PART II
Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NOTIFICATION

Islamabad, the 20th January, 2021

S. R. O. 173(I)/2021.— In exercise of powers conferred by Resolution No. 3.2-3/52-PV dated 27th December, 1982 vide Section 3(ii) Sub-Section (M) of Ministry of Education (Defunct), the Government Polytechnic Institute for Women Islamabad with the approval of Finance Division vide O.M No. F.3 (4)BI/2009/525/2020/935 dated 23rd October, 2020 as well as Controller General of Accounts vide letter No.1854/CGA/REG/3-23/2020/202 dated 12-11-2020, is pleased to make the following regulations under Public Finance Management Act 2019, namely:—

1. **Short title and Commencement.**— (1) These Regulations may be called the Government Polytechnic Institute for Women (GPIW) Fund Regulations, 2020.

   (2) They shall come into force at once.

   251 (1—7)

   *Price : Rs. 10.00*

[167(2021)/Ex. Gaz.]
2. **Definitions.**— (1) In these regulations, unless there is anything repugnant in the subject or context,—

(a) “Fund” means the Government Polytechnic Institute for Women (GPIW) Fund as established/created through various sources.

(b) “Institute” means Government Polytechnic Institute for Women (GPIW) Islamabad.

(c) “Head of Department” means Principal Government Polytechnic Institute for Women or to be declared by the Ministry.

(2) The terms used but not defined in these regulations shall have the same meanings as are assigned to them in the Resolution.

3. **Management and Source of Fund.**— The fund shall be managed and operated by the GPIW to meet costs and charges incurred in connection with its functions under the Resolution. The Fund shall consist:—

(a) Only those funds will be credit (in cash) in bank account of the fund that may be specifically provided for it, otherwise, funds should be utilized through pre-audit system of AGPR.

(b) Fee, fund received from the students, the grants, donations, endowments, contributions, aid and assistance given by other organizations;

(c) The foreign aid and loans obtained or raised with the approval of the Finance Division. Only those funds will be credit (in cash) in bank account of the fund that may be specifically provided for it, otherwise, funds should be utilized through pre-audit system of AGPR.

(d) All receipts of the Institute from any source whatsoever shall be credited to a fund to be called Government Polytechnic Institute for Women Fund (GPIW Fund) and shall vest in the Institute’s with the power to manage and operate.

(e) A Fund management Committee comprising on following is constituted:—

- Principal, GPIW Chairman
- Section Officer (Budget), of the Ministry
- Assistant Accounts Officer (GPIW)
(f) The committee will be responsible to manage the Fund. The institute will submit quarterly report of receipt and expenditure to the committee. The committee will assist the Executive Committee of the Institute on account of receipt/expenditure for approval.

(g) Executive Committee will act as Executive body of the Institute. The Executive Committee will be comprised on the following:—

- Joint Secretary M/o FE & PT - Chairman
- Principal (GPIW) - Member/Secretary.
- DS. Expenditure (Finance Division) - Member.
- Representative of NAVTTC - Member.

4. **Expenditure.**— The Fund shall be expended for the purposes of:—

   (a) Paying expenditure lawfully incurred by the Institute; and

   (b) Paying any other operating expenses, costs or expenditure incurred or accepted by the Institute in the performance of its functions or to exercise of its powers.

   (c) Paying of wages to the persons hired for performing of various functions of the Institute as well as hostel. Rate of the wage should be fixed according to the policy of Finance Division.

   (d) The committee may consider requests of deserving students to grant full/partially waiver off hostel fee on compassionate ground to be approved by Executive Committee.

   (e) Remuneration of Rs.10,000/- to each will be paid for the meeting to Fund Management Committee member and Rs. 15,000/- each to executive committee member.

5. **Administration of Fund.**— The Head of the Department shall be responsible for ensuring that the funds are being utilized for the purpose for which these were granted in accordance with the applicable law, rules and regulations.

6. **Budget.**— (1) The Institute shall, in respect of each financial year submit the annual budget to the Finance Division, on such date as may be specified, comprising a statement of the estimated receipts and expenditure for allocation of funds for the next financial year and the funds provided in Public
Account of the Federation. Budget so allocated by the Finance Division will be utilized through Pre-Audit system, AGPR Islamabad.

7. **Bank Account.**— (1) The Institute may, with the approval of Finance Division, open and maintain accounts in Pak rupees at such National Bank of Pakistan as it may from time to time determine in accordance with applicable instructions of the Finance Division. The bank account shall be a part of Treasury Single Account in terms of PFM Act 2019.

