



NOTIFICATION

No. TEVTA/MP/2-6 (2013-14): In supersession of all previous notifications/orders/instructions on the subject, the regulation/procedure for **ANNUAL & SPECIAL REPAIR (AR/SR) OF BUILDINGS OF TEVTA'S INSTITUTIONS/ OFFICES** is hereby notified as under:-

1. Definitions

- i. '**Administrative Approval**' is the formal acceptance, by the competent authority, of a proposal to incur expenditure based on rough cost estimates.
- ii. '**Technical Sanction**' is the sanction of the competent authority to a properly detailed estimate of the cost of a work of construction, or repair.
- iii. '**Annual Repair**' is repair which as a matter of routine are carried out on yearly basis and which are usually of the same quantity from time to time, such as white washing of a building, painting of water pipes or tanks, resurfacing of roads and painting of doors or windows etc.
- iv. '**Special Repair**' is repair beyond the scope of annual repair such as Reconstruction of Boundary Wall, Replacement of Roof and Replacement of Doors/Windows etc.
- v. '**DFPR**' is Delegation of Administrative & Financial Power Rules as notified by TEVTA from time to time.
- vi. '**AR/SR Committee**' is committee notified by TEVTA, from time to time, for carrying out AR/SR works.

2. Procedure for Identification of AR/SR Works

- a. Principal/HOI of each institution/office in-charge will plan ahead for each year and will prepare two separate lists of Annual Repair & Special Repair works, based on rough cost estimates.
- b. These lists will be submitted with rough cost estimates to the respective District Manager by 31st December each year for funds to be allocated out of the budget of next financial year.
- c. In case of Staff Training Colleges, Apprentices Training Centers, RDAT offices and Service Centers, Head of Institute/Office will submit these lists to the Manager concerned.
- d. Lists to be submitted must contain following information;
 - i. Name of Institute/Office
 - ii. Year of Establishment
 - iii. Status of Land (Owned/Leased)
 - iv. Total Area
 - v. Covered Area
 - vi. Building Components (main Building, Workshops, Multi-Purpose Hall, Hostel, Residences etc.
 - vii. Aim of AR/SR Works
 - viii. Scope of AR/SR Works

ix. History of Maintenance

3. Procedure for Finalization of Demand & Allocation of Funds

- i. The District Manager will process the demands of each institution and provide lists of annual and special repairs of all the institutions, falling under his jurisdiction, in order of priority to respective Zonal Manager by 31st January of next year.
- ii. The Zonal Manager will further process the demands of the entire district and prepare common prioritized list giving demand of funds for Annual Repairs and Special Repairs separately to the GM (Operations) by 28th February each year.
- iii. Similarly, in case of Staff Training Colleges, Apprentices Training Centers, RDAT offices and Service Centers, Manager concerned will forward their proposals to General Manager Concerned by 28th February each year.
- iv. In case of TEVTA Secretariat, Deputy General Manager (Admin) will finalize it demand by 28th February each year.
- v. The General Manager Concerned and Deputy General Manager (Admin) will prepare a comprehensive list of Annual/Special Repair Works, keeping in view the priorities of institution/offices falling in his jurisdiction and place the same before the following "Steering Committee for AR/SR Works" for scrutiny and finalization of budget demand for AR/SR Works.

1. General Manager (Operation)	- Convener
2. General Manager (Finance)	- Member
3. Advisor (Projects & Planning)	- Member/Secretary
- vi. The steering committee will after thorough deliberation will finalize the budget demand by 31st March Year and submit the same to Chairperson for approval. Finance Wing will incorporate demand as approved by the Chairperson in Budget Estimates to be submitted to the Government.
- vii. After allocation of funds by the Government if it is found that allocated funds by the Government are less than budget demand, Finance Wing will place the matter before the above said steering committee for re-assigning the priority. The committee will finalize the distribution plan of allocated funds for AR/SR works at the earliest possible but not later than 15th July each year.
- viii. Finance Wing TEVTA will release the funds to the institutions directly as per assigned priority by Steering Committee under intimation to General Manager, Zonal Manager, Manager & District Manager concerned. The funds will be released by 31st July each year out of available resources in anticipation of release from Government.

SPECIAL NOTE

Since budget for the year 2013-14 has already allocated by the Government, therefore, demand of AR/SR funds with information in para 2(d) may be submitted immediately to concerned office for submission to and consideration of Steering Committee and subsequent approval by Chairperson for allocation/release of funds.

4. Procedure for Execution of AR/SR works;

- a. After receipt of funds AR/SR committee should prepare the Detailed Estimates and submit the same to the competent authority within one month. Since delegated authorities for Administrative Approval & Technical Sanction are the same, therefore, both approvals should be obtained in one go.
- b. On receipt of Administrative Approval & Technical Sanctions tenders should be called in a week time as per provisions of Punjab Procurement Rules and TEVTA DFPR.
- c. After opening of Tender the case for approval to award the contract to the lowest bidder must be initiated within one week.
- d. After approval for award of contract is granted by delegated authority the Convener & Secretary of AR/SR Committee should sign the contract with the lowest bidder on behalf of TEVTA within one week.

