



Government of Khyber Pakhtunkhwa
Higher Education Department

NO.SOB/HE/5-1/Pupil Fund/Rev/ 2017
Dated Peshawar the, 17.08.2017

To

The Director Higher Education
Khyber Pakhtunkhwa, Peshawar.

Subject: - RULES FOR UTILIZATION OF COLLEGE PUPILS FUNDS.

Dear Sir,

I am directed to refer to your letter No.16237/N-4/Pupil Fund dated 14.06.2017 on the above cited subject and to enclose herewith authenticated copy of Rules-2017 with regard to collection & utilization of Pupils' Fund in the Public Sector Colleges effective from 01.07.2017 for further necessary action, under intimation to all concerned.

I am further directed to inform that the Pupils' Fund Rules-2017, every page of which is duly signed by the undersigned, will replace all the previous Rules / Guidelines issued, in this regard. All the Principals may be informed to implement the Pupils' Fund 2017 in letter and spirit.

Encl:As Above

Yours faithfully,

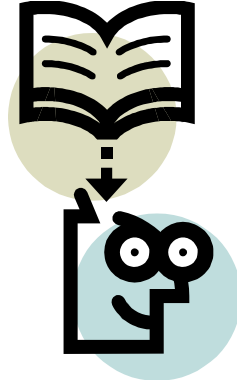

(Aziz Muhammad)
SECTION OFFICER (B&A)

Copy forwarded for information to the:

1. The Director General, Commerce Education & Management Sciences, KPK, Peshawar alongwith authenticated copy of Pupils' Fund Rules, 2017 with the remarks to adopt/extend the said Rules in the Commerce & Management Science Colleges under your jurisdiction.
2. ✓ Project Director, HEMIS with the remarks to place the Pupils' Fund Rules, 2017 on the Website of Higher Education Department.
3. Audit Officer, Internal Audit Cell, Higher Education Department.
4. PS to Secretary Higher Education Department.
5. PS to Special Secretary Higher Education Department.
6. P.A to Deputy Secretary (Admin) Higher Education Department.
7. Master File.


SECTION OFFICER (B&A) 17/08/17

FINANCIAL YEAR, 2017-18



**THE KHYBER PAKHTUKHWA, HIGHER EDUCATION DEPARTMENT,
COLLEGE PUPILS' FUND RULES 2017**



**APPROVED BY SECRETARY HIGHER EDUCATION, ARCHIVES &
LIBRARIES DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

**The Khyber Pakhtunkhwa, Higher Education Department,
College Pupils' Fund Rules, 2017.**

CHAPTER-I

INTRODUCTORY

1. **Short Title and Commencement:** - (1) These Rules may be called "*The Khyber Pakhtunkhwa, Higher Education Department, College Pupils' Fund (Collection & Utilization) Rules, 2017.*"

(2) These Rules shall come into force with effect *from 1st July, 2017.*

2. **Definitions:-** (1) In these rules, unless the context otherwise requires, the terms defined in the sense hereby explained.

- a) "**Government**" means Government of Khyber Pakhtunkhwa.
- b) "**Department**" means The Higher Education Archives & Libraries Department, Government of Khyber Pakhtunkhwa.
- c) "**Secretary**" means Secretary, Higher Education, Archives & Libraries Department.
- d) "**Director General**" means Director General, Commerce Education & Management Sciences, Khyber Pakhtunkhwa.
- e) "**Directorate General**" means Directorate General, Commerce Education & Management Sciences, Khyber Pakhtunkhwa.
- f) "**Director**" means Director, Higher Education, Khyber Pakhtunkhwa.
- g) "**Directorate**" means Directorate of Higher Education, Khyber Pakhtunkhwa.
- h) "**Principal**" means a regular/In-charge Principal posted/appointed by the Department in the college.
- i) "**Coordinator**" means the Coordinating Principal of Joint Management Council.
- j) "**Joint Management Council**" means Cluster of District(s) Colleges (M&F) notified by the department.
- k) "**College Administration**" means the Principal/Vice-Principal/DDO, Chief Proctor, College Council & Ministerial Staff of the college.
- l) "**College Council**" means the notified college council of the college.
- m) "**College**" means Government Postgraduate/Degree/Commerce & Management Science College (Male/Female) in the Province come under the purview of Higher Education, Archives & Libraries Department, Khyber Pakhtunkhwa.
- n) "**Cluster College**" means the college of Joint Management Council (JMC).
- o) "**Student**" means a regular student (Male/Female) on the roll of the college for the prescribed duration of academic session/ semester.