(2) The Institute will operate a bank account for its funds such as Hostel receipts, Bus fee, admission fee and any other receipts of which detailed will be maintained by the Institute separately.

(3) The Institute may invest its surplus funds subject to the rules of the Finance Division.

8. **Observance of rules and regulations.**— In so far as spending from the Finance Division, as well as funds so generated, the Institute shall observe the Finance Division’s rules, regulations and instructions. For procurement, the Institute shall observe Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002) as amended from time to time and rules made there under or donors’ procurement guidelines, as the case may be.

9. **Operation of Fund Account.**— (1) The Head of the Department of the Institute shall be competent to sanction expenditure within the provisions of Institute or projects or program’s budget in accordance with the powers vested to him/her.

(2) The Head of the Department may authorize an officer of the Institute to act as Drawing and Disbursing Officer (DDO) of the Institute. The DDO shall be assisted by a Cashier.

(3) All payments shall be made through crossed cheques in favour of the individual or party concerned. The Fund Account shall be operated by two responsible officers authorized in this behalf.

(4) No claim or bill shall be processed for payment unless it is,—

   (a) on a proper bill format;

   (b) submitted by the DDO;

   (c) supported with sanction of the competent authority; and

   (d) pre-audited by the Accounts section of Institute.

(5) All deductions or recoveries, where due, shall be done before payment is released.
(6) The safe custody of cheque books shall be the responsibility of the DDO and the same shall be kept in lock and key. The used cheques book folios shall be kept as record under lock and key and shall not be destroyed before the lapse of ten years from the use of cheque book, after the prior approval of the Competent Authority, and with a certificate that no inquiry or liability is pending related to the specific transactions for which payment was made through that cheque books.

10. **Maintenance of Accounts.**— (1) The system of accounts to be followed by the Institute shall be as under:—

(a) The accounts of the Fund shall be maintained on the system as approved for the Controller General of Accounts accounting;

(b) Accounting of Institute funds shall follow (Codes/Heads) Chart of Accounts approved by the Controller General of Accounts. The Chart of Accounts approved by the Government of Pakistan shall be followed to record the transaction; and

(c) The accounts of the Institute shall be kept and maintained in accordance with the forms, procedure and methods proposed by the Controller General of Accounts and approved by the Auditor-General of Pakistan.

11. **Reconciliation of accounts.**— The reconciliation of accounts shall be carried out with Accountant General of Pakistan Revenues and banks as the case may be on monthly and yearly basis as required by the Controller General of Accounts.

12. **Books of accounts.**— The Institute shall maintain proper accounts and other record relating to its financial affairs. In accordance with the budgetary head of accounts all payments shall be recorded in the budget control registers as well as the disbursement register. For proper account keeping, Institute shall maintain the following books of accounts, namely:—

(a) cash book;

(b) cheque book register;

(c) cheque register;
In addition to the books stated above, Institute shall prepare books of accounts mentioned in the Accounting Policies and Procedure Manual, General Financial Rules, Federal Treasury Rules as per its requirement.

13. **Writing of Cash Book.**— (1) The cash book (on TR-4 in accordance with Para-77 of FTR) shall be maintained to record financial transactions. The entries in the cash book shall be made immediately on occurrence of the transactions. The DDO shall check the entries in the cash book on a daily basis and authenticate the entries by putting his initials against each entry.

(2) The cash book shall also be reconciled on a monthly basis with the bank statement. Expenditure statement shall be prepared by the DDO in accordance with the chart of accounts by first week of the following month.

14. **Internal Controls.**— For the purpose of ensuring proper internal control the following steps shall be taken,—

(a) Institute shall establish adequate internal controls in its organization including, but not limited to, maintaining a duly approved organization chart, clear articulation of duties and job descriptions at different levels of the hierarchy, well defined procedures and a system of internal audit. Internal controls shall be designed to ensure accuracy and reliability of reports prepared by Institute;

(b) Specific instructions regarding reporting, custody and protection of assets shall be issued by Institute as part of its internal controls and guidance. Instructions shall also be issued for the accounting and handling of assets received in kind;

(c) Institute shall put in place a system of internal audit. The internal audit shall be conducted by qualified personnel. The head of the internal audit function shall report directly to the Head of the Department. Institute may follow and adopt the

15. **Audit.**— (1) The account of Fund shall be audited every year by the Auditor General of Pakistan.

[File No.8-4/ 2020(Pt)-GPIW.]

HAMEED KHAN NIAZI,
*Section Officer (Budget).*