

NOTIFICATION

No. TEVTA/GM-O-I/9-20/728 In partial modification of the previous SOP for the Procurement of buses issued vide this office order No. TEVTA/GM(O-I)/9-20/543 dated 20.09.2019, the Competent Authority is pleased to approve the extension of this notification to all types of vehicles instead of buses only.

The revised Standard Operating Procedure (SOP) is hereby notified for implementation regarding procurement of vehicles in TEVTA institutes in true letter and spirit:-

1. The Principal concerned shall identify the need of the vehicle as per due requirement of institute.
2. The following shall be the composition of Technical Committee / Inspection committee:-

a)	The Zonal Manager / District Manager (concerned)	Convener
b)	The Principal (concerned)	Member / Secretary
c)	Dy. Manager(F) / AM (F) - Concerned ZM/DM Office	Member
d)	Technical Expert -Instructor (Auto) (Not below BS-17)	Member

The committee so constituted shall perform the following tasks:-

- i. To ratify the need as identified by the Principal concerned.
 - ii. To analyze and assess the route plan.
 - iii. To assess the complete technical specifications of vehicles available from market competitors keeping in view the aftersales services as well.
 - iv. To prepare the comparative statement in the light of assessed technical specifications.
 - v. To give preference / recommendations on the basis of analysis pertaining to both price and specifications.
 - vi. To inspect / examine the delivered vehicle before taking over.
 - vii. To ensure the compliance of clauses / references as per PPRA Rules 2014 concerning purchase of vehicle.
3. Funds Position in context with fresh quotation will be assessed by the Principal / DDO to meet the expenditure:-
 - a) - From college own resources / funds i.e. Pupil Fund / 2nd Shift / Short Courses Fund as first priority or from development funds if under ADP scheme or the same may be requested from TEVTA Finance, wing.
 4. The complete case along with recommendation of Technical committee / inspection committee including concept paper, quotation, fund position and student detail etc will be sent to head office through ZM / DM concerned.

5. The need to present the same before Austerity Committee will be determined in the light of instructions issued by the Finance Department, Title "Austerity and Economy Measures" for the running fiscal year, regarding provision of exemption from austerity pertaining to the vehicles for educational institutions OR otherwise. Further, any relevant instructions issued by the Govt. of the Punjab shall be applicable accordingly.
6. As per Notifications of 2nd Shift Policy and Pupil Funds Policy, the Administrative approval of Chairperson TEVTA will be required.
7. After Approval from worthy Chairperson, TEVTA, the orders of Administrative Approval shall be issued by the competent authority.
8. Issuance of PO by the concerned Principal to the concerned company will be made for provision of vehicle as per quotation already received.
9. Advance payment in the form of cheque by the concerned Principal in favor of concerned company shall be issued to get the delivery date of vehicle.
10. Company shall deliver the vehicle to the concerned institute, whereas Technical committee shall receive the vehicle after completing the formalities under their liabilities.
11. Expenditure regarding POL and repair of vehicle will be met out of already defined heads of non-salary budget or from Institutes' own funds as per provisions for their utilization.
12. In case of non-availability of sanctioned posts of driver / conductor / operator, the approval from the worthy Chairperson, TEVTA must be sought prior to the hiring of staff / re-designation of relevant available vacant post.

Dated Lahore, the
December 10, 2019

Chief Operating Officer
TEVTA

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

1. All General Managers, TEVTA Secretariat, Lahore.
2. All Deputy General Managers, TEVTA Secretariat, Lahore.
3. All the Zonal Managers, TEVTA Punjab.
4. All the Managers/Directors, TEVTA Secretariat, Lahore.
5. All the District Managers TEVTA.
6. SA to Chairperson TEVTA.
7. PS to C.O.O TEVTA.
8. Master File.


9/12/19
Manager (Technical)