- p) **“Pupils’ Fund”** means own receipts of the college received from the sale of prospectus/ students’ Identity Cards, collection of general fund, fines & forfeiture of students’ securities.
- q) **“General Fund”** means the amount collected (*other than admission, tuition, registration & examination fee*) from a student at the time of admission at the rate prescribed under these rules.
- r) **“Security”** means the refundable amount collected from a student at the time of admission at the rate of prescribed under these rules.
- s) **“Account”** means the designated account so opened in the bank for deposit of Pupils’ Fund.
- t) **“Bank”** means any scheduled bank so declared by the State Bank of Pakistan.
- u) **“Faculty”** means the discipline to which a student is enrolled in the college.
- v) **“Session”** means the prescribed duration of study in a faculty.
- w) **“Semester”** means the prescribed duration of study/credit hours in the BS/ Postgraduate Programme under non-conventional system.
- x) **“BS Programme”** means Bachelor of Study of 4-Years Degree Programme.
- y) **“Competent Authority”** means *“Director General”* for Commerce Education & Management Science, Colleges and *“Director, Higher Education”* for General Education/BS Colleges.
- z) **“Drawing & Disbursing Officer”** means DDO of the college so declared by the competent authority.
- aa) **“Honourarium”** means payment of remuneration out of Pupils’ Fund to the hired staff for their services rendered in the college.
- bb) **“Loan”** means loan granted out of Pupils’ Fund of one College to another by the competent authority on refundable basis.
- cc) **“Transfer of money”** means transfer of the prescribed amount out of Pupils’ Fund of one college to another for fulfillment of its immediate requirements.
- dd) **“Procurement”** means purchase of essential items / renovation & repair of Classroom/Labs/Lavatories/Lawns/Boundary Walls etc. out of Pupils’ Fund.
- ee) **“Expenditure”** means expenditure out of Pupils’ Fund of the college.
- ff) **“Audit”** means audit of Pupils’ Fund under the financial rules in vogue.

(2) Words and expressions used but not defined in these rules shall have the same meanings as are assigned to them in the GFR, FR, SR or any other statutory order or rules framed/issued by the Government for the time being in force.

(3) **Applicability of these Rules:-** These rules shall be applicable to all Provincial Government Colleges/Commerce & Management Science Colleges come under the purview of Higher Education, Archives & Libraries Department, Government of Khyber Pakhtunkhwa.

CHAPTER-II

(4) **Receipt of Pupils' Fund** (1) In terms of Para-6 of GFR (Volume-I) and in light of Para-52 of the Education Code, 1935, the Principal of the college shall receive Pupils' Fund from the student, at the rate prescribed under Rule-(6) of these rules, at the time of admission/promotion to a faculty.

(2) The college administration, while realizing Pupils Fund from the student, shall ensure the following steps.

- i. The Pupils' Fund shall be collected under proper receipt duly signed by the concerned official of the college.
- ii. The Principal shall maintain proper receipt book with Book & Receipt Number.
- iii. The Principal shall enter the receipt book in the proper stock register.
- iv. The Principal shall enter Serial Number of receipt book at the time of issuance to the concerned official & will take his/her signature in the register as a token of receipt.
- v. The amount of Pupils' Fund shall be properly classified & codified on the prescribed receipt.
- vi. Pupils Fund should be deposited in separate bank account of the college so opened with the permission of the competent authority.
- vii. The entire collection of Pupils' Fund shall be deposited in the bank account of the college on the very next day.
- viii. The Principal shall be personally responsible for deposit of the collected amount of pupils' fund in the bank account of the college.
- ix. The Principal shall utilize the Pupils' Fund in accordance with the limits prescribed in sub-rule (2) of Rule-7 of these rules.
- x. Record of Pupils' Fund (i.e. Cash Book, Classified Funds Register, Receipt Books, Sanctions, Vouchers, History Sheets and Stock Registers etc) shall be maintained by the college in proper order.
- xi. The Pupils' Fund shall be utilize judiciously and with due financial proprieties.
- xii. Expenditure out of Pupils Fund shall be made in case of non-availability of fund in the regular budget, if any, under relevant heads of account.
- xiii. Utilization of both the funds (Regular & Pupils' Fund) will be carried out separately. Only loans taken for Utility Bills or payment of Salaries to the

Minority Staff of the college shall be recouped immediately on the availability of regular budget.

