

GOVERNMENT OF THE KHYBER PAKHTUNKHWA,
INDUSTRIES, COMMERCE AND TECHNICAL
EDUCATION DEPARTMENT.

NOTIFICATION

Peshawar, dated the 10-03-2016.

No. SO-III (IND) 4-83/2016.-In exercise of the powers conferred by section 20 of the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015 (Khyber Pakhtunkhwa Act No. XII of 2015), the Government of Khyber Pakhtunkhwa is pleased to make the following Rules, namely:

THE KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND
VOCATIONAL TRAINING AUTHORITY RULES, 2016.

Chapter-I
Preliminary

1. **Short title and commencement.**---(1) These rules may be called the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Rules, 2016.

(2) They shall come into force at once.

2. **Definitions.**---(1) In these rules, unless there is anything repugnant to the subject or context:

- (a) "Act" means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015 (Khyber Pakhtunkhwa Act No. XII of 2015);
- (b) "bank" means any scheduled bank, including Development Financial Institutions and National Savings Centers having long term credit rating of Category A and above;
- (c) "budget" means the financial estimates of the TEVTA for the financial year, approved by the Board;
- (d) "Director Finance" means the Director Finance of the TEVTA;
- (e) "financial year" means financial year of Government from 1st of July to 30th of June;
- (f) "program" means academic program of the TEVTA leading to a degree, diploma or certificate;
- (g) "permanent post" means a post sanctioned without limit of time;
- (h) "stock" means items purchased or received by the TEVTA; and

- (i) "temporary post" means a post other than permanent post.
- (j) "TEVTA" means the Khyber Pakhtunkhwa Technical Education & Vocational Training Authority established under the Act;

(2) Words and expressions used but not defined in these rules shall have the same meanings as assigned to them under the Act.

CHAPTER-II
Appointment and power and functions
of the Vice Chairperson

3. Procedure for appointment of Vice-Chairperson.---(1) The Vice Chairperson shall be appointed in the following manner:

- (i) the process of appointment shall be initiated by the Industries, Commerce and Technical Education Department;
- (ii) the post shall be filled through a competitive process by advertising it in atleast two newspapers published in English and Urdu;
- (iii) the qualifications, experience and other requirements as provided in the Act, shall be mentioned in the advertisement; and
- (iv) the Industries, Commerce and Technical Education Department shall short list the candidates for interview;

(2) The short listed candidates shall be recommended by a Committee and consist of:

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| 1. Chief Secretary,
Government of Khyber
Pakhtunkhwa; | Chairman |
| 2. Secretary to Government of the
Khyber Pakhtunkhwa,
Establishment Department; | Member |
| 3. Secretary to Government of the
Khyber Pakhtunkhwa Planning
and Development Department; | Member |
| 4. Secretary to Government of the
Khyber Pakhtunkhwa Finance
Department; | Member |
| 5. Secretary to Government of the
Khyber Pakhtunkhwa Industries
Commerce and Technical
Education Department; | Member-cum-
Secretary. |

(3) The Committee shall recommend to Government a panel of three (03) suitable candidates for the appointment of the Vice Chairperson.

4. Powers and functions of Vice-Chairperson.---The Vice-Chairperson shall-

- (i) act as chairperson of the Strategic Planning Committee and shall frame Strategic Plans for the Authority in relation to gainful employability of the skilled workforce, generation of resources for self-sustainability and job placement with industries; and
- (ii) exercise and perform such powers and functions, as delegated to him by Board under section 12 of the Act.

CHAPTER-III

Functions of the Managing Director and Finance Director

5. Functions of the Managing Director.---The Managing Director shall-

- (i) act as the Chief Executive of the TEVTA and shall exercise powers as the overall administrative head of the TEVTA and the institutions under its administrative control; and
- (ii) report to the Board in the operational matters of the TEVTA, while to the Secretary to Government, Industries, Commerce and Technical Education Department in the administrative matters.

6. Functions of the Director Finance.---The Director Finance shall-

- (i) subject to supervision and administrative control of the Managing Director,-
 - (a) manage the finances of the TEVTA;
 - (b) ensure that the Fund is spent for the purpose for which it is allocated or granted;
 - (c) be the joint signatory with the Managing Director, as per provision of sub section (4) of section 14 of the Act;
- (ii) make payments within the sanctioned limits accorded by the competent authority;
- (iii) provide information on all financial matters to the Managing Director and bringing to his notice any violation of the financial rules or decision of the Board;
- (iv) sanction and allow payment of dues and utility bills such as, telephone bills, taxes, electricity and gas charges, payable to Govt. Departments and attached

Organizations, under intimation to the Managing Director; and

- (v) act as Member-cum-Secretary of the Finance Committee, constituted by the Board.

