
	<p align="center">GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk (FINANCE WING)</p>	
	TEVTA/Fin/Acc/Fee/2025-26/ NOTIFICATION	

Subject: **FEE STRUCTURE OF TEVTA INSTITUTIONS**

Scope

In supersession of all previous notifications and circulars pertaining to this matter, approval is hereby granted for the issuance of the revised fee structure applicable to all TEVTA Institutions, Centers, and Colleges for the Academic Session 2025-26.

02. The prescribed fee shall be applicable to all courses offered at TEVTA institutions in accordance with the rates specified in the annexures attached herein;

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|---|----------------|
| a) For DAE, BS Technology & Matric Tech Courses | ANNEX-A |
| b) For Vocational Courses | ANNEX-B |
| c) For Apprentices Training Centers Courses | ANNEX-C |
| d) For DAE 2 nd Shift Courses | ANNEX-D |
| e) For CBT&A Courses | ANNEX-E |

03. The total fee collected from students shall be categorized as follows:

- TEVTA Fee – This includes the admission fee, tuition fee, and 25% of pupil funds. TEVTA fee of all courses except self-finance courses (vocational) will be submitted to TEVTA Secretariat.
- Pupil Funds – Contributions designated for institutional development and student welfare. These includes computer fund, welfare fund, machinery & equipment breakage fund, stationary fund, internal exam fund, printing fund, sports fund and issuance/reissuance of ID card fund. 75% of the total pupil funds shall be retained by the institute for expenditures as per pupil fund policy.
- Refundable Securities – This comprises College, Institute, Hostel, and Mess security deposits, which shall be considered forfeited if not claimed within one year of a student's departure from the respective institution. These unclaimed securities shall be transferred to the pupil fund account.
- Hostel Dues – Charges applicable to students availing hostel facilities.
- Registration Fee – Payable to the respective Board, Punjab Board of Technical Education (PBTE), Trade Testing Board, or University as per regulatory requirements. Registration fee will be collected through e-application and will be deposited to respective authorities through cross cheque or through online payment only.

7

- f) Examination Fee – The prescribed fee for examinations conducted by the Board, PBTE, Trade Testing Board, or University. Examination fee will be collected through e-application and will be deposited to the respective authorities through cross cheque or through online payment only.

04. All 2nd shift DAE fees except, board/university, hostel dues and student security, will be deposited in non-subsidized scheme bank account number # CPA 6580007168700201 of TEVTA Secretariat directly. The non-subsidized scheme bank account has been mapped in the e-application. The annual budget estimate of 2nd shift will be submitted to TEVTA Finance Wing before 30th June of each year and annual allocation of the budget will be made in July of each year. The allocated budget will be released quarterly to all institutes in their respective 2nd shift bank account. The bank balance available in 2nd shift fee bank account as on 30-06-2025 shall be transferred/submitted to TEVTA Secretariat non subsidized account. The 2nd shift courses shall continue to govern as per 2nd shift policy of TEVTA.

05. Certificate verification charges shall be levied in accordance with the notifications issued by the respective BISE, University, or PBTE. Additionally, all dues payable to PBTE, Trade Testing Board (TTB), or University shall be charged as prescribed by the relevant authorities from time to time. For students availing hostel facilities, charges for electricity, gas, and attendant services shall be distributed equitably among residents based on the actual respective utility bills.

06. In compliance with the provisions of The Punjab Apprenticeship Act 2021, the fee components previously charged to employers of TEVTA's Apprenticeship Training Centers (ATCs) are now exempted.

07. All Short Courses other than regular short courses will be governed under notification no. TEVTA/fin/short courses 2008 dated 03-09-2008 as amended time to time.

08. The account titled "TEVTA – Fee Collection Account" shall be maintained by the institutions in approved scheduled banks for the deposit of fees collected from students. This account shall continue to be jointly operated by the Principal and the designated senior member of the Institute. The institution shall provide the name of the co-signatory to the respective bank to facilitate the joint operation of the account.

E-Application for Fee Collection

08. The Bank of Punjab has developed an e-application for TEVTA Fee Collection, facilitating the generation of fee challans and online deposits into designated bank accounts. The application is accessible via the online portal: <https://tevta.bop.com.pk>. Each institute has been assigned a unique user ID, and comprehensive training has been provided to Principals, DDOs, Heads of Institutions (HOI), and other relevant staff. Institutes are strictly prohibited from issuing manual fee challans or accepting cash payments directly. Instead, all institutes shall generate e-

challans through the application and provide students with the corresponding challan ID, enabling them to remit payments online or manually through any branch of the Bank of Punjab.

