1. All General Managers TEVTA Lahore.
2. All Deputy General Managers TEVTA Lahore.
3. All Zonal Managers TEVTA.
4. All Managers TEVTA Lahore.
5. All District Managers in the Punjab to circulate the same to the lower formation.
6. All Project Directors/Managers of Service Centers in the Punjab.
7. SA to Chairperson TEVTA, Lahore.
8. PS to COO TEVTA, Lahore.



MANAGER (TECHNICAL)
OPERATIONS-I WING