



**MANAGEMENT GUIDE
FOR
NEF EMPLOYEES**

National Education Foundation (NEF)

Ministry of Education Islamabad

In collaboration with

UNESCO-Islamabad

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Prologue

Managers play vital role in achieving the organizational goals/objectives. This can only occur when they are well aware of assigned responsibilities and the way to perform their functions. Managers should not only be aware of their responsibilities but also know those who are in their team.

Keeping this in mind it has been decided to develop the operational and administrative module for orientation and guidance of managers.

This module is mostly based on the instructions given by the Head Office from time to time. It has been tried to incorporate the essential guidelines and instructions which shall help District heads in day to day matters. If they feel any ambiguity or confusion they can contact their respective Provincial/Area offices, for specific issues.

Job Descriptions of all employees are also part of this manual for reference

Room for improvement is always there in any document therefore considering this as a first endeavor on the way of producing the best we shall welcome suggestions / recommendations, to make it as comprehensive as possible, from all concerned.

Your main focus must be on completion of given targets, effectively and efficiently for sustainable development, especially in vulnerable communities and remote areas.

Pakistan is signatory of World Education Forum, held in Dakar, Senegal. So we must remain no stone unturned in achieving our National commitment with rest of the world.

*Kamran Zafar
Managing Director
National Education Foundation
Ministry of Education
Islamabad*

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1 Introduction of NEF

- National Education Foundation (NEF) was established as an autonomous body under Ministry of Education through a Cabinet Resolution in 1994. It started functioning in 1996. In 2002 a need was felt to restructure the Foundation which was done through NEF Ordinance XX/2002. Federal Teachers Foundation was merged into NEF. In 2007 NEF was entrusted with a huge task of Establishment Basic Education Community Schools (BECS) in the country.

2 Vision

- Providing quality enabling education through public private partnership to the disadvantaged segments of the society in Pakistan

3 Mission

- To become a vibrant catalyst for quality education through support to private and non government sectors by mobilizing sufficient resources as an effective self sustaining organization

4 Objectives of NEF

- Promotion of Education through multiple delivery systems including Non Formal Education with special focus on disadvantaged communities
- Welfare of federal teachers, their families and educationists
- Facilitate and undertake innovative programs
- To mobilize and manage resources and to act as conduct for promotion of education through multiple resources.
- Research and Development

5. Functions of NEF.

- Establishing partnership and collaboration with agencies and organizations pursuing the common goal of educational development particularly promoting public-private partnership, mobilizing resources for basic/elementary. Technical/vocational education.
- Initiating and maintaining contact and collaborating with other organizations, institutions, NGOs, bodies and societies in Pakistan and abroad including relevant international agencies, constituents of UN system interested in similar objectives and to cooperate with such institutions, bodies and organizations for furthering the objectives of the Foundation.
- Coordinating and networking with other Foundations and stakeholders. Initiating, organizing and facilitating projects and programs on resource sharing basis.
- Providing consultancy services for education development and related activities as and when required by national, international and other organizations.

- Ensuring sustainability of educational development under public private partnership through innovative mechanisms such as providing endowment and matching grants etc.
- Ensuring that equal opportunities for education are provided to boys and girls of whatever social, class, color, race or creed to promote equality, development, human rights and peace for all.

6. Composition of BOG

- The Board consists of 13 members, including the Chairperson, As under:-
 1. Four from civil society i.e. NGOs, philanthropists, technocrats and academicians from private sector.
 2. Joint Educational Advisor (concerned) Ministry of Education.
 3. Financial Advisor (Education) Ministry of Finance
 4. Vice Chancellor Allama Iqbal Open University.
 5. Eminent Educationists one each from ICT, FATA, Gilgit Baltistan and AJK.
 6. Managing Director of the Foundation.
- BOG is entrusted with following powers and responsibilities:-
 1. The Board shall be responsible for management and administration of the affairs of the Foundation at policy level. The board may from time to time delegate any of its powers to a committee consisting of three or more members as it deems appropriate. Any committee so form shall conform to any regulations that may be made by the board and shall be governed in the exercise of the power to delegated by the provisions contained for regulating meeting and proceeding.
 2. The board shall generally pursue vision and mission of the Foundation for providing enabling education through public private partnership for disadvantaged groups and carry out the objectives of the Foundation which include promotion of education, capacity building and research and development
 3. The Board shall have the responsibility to determine direction and scope of the activities of the Foundation. It shall also have the responsibility to review , approve work plan , project, approving grants, donations, loans, contribution, technical assistance to partner organizations, NGOs and other school operator and Community, Board Organizations.
 4. The Board shall review, revised and approve the annual and supplementary budgets.
 5. The Board may exercise the powers of the Foundations to acquired, borrow or to mortgage property or any part their of or to issue debentures or other securities
 6. The Board may from time to time and at any time appoint any company, Organization, NGOs or person to be the attorney or attorneys of the Foundation for such purposes including audit of the Foundation and with such powers, authorities and discretions for such period and subject to such conditions as the Board may deem appropriate.