09. All fees outlined in clause 02 except 2nd shift fee shall be deposited into the fee collection bank accounts of each institute, which have been mapped in e-application system. The Principal, HOI, or DDO shall be responsible for the timely transfer of dues payable to the Punjab Board of Technical Education (PBTE), Trade Testing Board (TTB), and Universities, ensuring compliance with the prescribed payment schedule. Further, 75% of Pupil Funds, Securities Fund, Hostel Fund, and Self-Finance Fee shall be transferred from TEVTA Fee Collection account to the respective designated bank accounts. The Head of Institution (HOI) shall be responsible for ensuring the proper deposit and transfer of fees as per the notified fee structure. The ultimate responsibility for fee payment, in strict adherence to official notifications, shall rest with the Head of Institution.

Timelines for Payment of Fee

10. The following timelines for fee payment by students shall be strictly adhered to:

- i. The fee for B.Tech. /B.Sc. Technology, DAE (Regular & 2nd Shift) for first year, two year diploma, one-year diploma/certificate, and six-month courses shall be collected immediately at the time of admission.
- ii. The fee for the subsequent years of B.Tech. / B.Sc. Technology, DAE courses (regular & 2nd shift) and the second year of diploma programs shall be collected within one month of the commencement of classes, but no later than October 31st of each year
- iii. Amendment in the notification No. TEVTA/Fin/Acc/2023/363, dated November 23, 2023 has been made recommended wherein installment-based payment is permitted for deserving students enrolled in one-year and longer-duration programs. The e-application system offers three installment options in a year, to be collected as follows:
 - 1) First Installment: 33% payable immediately upon admission.
 - 2) Second Installment: 33% payable in December.
 - 3) Third Installment: 34% payable in March or at the end of the academic session, whichever is earlier.
- iv. If a student's monthly attendance falls below 80%, he will no longer be eligible for installment-based payments. In such cases, the remaining full fee must be paid immediately upon attendance dropping below the prescribed threshold.

- v. The instruction issued vide notification No. TEVTA/Dir-Tech/2-23/294 dated 20-05-2025 regarding admission of DAE Courses on the 9th class basis for the session 2025-2026 shall be observed till declaration of Matric (SSC) result. After the announcement of result, no installment shall be allowed under the policy.

11. The fee payment schedule and relevant instructions shall be communicated to students at the time of admission. A late payment fine of PKR 100 per day, up to a maximum of PKR 2,000 per month, shall be imposed for delayed payments of fee of all categories. If the fee remains unpaid for one month, the student's enrollment shall be cancelled. In cases of re-admission, the outstanding fine shall be charged along with the re-admission fee. Under exceptional circumstances, upon request by the Head of Institute (HOI), Principal, Manager, or DDO, the District Director/Director Concerned/ Regional Director may approve a one-time waiver of the fine, based on the recommendation of the admission committee.

12. Students shall not be permitted to shift from one academic shift to another under any circumstances.

Books of Accounts

13. Separate books of account of following bank accounts will be maintained by the institute:

- i. TEVTA Fee Collection Account
- ii. 2nd Shift for DAE Courses
- iii. Short courses other than regular short Courses as per notification No. TEVTA/fin/Short courses 2008 dated 03-09-2008
- iv. Pupil Funds account.
- v. Securities Fund account
- vi. Hostel Fund account.

Fee Refund and Concessions

14. TEVTA does not have a policy for the refund of fees to students. Applicants seeking admission to a particular course shall be explicitly informed about the non-refundable nature of the fee prior to its deposit. This condition shall be clearly stated on the student admission form. However, in exceptional and compelling circumstances, the Head of Institution (HOI) may seek written approval from the concerned District Director/Director Concerned/Regional Director on a case-by-case basis, providing a detailed justification for the refund request, if classes have not yet been started according to academic schedule. The District Director/Director Concerned/Regional Director, upon evaluating the case, may approve the refund of 75% of the pupil fund, student security, hostel dues and board/university dues. Once admission has been approved by the

Admission Committee, no fee shall be refunded under any circumstances, and the student's name shall be formally struck off from records.

15. The refund of fee to the students under 3(v) of notification No. TEVTA/Dir-Tech/2-23/294 dated 20-05-2025 shall be made from the pupil funds to the students who fail in 10th class examination. Further, difference of fee for the session 2025-2026 will be collection with third installment from students in the month of August.