CHAPTER -IV

Measures for improving quality of Education and trainings

7. Measures to be taken by the Board.---The Board shall, for improving quality of education and training, take the following measures, namely,-

- (i) adopt Competency Based Training (CBT) Curricula in all the Vocational institutes, in line with the National Vocational Qualification Framework (NVQF), on the recommendations of the Strategic Planning Committee;
- (ii) accredit all the institutions in phased-manner with the international, regional and national accrediting bodies so as to cater for the local, national and international market requirements and as such enhance the prospective opportunities of employment to the citizens of the Province;
- (iii) explore faculty exchange mechanism with the reputed national and international institutions for technology and skill enhancement of the faculty;
- (iv) formulate capacity building plans for the faculty with special emphasis on practical skills in reputed institutions within the country or abroad;
- (v) plan exposure visits of faculty to the reputed international and national TEVT organizations for broadening their vision and horizon in TEVT sector;
- (vi) procure latest and advance machinery and equipment used in local and international industry for institutions of the TEVTA;
- (vii) make necessary arrangements for on-job training and apprenticeship or internship training for the trainees and pass outs along-with systematic job placement mechanism; and
- (viii) arrange training of teachers on the machinery and equipment available in the local industries, by upgrading the Government Technical Teachers Training Centre, Peshawar as Staff College and linking it to Industry for knowledge sharing through exchange of master crafts men.

8. Creation and conversion of the posts by the Board.---The Board may create posts in any Pay Scale upto BPS-20 equivalent convert temporary posts into permanent posts.

CHAPTER-V
Fund

9. Budget of the TEVTA.---Each year in the month of June, annual budget of the TEVTA shall prepare for each financial year starting from 1st July and ending on 30th June of the succeeding year which shall include the receipts from various sources and estimated expenditures of the TEVTA on account of salary, operational and other activities carried out from the Fund in accordance with the annual approved plan.

(2) The one line budget released by the Finance Department of Government shall be transferred to the Fund.

10. Custody and regulation of Fund.---(1) The Fund shall be kept in any one or more of the banks, approved DFIs or National Savings Centers in the name of the TEVTA, on competitive markup rates.

(2) The Director Finance shall collect statement of accounts from the concerned banks of the respective accounts for reconciliation with the accounts maintained in the TEVTA on monthly basis.

(3) Such reconciliation statements shall be submitted to the Managing Director by the Director Finance on monthly basis.

(4) The investment shall be made on the recommendations of Finance Committee, approved by the Board.

(5) The Director Finance shall assist the Managing Director in the discharge of his responsibilities in connection with transactions pertaining to the Fund.

(6) The Director Finance shall ensure observance of the Accounting Procedure which shall generally be guided by provisions of Accounting Policies and Procedures Manual, General Financial Rules and Treasury Rules of the Government of Pakistan or Government, as the case may be.

11. Mode of payment.---(1) Authorization Memorandum shall invariably precede the payment voucher and it must be serial numbered. The serial number must be shown in the Cash Book against each respective entry to facilitate verification.

(2) The Director Finance shall take the following steps in all payments:

- (a) approval of expenditures by the competent authority;
- (b) financial sanction for the incurrence of expenditure by the competent authority;
- (c) preparation of claim voucher (bill) for payment;

- (d) availability of purchase order and claim voucher;
- (e) issue of cheques by the delegated officers;
- (f) recording of expenditure in the accounting records; and
- (g) filing of all supporting documents in safe custody.

12. Audit of the Fund.---(1) The Fund shall be audited by the Auditor General of Pakistan in the specified manner.

(2) On receipt of the Audit Report from the Auditor General of Pakistan or his authorized representative, working paper against each audit observation shall be prepared and submitted to the Managing Director.

(3) Correspondence with the Accountant General office shall be the responsibility of Director Finance.

(4) The Internal Audit wing of the TEVTA shall conduct Internal Audit of the Fund in specified manner as per approval of the Board.

(5) The Finance Committee of the Board may appoint the external auditor from list of Quality Control Review rated Chartered Accountant firms of Institute of Chartered Accountants of Pakistan for conducting the audit.

13. Expenditure in emergency.---The Chairperson may-

- (i) authorize, in anticipation of the approval of the Board, expenditure from the Fund when the budget is under process and not yet approved by the Board; and
- (ii) take such action in emergency which in his opinion requires immediate attention:

Provided that all such actions shall be ratified by the Board.

CHAPTER -VI **Procurement and outsourcing**

14. Procurement Committee.---(1) There shall be a Procurement Committee of the TEVTA, consisting of-

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| (a) an officer nominated by the Board; | Chairperson |
| (b) two private members of the Board, nominated by the Board; | Members |
| (c) Director Finance; | Member |
| (d) Director Operations; | Member |
| (e) Director Procurement. | Member-cum-Secretary. |

(2) All procurements of goods, works and services shall be within the budgetary allocation and after administrative approval of the competent authority.

(3) All procurements shall be made strictly in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012 (Khyber Pakhtunkhwa Act No.XI of 2012) and the rules made there under.

(4) Every procurement shall be made on recommendations of the Procurement Committee.

15. Outsourcing of services or institutions.---The outsourcing of services or institutions, as mentioned in clause (h) of section 7 of the Act, shall be made in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012 (Khyber Pakhtunkhwa Act No.XI of 2012) and the rules made there under or the Khyber Pakhtunkhwa Public Private Partnership Act, 2014(Khyber Pakhtunkhwa Act No.XX of 2014) on terms and conditions conducive to generate income for such institutions and to minimize expenditure thereon:

Provided that no institutions shall be outsourced merely to reduce expenditure with no recurring income.

SECRETARY TO
GOVERNMENT OF THE KHYBER PAKHTUNKHWA,
INDUSTRIES, COMMERCE, AND TECHNICAL
EDUCATION DEPARTMENT.