



Dated: 10th July, 2014

NOTIFICATION

: **FEE STRUCTURE OF TEVTA INSTITUTIONS**

TEVTA / Fin / Fee / 2014 / 421: In supersession of all notifications / circulars on the subject, the Authority is pleased to approve the following regulations regarding fee structure of TEVTA Institutions.

Commencement.

1. The following Fee structure shall be applicable for academic session 2014-15.

Sr. No.	Item	Technical Education Institutions				Service Centers DAE Courses	GCT (W) Institutions				Vocational Training Institutions				Apprentices Training ATCs	
		GCT B. Tech / B.Sc. Engg. Technology	GCT DAE Course	GSTC DAE Courses	GCT Matric Tech		DAE	M.Com	B.Com	D.Com	GTTI / Matric tech	ATC	Service Centers 1 & 2 Years Courses	* GTTC	GVTI (w)/ Matric Vocational	GSTC (W) Dev Samaj
TEVTA Fee																
1	Admission Fee	170	95	95	95	95	835	170	95	95	50	50	50	95		
2	Re-admission Fee	170	95	95	95	95	835	170	95	95	50	50	50	95		
3	Tuition Fee / Month	200	200	95	200	200	255	170	95	95	50	50	50	500	Per Session	
4	Training Material Charges.													1270	1595	
Pupil Funds																
5	Welfare Fund / Year	605	605	305	605	605	605	605	605	305	205	205	205	110	Per Session	
6	Stationary, Internal Exam & Printing Fund / Year	400	400	205	400	400	400	400	400	205	30	30	30	170	Per Session	
7	Computer fund (in the year / years when computer is included in curriculum) / Month	170	170	30	170	170	170	170	170	30	30	30	30	130	per session	
8	Machinery & Equipment Breakage Fund / Month	35	35	35	35	35	-	-	-	35	-	35	35	165	Per Session	
9	Parking Stand Fund / year	200	200	200	200	200	200	200	200	200	-	-	-	105	Per Session	
10	Absentee Fine / Absent	8	8	8	8	8	8	8	8	8	8	8	8	8		
11	Issuance / re-issuance of ID Card (to be collected as stationary fund)	55	55	55	55	55	55	55	55	55	55	55	55	55		
12	Fine for Late Return of Books / Book / Day	8	8	8	8	8	8	8	8	8	8	8	8	8		
13	Transport Fund (subject to provision of transport)/ per year	835	835	835	835	835	835	835	835	835	835	835	835	835		

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14	Sports Fund (Once at the time admission & will be retained by the respective institute)	265	170	170	170	170	265	170		170	-	170	170			
15	Uniform Fund.	-	-	-	-	-	-	-	-	-	-	-	-	-		335
16	Age Relaxation Fund	335	335	335	335	335	335	335	335	335	335	335	335			335
17	Certificate Verification Charges	Certificate Verification Charges will be charged as notified by respective BISE / University / PBTE.														
18	PBTE / TTB / University Dues	As prescribed by PBTE / Trade Testing Board / University														
Refundable Securities**																
1	College / Institute Security	1500	1170	665	1170	1170	1500	1170	665	665	-	505	505			835
Hostel Dues (For boarders only if facility is available/provided)																
1	Hostel Fee / Month	40	40	40	40	40	40	40	40	40	40	40	40			200
2	Crockery / Common Room / Welfare Fund	335	335	170	335	335	335	335	335	170	170	170	170			-
3	****Mess Advance (once) / Hostel Security	2505	2505	2505	2505	2505	2505	2505	2505	2505	2505	2505	2505			-
4	Electricity / Gas charges	Actual bill will be distributed equally among the students.														
5	Servant Charges	Actual bill will be distributed equally among the students.														

Notes / Clarification

- * GTTCs include all defunct TTCs of ABAD, VTCs of ABAD, DMTC & RMGTCs of PSIC and AMTS of Agriculture Department.
- ** Unclaimed College Security and Library Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- *** Unclaimed Hostel Security and Mess Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- **** Mess advance (Rs.1680/-) + Hostel Security (Rs.825/-)

Scope of Application

2. The Fee structure shall be applicable for the academic session 2014-15 to all TEVTA Institutions / Centers / Colleges / Schools mentioned.

Scheme of Fee Heads / Groups

3. The total fee to be collected from the students shall be divided into below stated categories:
 - TEVTA Fee (Admission fee / Re-admission fee / Tuition Fee / Training Material charges).
 - Pupil Funds.
 - Refundable Securities. (Such securities shall be treated as lapsed after one year of leaving the College / Hostel).
 - Hostel Dues.
 - Board / PBTE / Trade Testing Board / University Dues.

Local TEVTA Fee Collection Account and its operations

4. Account titled as "TEVTA – Fee Collection Account" shall be opened by the institutions in scheduled banks for the deposit of fee receivable from the students.
5. TEVTA – Fee Collection account will be operated jointly by the principal and the senior member of the Institute. The names of the co-signatories will be sent by the institution to the bank for joint operation of the account.
6. **Institutes will not receive fee / dues in cash directly. Institutes will provide printed dues challans to the students. The students will deposit their dues directly in the local TEVTA Fee Collection Account maintained at the concerned Institute and will submit original receipt of bank challan to the institutes.**

Funds Management

7. Principal / HOI / DDO shall draw 100% TEVTA Fee and 25% of Pupil Funds from local TEVTA Fee Collection account and deposit the same in "**Central TEVTA Fee Collection Account No. CPA-4790-3**" within one week of collection of the fee.
8. Principal / HOI / DDO will draw PBTE / Trade Testing Board / University Dues and deposit the same to the said institutions (PBTE / Trade Testing Board / University) as per scheduled time period.
9. Similarly amount of Pupil funds / Securities fund / Hostel fund from local TEVTA Fee Collection account shall be transferred to respective bank accounts.

Note:- No funds collected for Admission fee / Re-admission fee / Tuition Fee / Training Material will be deposited into Government Treasury Account.

Books of Accounts

10. Separate books of account of following bank accounts will be maintained by the accounting staff of the relevant institution:
 - TEVTA Fee Collection Account (Local and Central).
 - Pupil Funds account.
 - Securities Fund account
 - Hostel Fund account.
11. Head of respective Institution / Centre / College / School will submit the monthly report of fee collected in the said bank accounts by 5th of each month to respective Assistant Manager (Finance).

12. The concerned Assistant Manager (Finance) will be responsible to maintain computerized record in accounting software and will submit institution-wise consolidate monthly report of Central TEVTA Fee Collection account (100% TEVTA Fee and 25% Pupil Funds) to Assistant Manager (Accounts) TEVTA Secretariat by 10th of each month.

Accountability

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

Resolving

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

(JAWAD AHMAD QURESHI)
Chief Operating Officer
TEVTA

No. Even & Dated
9th July, 2014

A Copy is forwarded 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 Deputy General Managers, TEVTA Secretariat, Lahore.
- (5) All Zonal Managers, TEVTA (Lahore, Rawalpindi and Multan).
- (6) All Managers, TEVTA Secretariat, Lahore.
- (7) The Director (AT) TEVTA Secretariat, Lahore.
- (8) The Manager MIS with the request to place the same on TEVTA website.
- (9) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (10) The Manager Trade Testing Board, Lahore.
- (11) S.A to Chairperson TEVTA.

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