- xiv. The Principal shall have the power to utilize the pupils fund to the prescribed limits delegated under these rules.
- xv. In case of expenditure over and above the prescribed limits, sanction of the competent authority shall have to be obtained up to 100% of the prescribed limit. However, full powers shall be vested into Secretary.
- xvi. The expenditures out of Pupils Fund shall be subject to KPPRA Rules for good, works & services as well as deduction of all kind of taxes notified by the Government & required under the law/rules in vogue.
- xvii. Pupils' Fund shall be kept in the designated accounts of the college in the approved commercial banks. 70 % of the surplus amount over and above the estimated annual expenditure shall be kept in the high profit earning fixed deposit accounts/TDRs of the commercial banks or with the National Saving Centers.
- xviii. University / Board dues collected from the student shall be remitted to the concerned quarters within due dates. All such dues should be immediately deposited in the accounts under their relevant heads and should not be retained as cash in hand.
- xix. The competent authority may transfer a reasonable amount of Pupils' Fund from one college to another on refundable /non-refundable basis.
- xx. Annual/Special Audit of Pupils' Fund shall be conducted in light of GFR.
- xxi. An amount of Rs. 25/- per annum shall be increased each in "General Fund" & "Hostel Fund" components of the Pupils' Fund. Rates of other components of the Pupils' Fund shall remain intact.
- xxii. In case of any ambiguity in interpretation, if arose at any stage during implementation of these rules, advise / guidance / clarification should be sought from the Secretary through the competent authority.
- xxiii. These rules shall be reviewed from time to time.

5. Formation of Pupils Fund (1) The following components shall form Pupils' Fund of the college:

- i. General Fund.
- ii. Income from the sale of Prospectus.
- iii. Income from the sale of Students' Identity Cards.
- iv. Income from the auction of old news papers purchased out of Pupils' Fund.
- v. Forfeited / Non refunded amount of students' security.
- vi. The amount collected in connection with all kinds of fine.

6. **Rate of Pupils Fund** (1) The following amount, at the time of admission into a faculty, shall be collected from the student at the rate given against each head of account:

S.No	Head of account	Amount in PK Rs	Remarks
1	General Fund	Rs.600/-Per annum OR Rs.300/-Per Semester	Non refundable
2	Computer Charges (for Computer Science Students)	Rs.1000/-Per annum OR RS. 500/-Per Semester	Non refundable
3	Postgraduate Charges (for Postgraduate Students)	Rs.1000/- (Per Annum)	Non refundable
4	4 years Degree Program (for BS Students)	Rs. 750/- (Per Semester)	Non refundable
5	Hostel Fund (for Boarders)	Rs. 600/- (Per annum except the amount of Utility Bills.	Non refundable
6	General Security:	Rs.1000/-	Refundable
7	Computer Science Security: (for Computer Science Students)	Rs.500/-	Refundable
8	Hostel Security: (for Boarders)	Rs.500/-	Refundable

(2) Government dues and Universities' / Boards' Examinations/Registration fee shall be realized at the prescribed/notified rates from the student in addition to the above mentioned fund.

CHAPTER-III

7. EXPENDITURE OF PUPILS' FUND

(1) **Refund of Security** Students' Security (i.e. General/Computer Science/Hostel Security) in each case shall be refunded within sixty days of the termination of the examination or when a student departs subject to recovery of due / clearance from the

concerned quarters. However in hardship cases, the period of sixty days shall be extended to ninety days from the date of termination of his/her last examination. After expiry of the prescribed period the Security shall be forfeited & shall be transferred to the General Fund of the College under the prescribed manner.

(2) **General Fund** General Fund collected during a particular financial year may be spent in that year for the following purposes:

1. **Purchase of News Papers.** Minimum 2 Newspapers shall be purchased, if number of students is more than 600 then additional newspapers shall be purchased @ one newspaper per 300 students. Maximum 6 newspapers are allowed. In addition to it one newspaper can be purchased for the staff room.

2. **Purchase of Library Books, National / International Periodicals and Magazines, Board/University Examination Result Gazette.**

Rs.100,000/- (Rupees One Lac only) per annum.

3. **Purchase of Different Items Used in the College Mosque Including Expenditure on Khatm-ul-Quran:**

Rs. 40000/- (Rupees Forty Thousand only) per annum

4. **Financial Aid / Prizes To the Deserving / Outstanding Students**

Maximum Rs. 100,000/- (Rupees One Lac only) subject to the availability of funds in General Fund. The amount paid to the individual beneficiary will be fixed at the discretion of the Principal / Committee concerned.

5. **Purchase of Durable / Consumable Items Used in the College Dispensary**

Maximum Rs. 25000/- (Rupees Twenty Five Thousand only) during the financial year.

6. **Petty Repair in the College**

Rs. 200,000/- (Rupees Two Lacs only) per annum.