7. All questions arising at a meeting of the Board shall be decided by simple majority of votes to be given by a show of hands but the Chairperson may order, if so requested by any member, that voting on any specific question shall be by secret ballot. In the event of an equality of votes howsoever given the Chairperson shall have a second or casting vote.
8. The Board may create, abolish or suspend Foundations posts as deemed necessary:
9. Provided that initially the required posts shall be created or abolished in consultation with the Finance Division.
10. The Board may, from time to time delegate to the Chairperson such of its powers as it may consider necessary; provided that Chairperson in any emergency, which in his or her opinion requires immediate action, may take such action, but the action taken shall be reported to the Board in the next meeting.
11. The Board may delegate any of its powers to the MD to enable him to carryout his functions.
12. The Board may determine, revise personal requirements, rules and salary structure of the Foundation employees according to prevailing market and can also offer incentives to attract competent professionals.
13. The Board may approve, modify or amend rules and regulations of the Foundation framed or recommended by Executive Committee or Committee constituted for his purpose

7. Composition of Executive Committee.

- There shall be an executive committee consisting of the following.
 1. Managing Director Chairperson.
 2. Joint Educational Advisor (Concerned) Ministry of Education or his nominee.
 3. Financial Advisor (Education) or his nominee.
 4. Two members to be nominated by BOG from NGO or Civil society.
- Powers and responsibilities.
 1. Subject to the provisions of this Ordinance and the Rules and Regulations made there under and the general or special directions of the Board, the Executive Committee shall be the principal administrative body of the Foundation responsible for executing all policies and discharging all functions of the Foundation
 2. The Executive Committee shall perform the following functions.
 - i. Develop criteria for financing enabling quality education programs in the country.
 - ii. Review and scrutinize proposals received from private and Non-Governmental Organizations, based on the eligibility criteria for financing the proposal.
 - iii. Review and approve various programs of the Foundation.
 - iv. Scrutiny of the budget and examining of audit and accounts reports.

- v. Recommend creation of posts or otherwise change in positions to the Board.
 - vi. Any other matter assigned to it by the Board.
3. The Executive Committee shall meet at least once in three months and or as and when required.

8. Organization.

- Managing Director is the Chief Executive Officer of the Foundation. He is appointed by the Federal Government.
- Head Office is at Talimi Chowk G-8/4, Islamabad; it has 5 directorates and 1 cell:-
 - a. Project Directorate
 - b. Programme Directorate
 - c. Performance Evaluation Directorate
 - d. Finance Directorate
 - e. Administration Directorate
 - f. Database Cell
- Provincial offices are led by Directors at Karachi, Lahore, Quetta and Peshawar
- Area offices at Muzaffarabad and Gilgit Baltistan are led by Deputy Directors
- There are 50 district offices of NEF. This number will be raised 75 in due course.
- Currently following are the districts where NEF has established its offices:-

a. Punjab

- | | |
|-------------------|--------------|
| 1. Lahore | 7. Pakpattan |
| 2. Multan | 8. Layya |
| 3. Muzaffargarh | 9. Bhakkar |
| 4. Rajanpur | 10. Sargodha |
| 5. Rahim Yar Khan | 11. Jhelum |
| 6. Lodhran | |

b. Sindh

- | | |
|--------------------|-----------------------|
| 1. Karachi | 8. Larkana |
| 2. Hyderabad | 9. Kambar Shahdad Kot |
| 3. Badin | 10. Shikarpur |
| 4. Tharparkar | 11. Kashmore |
| 5. Nowabshah | 12. Sukkur |
| 6. Dadu | 13. Khairpur |
| 7. Nowshehro Feroz | |

c. NWFP

- | | |
|-------------|------------|
| 1 Charsadda | 7. Chitral |
|-------------|------------|