16. Fee concessions are exclusively granted to TEVTA employees and their children in accordance with TEVTA's policy notified in 2009 (Notification No. TEVTA/GM(O)/34/2724, dated 16-12-2009). The fee concession in such cases covers the tuition/admission fee, pupil funds, and student security. All other dues, including hostel charges, board dues, and ancillary fees, shall remain payable in full for the admission cases of TEVTA employees' children.

Role and Responsibility of Fee Deposit

17. The Principal, Head of Institution (HOI), and Drawing & Disbursing Officer (DDO), along with the accounts staff, shall be personally responsible for ensuring the payment of students' fees directly into the designated bank account using the challan generated through the E-Application for fee collection. Under no circumstances shall, any member of the institute, be permitted to collect cash payments directly from students. During the admission process, the accounts staff shall prepare fee deposit report, which must be verified by the Principal, HOI, or DDO on regular basis. The verified report shall be maintained separately for audit records.

18. Further, a monthly statement shall be prepared detailing the budgeted fee based on institutional capacity (Annual Budget Estimates) and the actual fee received, ensuring reconciliation with the E-Application, online admission portal, and bank statement. Any discrepancies shall be addressed and reconciled by the institute staff before submission. The finalized report, along with reconciliation details, shall be submitted to the respective District Director or Regional Director, who shall conduct verification through his finance staff and subsequently forward the report to the TEVTA Secretariat by the 10th of each month.

19. If fee payment does not adhere to the prescribed schedule, and a student drops out or leaves the institute without completing the due payment, the Principal and the relevant fee dealing staff shall be held jointly accountable for the non-recovery of the outstanding amount of dropped-out students.

Problem resolution

20. In the event of any issues arising during the implementation of the scheme, the matter shall be referred to the respective District Director for vocational stream institutions, including Government Technical Training Institutes (GTTIs), Government Vocational Training Institutes for Women (GVTIW), Government Technical Training Centers

(GTTCs), Agriculture Machinery Training School (AMTS), Vocational Training Centers (VTCs), and Readymade Garments Training Centers (RMGTCs). For Apprenticeship Training Centers (ATCs), the issue shall be directed to the Director AT, while matters concerning Government Colleges of Technology (GCTs) shall be referred to the respective Regional Directors. Additionally, concerns related to Service Centers shall be escalated to the Director/Project Director (PD) and Staff Training Institutes issue shall be referred to Director (Training). Each designated authority shall be responsible for ensuring timely resolution of the issue in accordance with the established protocols.

21. Failure to comply with the aforementioned directives, including instances of mismanagement, misconduct, negligence, or non-compliance, shall result in disciplinary action against all individuals responsible at both the institutional and District/Regional levels. Appropriate measures shall be taken in accordance with established regulatory and administrative frameworks to ensure accountability and adherence to prescribed guidelines.

CHAIRPERSON, TEVTA

No. Even & Dated

June 03, 2025

A Copy is forwarded for information to:

- (1) All Director Generals, TEVTA Secretariat, Lahore.
- (2) All Additional Director Generals, TEVTA Secretariat, Lahore.
- (3) All Regional Directors, TEVTA with the request to circulate the same to their lower formation.
- (4) All Directors, TEVTA Secretariat, Lahore.
- (5) The Director (MIS) with the request to place the same on TEVTA website.
- (6) All District Directors TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (7) The Director (AT) TEVTA Secretariat, Lahore, with the request to circulate the same to the lower formation.
- (8) The Director Service Centers with the request to circulate the same to the lower formation.
- (9) The Director, Trade Testing Board, Lahore.
- (10) The Director to Chairperson, TEVTA, Lahore.
- (11) P.S to SDG TEVTA Lahore.
- (12) P.S to COO TEVTA Lahore.


MIRZA UMER FAROOQ
DIRECTOR GENERAL (FINANCE)
TEVTA

Technical Education & Vocational Training Authority
Annual Fee for DAE, B.Tech & Matric Tech Courses
For GCT, GCT(W), GSTC and Service Centers
For Academic Year 2025-26

ANNEX-A

Fixed Charges

Sr. No.	Description	DAE Course (Rs.)	B.Tech Course / B.Sc. Eng. Technology (Rs.)	Matric Tech Course (Rs.)
TEVTA Fee				
1	Admission and Tuition Fee	5,335	4,560	2,200
2	Pupil Funds	8,060	6,695	2,750
3	Refundable Institute Security	2,505	2,650	1,170
Total		15,900	13,905	6,120