7. **Purchase of Class Consumable**

Rs. 75,000/- (Rupees Seventy Five Thousand only) per annum

List of consumable items has already been issued vide Director Higher Education endorsement No. 8031-8133 dated 09-04-2004.

8. Purchase of Laboratory Consumable

Rs. 100,000/- (Rupees One Lac only) per annum

9. Repair / Purchase of Durable Items Like Furniture and Fixture Machinery and Equipment Etc for Classrooms, Library, Offices and Laboratories Including Computer Science Laboratory

Rs. 100,000/- (Rupees One Lac only) per annum

10. Purchase of Plants, Flower Pots, Manure for Flower Beds, Insecticides and Establishment and Maintenance of College Lawns

Maximum Rs. 100,000/- (Rupees One Lac only) during a financial year

11. Purchase and Repair of Electrical Items, Water & Gas Fittings

Rs. 100,000/- (Rupees One Lac only) per annum.

12. Printing of Magazine :

Full powers for actual expenditure subject to the availability of funds.

13. Expenditure on Home Examination and renewal fee of annual registration with the BISE/University

Full powers for actual expenditure on Semester and Annual Exams

14. Expenditure on the Purchase of Sports Items sports gears

Rs. 100,000/- (Rupees One Lac only) per annum.

15. Expenditure on the Repair / Replacement of Sports' Installation and Maintenance of Play Grounds

Rs. 100,000/- (Rupees One Lac only) per annum.

16. Expenditure on Sports Activities Five (05) Percent of the General Fund for the following sports activities

(a) Five percent (05%) of General Fund collected during the Financial Year shall be paid to the Director, Higher Education for managing sports activities and departmental tournament.

(b) (i) Transport charges paid during friendly matches and University / Board tournaments. Actual Expenses incurred on the purpose.

(ii) DA to the Players of University / Board /Departmental Tournaments Restricted to the DA paid to the players by the University or Board in each case.

(iii) Refreshment to the Players of Friendly Matches Half the DA paid to the players during the University / Board / Departmental Tournaments (Maximum Six friendly matches per game at each level).

(iv) Refreshment to the Players during intra-mural practice. One-fourth of the DA paid to the players during the University / Board Tournament up to maximum of six days in each game.

(v) Refreshment to the Driver and attendant accompanying the Team. Shall be treated equivalent to the player in each of the above cases.

(vi) Refreshment to In-Charge Game during the Tournament Matches held within the area where TA / DA is not allowed under the rules. Rs. 500/- per match.

(vii) TA / DA to the officers / officials deputed for the activities/meetings of sports purpose (as per Government Rules).

17. Expenditure on Debates & Functions of National, Educational and Religious Interests

Rs. 150,000/- (Rupees One Lac and Fifty Thousand only) per annum

18. Expenditure Out of Social Work / Welfare / Services Fund

The amount will be utilized as per instructions given by the concerned university.

19. Printing of Prospectus & Students' Identity Cards

Full powers (actual expenditure).

20. Printing of Different Kinds of Registers, Certificates, Forms, Absentee Slips and Receipt Books

Full Powers according to actual requirements.

21. Purchase of All Kinds of Office Stationery

Full Powers according to actual requirements.

22. Pay Loan to the Minorities Employees One month advance pay to the minorities' employees on the eve of their religious events payable during the month of the event and recoverable during the next month provided no such advance payment is announced by the Government.

23. Expenditure on the Refreshment of General Staff Meeting, College Council and Joint Management Council Meetings, Proctorial Board Meetings, Occasional VIP Visitors, Delegations, other Meetings Arranged Either By the Head Of The Institution or By The Department and on Supervisory Staff at The Preparatory Day of Examinations

- (i) Tea: Rs.50/- (Rupees Fifty only) per person
- (ii) Meal: Rs.450/- (Rupees Four Hundred and Fifty only) per person
- (iii) In case of VIP visitors, actual expenditure is allowed.

24. Expenditure on Refreshment of Admission Committees Working During the Session and visits of officials/officers to the college for any official purpose

- (i) Maximum Rs.10,000/- (Rupees Ten Thousand only) per committee during the session, and
- (ii) Maximum Rs.800/- (Eight Hundred only) per day per official.