5. Composition of AR/SR Committees:

Notwithstanding anything contrary in any other notification composition of AR/SR Committees will be as under;

Sr. No.	Designation	Status
Institutions (Excluding Service Centers, ATCs & GSCTCs)		
1.	District Manager Concerned	Convener
2.	A qualified Civil Engineer to be nominated by Zonal Manager concerned as his representative	Member
3.	Technical Member: Any staff member (BS-14 or above) from TEVTA institution having minimum qualification of DAE (Civil). In case of non-availability of such person, any other suitable person from any Government Department/ Private Organization having equivalent qualification	Member
4.	Principal/HOI	Member/Secretary
Service Centers, ATCs, RDATs & GSCTCs		
1.	Manager Concerned	Convener
2.	A qualified Civil Engineer to be nominated by General Manager concerned as his representative	Member
3.	Technical Member: Any staff member (BS-14 or above) from TEVTA institution having minimum qualification of DAE (Civil). In case of non-availability of such person, any other suitable person from any Government Department/ Private Organization having equivalent qualification	Member
4.	Principal/HOI/Office In-Charge	Member/Secretary
TEVTA Secretariat (Head Office)		
1	Deputy General Manager (Admin)	Convener
2.	Deputy Manager (Works)	Member
3.	Sub-Engineer (Civil) Works Section	Member
3	Manager (Admin)	Member/Secretary

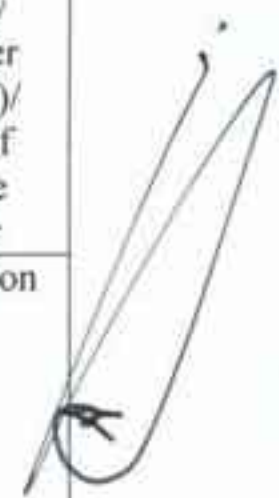
6. Functions of AR/SR Committee:

- i. To assess cost estimate of AR/SR works.
- ii. Tendering for AR/SR Works.
- iii. Evaluation of tenders.
- iv. To monitor/Supervise execution of work
- v. Inspect and make measurement of works executed by the contractor; and
- vi. Recommend payment etc.

7. Administrative and Financial Powers for Administrative Approval, Technical Sanction, Approval for Award of Contract and make Payment for AR/SR works:

Notwithstanding anything contrary in TEVTA DFPR following Administrative & Financial Powers are delegated to the respective authority as given in table below for Administrative Approval, Technical Sanction, and Approval for Award of Contract and make Payment for AR/SR works;

Sr. No.	Nature of Power	COO	Zonal Manager / DGM (Admin) / GM Concerned	District Manager/ Manager AT/SC/ Training/ Admin	Principal/ HOI/ Deputy Manager (RDAT)/ Head of Service Center
1	Administrative Approval, Technical Sanction, and Approval for Award of Contract and make Payment for AR/SR works	Above 4.0 Million	Up to 4.0 Million	2.0 Million	1.0 Million



8. Monitoring of Utilization of AR/SR funds:

- i. Principals/HOIs of the respective institution/Office in-charge will utilize funds under the supervision of the AR/SR committee.
- ii. Monthly expenditure statement will be submitted to the concerned AM (F) by 10th of the succeeding month by the Principals / HOI for accounting purposes.
- iii. Respective GM/ ZM/ Manager Will follow-up and monitor the AR/SR Work Regularly.
- iv. Project Wing teams carrying out visits on Development Schemes shall inspect the AR/SR works of the Institutions wherever feasible.
- v. Members of Steering Committee for AR/SR Works may carry out visits of selected institutions to assess the quality of work.
- vi. Funds will be expended only for the works for which these are allocated and released to the institutions. If some change in work for which funds have been allocated/released, is necessitated that can only be done with the prior approval of Steering Committee for AR/SR Works on recommendation of the AR/SR Committee routed through concerned Manager/Zonal Manager/ General Manager.

- vii. Convener of the AR/SR Committee, will be responsible for:-
- Proper identification of the AR/SR work.
 - Timely submission of AR/SR estimates.
 - Tendering of the work on receipt of funds in accordance with the rules & regulations.
 - Execution of AR/SR work in accordance with the policy.
 - Ensure that the work has satisfactorily been completed within the financial year.
 - Submission of a certificate by 15th July of the next financial year that works has satisfactorily been completed.
- viii. Every AR/SR work above 500,000 shall be visited and reported on by the Project Wing's team.
- ix. MB of the works shall be maintained by the Principal and counter signed by the District Manager.

Dated:- 31-10-2013.

(IRFAN ALI)
CHAIRPERSON TEVTA

Endst. No. Even dated 01-11-2013

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

- 1) All General Managers TEVTA.
- 2) All Deputy General Managers TEVTA.
- 3) All Zonal Managers TEVTA.
- 4) The Manager (Finance, Admin & Works) TEVTA.
- 5) The Manager (Training), TEVTA with the request to circulate it to all GSTCs.
- 6) The Manager (Service Centers) TEVTA, with the request to circulate it to all Service Centers.
- 7) The Manager (MIS) TEVTA, for uploading on the TEVTA website.
- 8) The Director (AT) TEVTA, with the request to circulate it to all ATCs & RDATs.
- 9) All District Managers TEVTA, with the request to circulate it to institutions falling under their jurisdiction.
- 10) SA to Chairperson TEVTA.
- 11) PS to Chief Operating Officer TEVTA.



(AKHTAR ABBAS BHARWANA)
ADVISOR (PROJECTS & PLANNING)