Variable Charges

Sr. No.	Description	DAE Course (Rs.)	B.Tech Course / B.Sc. Eng. Technology (Rs.)	Matric Tech Course (Rs.)
Pupil Funds				
1	Transport Fund Per Year (subject to provision of transport)	1,755	1,475	1,474
2	Age Relaxation Fund In case Age relaxation is granted	725	585	583
3	Parking Stand Fund Per Year (subject to provision of stand)	435	365	365
4	Absentee Fine / Absent	10	10	11
5	Fine for Late Return of Books / Book / Day	10	10	11
Others				
1	Mess Advance (One Time)	3,610	2,975	2,975
2	Hostel Security	1,755	1,450	1,450
3	Crockery / Common Room / Welfare Fund	715	595	305
4	Re-admission Fee (TEVTA Fee)	205	305	170
5	Hostel Fee / Month	80	70	70

13/1/2025

Technical Education & Vocational Training Authority
Annual Fee for Vocational Courses
For Academic Year 2025-26

ANNEX-B

Fixed Charges

Sr. No.	Description	1 and 2 years (Rs.)	6 Months (Rs.)
TEVTA Fee			
1	Admission and Tuition Fee	2,200	1,160
2	Pupil Funds	2,750	845
3	Refundable Institute Security	1,170	-
Total		6,120	2,005

Variable Charges

Sr. No.	Description	1 and 2 years (Rs.)	6 Months (Rs.)
Pupil Funds			
1	Transport Fund Per Year (subject to provision of transport)	1,475	735
2	Age Relaxation Fund In case Age relaxation is granted	585	585
3	Parking Stand Fund Per Year (subject to provision of stand)	365	-
4	Absentee Fine / Absent	10	10
5	Fine for Late Return of Books / Book / Day	10	10
Others			
1	Mess Advance (One Time)	2,975	1,490
2	Hostel Security	1,450	725
3	Crockery / Common Room / Welfare Fund	305	160
4	Re-admission Fee (TEVTA Fee)	170	85
5	Hostel Fee / Month	70	70

Note. The vocational courses fee shall be applicable to all streams except notified separately in the instant fee notification

3/6/2025

Technical Education & Vocational Training Authority
Annual Fee for Vocational Stream (6 Months Trainings)
For Apprentices Training Centers
For Academic Year 2025-26

ANNEX-C

Fixed Charges

Sr. No.	Description	Basic Training (Rs.)	Advance Training (Rs.)
TEVTA Fee			
1	Admission and Tuition Fee	-	-
2	Pupil Funds	1,500	1,500
3	Refundable Institute Security	1,475	1,475
Total		2,975	2,975

Variable Charges

Sr. No.	Description	Basic Training (Rs.)	Advance Training (Rs.)
Pupil Funds			
1	Transport Fund Per Year (subject to provision of transport)	1,475	1,475
2	Age Relaxation Fund In case Age relaxation is granted	595	595
3	Parking Stand Fund Per Year (subject to provision of stand)	Exempt	Exempt
4	Absentee Fine / Absent	10	10
5	Fine for Late Return of Books / Book / Day	10	10
Others			
1	Re-admission Fee (TEVTA Fee)	170	170
2	Hostel Fee / Month	365	365

3/6/2025

Technical Education & Vocational Training Authority
Annual Fee for DAE 2nd Shift Courses
For GCTs
For Academic Year 2025-26

ANNEX-D

Fixed Charges

Sr. No.	Description	DAE Courses (Rs.)
TEVTA Fee		
1	Admission and Tuition Fee	10,175
2	Pupil Funds	14,995
3	Refundable Institute Security	980
Total		26,150

Variable Charges

Sr. No.	Description	DAE Courses (Rs.)
Pupil Funds		
1	Parking Stand Fund Per Year (subject to provision of stand)	825
2	Transport Fund Per Year (subject to provision of transport)	1,775
Sub-Total		2,600
Others		
1	Mess Advance (One Time)	3,610
2	Hostel Security	980
3	Hostel Fee	1,050
4	Crockery/Common Room Welfare	705
Sub-Total		6,345
Variable Charges Total		8,945
Grand Total		35,095

✓ 2/6/2025

Technical Education & Vocational Training Authority
Annual Fee for Competency Based Training & Assessment (CBT&A) Courses
For Academic Year 2025-26

Fixed Charges

		CBT Level II-IV (6 Months)	CBT Level III-IV (12 Months)
TEVTA Fee			
1	Admission and Tuition Fee	1,090	1,995
2	Pupil Funds	1,645	2,835
3	Refundable Institute Security	-	-
Total		2,735	4,830
1	Registration & Examination Fee	As per prescribed by TTB / PBTE	

✓ 3/6/2025