- | | |
|-------------|----------------------|
| 2. Swabi | 8. Abbottabad |
| 3. Mardan | 9. Kohat |
| 4. Malakand | 10. Bannu |
| 5. Sawat | 11. Dera Ismail Khan |
| 6. Dir | |

d. Balochistan

- | | |
|------------|------------|
| 1. Quatta | 5. Khuzdar |
| 2. Pishin | 6. Gwadar |
| 3. Loralai | 7. Sibbi |
| 4. Barkhan | |

e. Gilgit Baltistan

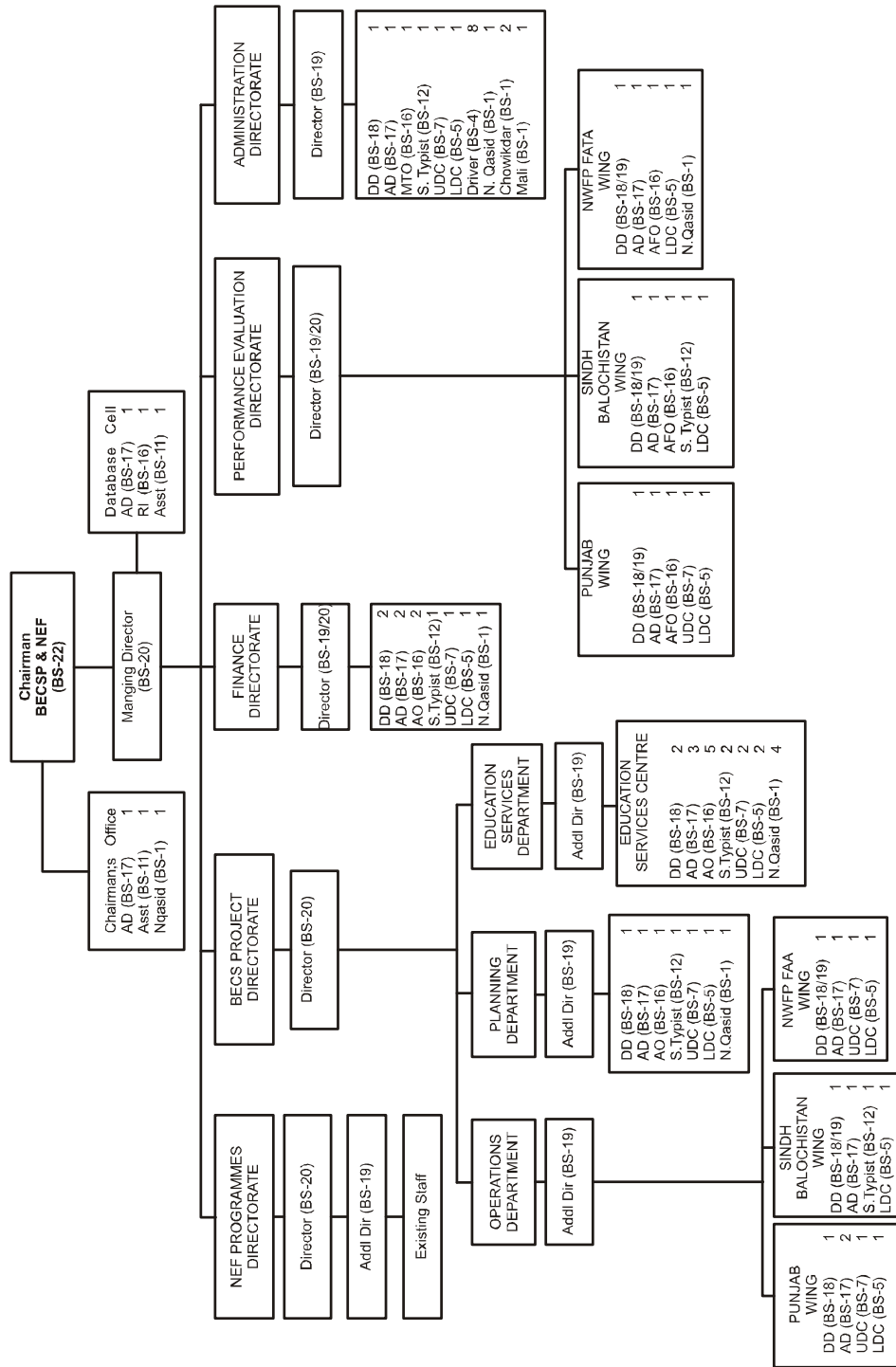
- | | |
|-----------|------------|
| 1. Gilgit | 4. Skardu |
| 2. Ghizer | 5. Ghanche |
| 3. Diamer | |