25. Honorarium to the "College Fund" Maintenance Official

The following limits will be observed for payment of honoraria to the Pupils' Fund maintenance official:

<u>S.No</u>	<u>No. of Students</u>	<u>Rate of Honorarium Per Month</u>
(i)	up to 500	Rs. 600/-
(ii)	501-1000	Rs. 800/-
(iii)	1001-2000	Rs. 1200/-
(iv)	above 2000	Rs. 2000/-

26. Honorarium To The Hired Teaching / Clerical /Hostel / Laboratory /Class-IV employees

Temporary engagement, for smooth functioning of the college, shall be made out of Pupils' Fund. The appointments of Class-IV staff shall be made by the concerned Principal of the college against the vacant posts whereas for other categories, ex-post

facto sanction will be issued by the competent authority upon the recommendation of the Principal concerned. The rate of honoraria for each category is prescribed as follows:-

- a. Teaching Staff Rs.28,000/- P.M*. (Rs. Twenty Eight Thousand only)
- b. Clerical / Lab Assistant / Warden/Pesh-e-Imam/Driver..... Rs.17, 000/- P.M. (Rs. Seventeen Thousand only)
- c. Class-IV Rs.14000/- P.M. (Rs. Fourteen Thousand only)
- d. Security Guard Rs.14000/- P.M. (Rs. Fourteen Thousand only)

Note:- PM* stands for Per Month

27. Utility Bills Payment as Loan.

All such payments should be adjusted immediately after availability of regular budget under the relevant head of account.

28. Purchase, repairs and maintenance of security installations/items

All such matters shall be carried out subject to the availability of funds.

(3) Expenditure out of Computer Charges

Full Power for expenditure on actual requirements, however, shall be limited to the annual receipt under the relevant head of account. The expenditure out of Computer Charges shall be incurred on the computer science students only for the purchase/repair of computers and allied accessories, printers, computer stationery, paper, blank CDs / DVDs, flash drives, Software, Printer's Ribbon, Cartridges, Toners etc and payment for installation of internet/DSL/Evo Wireless/V-Phone and their monthly bills/cards.

(4) Expenditure on BS/Postgraduate Programmes

(1) Refreshment for participants and Resource Person of Seminars.

- (a) Tea Rs.50/- per person
- (b) Meal Rs.450/- per person

(2) Honorarium to the Resource Person: Rs. 8000/- per lecture

(3) Expenditure on Examinations (Full power for Actual Expenditure)

(4) **Industrial and Educational Tours** Actual expenditure to be incurred on the transportation and refreshment of 5th, 6th, 7th and 8th Semester students of all

the disciplines and on the students of any Semester studying Industrial Chemistry or Industrial Engineering.

- (5) **Expenditure on Research Projects for the Students of 7th and 8th Semesters:** Actual expenditure to be incurred on the purchase of all types of contingent items required for research activities of the students of 7th and 8th Semester.
- (6) **Purchase of Research and Scientific Journals.** Maximum Rs. 100,000/- during each financial year to be incurred on the purchase of Research and Scientific journals relevant to the BS courses.
- (7) **Cash/ Kind Prizes to the Outstanding Students of the College in 4th and 8th Semesters at Each BS Discipline on the Following Rates:**
- i. Rs. 5000 (1st Prize)
 - ii. Rs. 3000 (2nd Prize) and
 - iii. Rs. 2000 (3rd Prize).
- (8) **Encouragement Award to the Student and Teacher for the Publication of Research Paper.**
- Rs. 10,000/- each for best student and Rs. 15,000/- each for best supervisor and for the student/group for the publication of research paper in HEC recognized journals during BS studies in any BS department.
- (9) **Purchase and Repair of Items Specific to the BS Labs:**
- Actual expenditure shall be incurred on the purchase and repair of items specific to the BS laboratories subject to the availability of funds.
- (10) **Purchase, Repair and Maintenance of Plant and Machinery items:**
- Actual expenditure to be incurred on the purchase, repair and maintenance of items like UPS, Lead storage batteries, Photocopiers, Security installations, Cameras, Water Coolers and all kinds of machinery items provided sufficient funds are not available under the General Fund.
- (11) **Purchase, Repair and Maintenance of Computers and its Accessories:**

Actual expenditure to be incurred on the purchase, repair and maintenance of computers and its accessories provided sufficient funds are not available under the head General Fund.

(12) **Best Teacher Award for performance in the BS classes (Criterion will be developed by the Directorate of Higher Education)**

Rs.30000/-per semester/college (separate for fall and spring semester) for the outstanding teacher to be nominated by the principal as per criteria

(6) **HOSTEL FUND:**

Full powers for actual expenditure on the purchase of all kinds of consumable and utensils etc used in the college hostel and on the repair and replacement of water, gas and electrical fittings, furniture and fixture and other petty repair work related to the student's hostel, which shall be met out of the hostel fund. Expenditure on the Utility Bills of the hostel shall be payable by the students residing in the hostel.