f. AJK

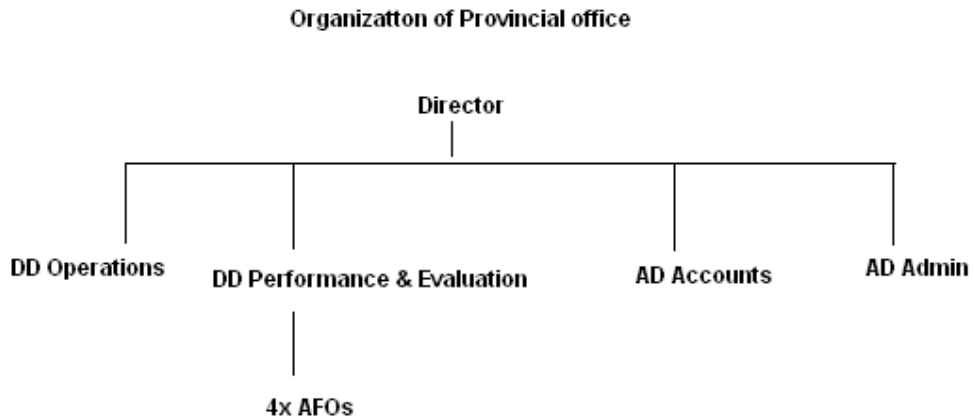
1. Muzaffarabad

g. Islamabad

Organization of Head Office



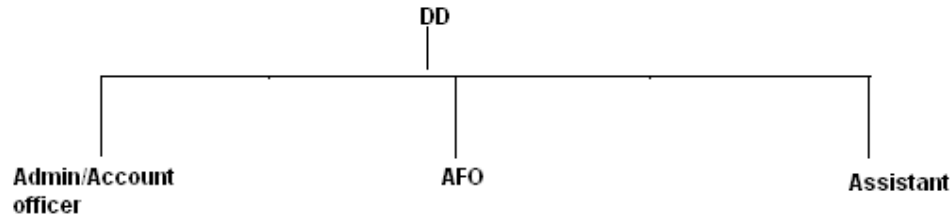
Organization of Provincial Offices



Assistant	1
Computer Operator	3
Steno typist	1
Cashier	1
LDC	2
Drivers	3
Naib Qasid	2
Chokidar	2
Sanitary worker	1

- Provincial office Punjab has additional manpower i.e. two Assistant Directors, two Assistant Field Officer, two Assistant, one UDC and one LDC. Punjab office has total of 33 and other provincial offices have 25. This difference is due to heavier workload based on member of BECS, being run under each.

Organization of Area Office.



Driver -1, Naib Qasid -1

District Office

DD-1, AD-1, Assistant/Accountant -1, Naib Qasid-1

Role and Functions:

8.1. Head office.

8.1.1. Chairperson.

1. The Chairperson is appointed by the Federal Government.
2. The Chairperson heads the Board of Governors and may call meeting of Board as and when required.
3. The Chairperson of the Board with consultation of the members may invite advisors and experts to the meeting.
4. The Chairperson shall preside at every meeting. Decisions will be taken by voting. In case of equal division of the votes the Chairperson will have casting vote.

8.1.2 Managing Director.

1. As an administrative head of the Foundation, a Managing Director shall be appointed by Federal Government on recommendation of the Board.
2. The Managing Director shall hold office, and exercise such powers, duties, obligations and privileges as the Board may confer upon him from time to time and shall accordingly in exercise of such powers delegated to him conform to any limits and restrictions which may be imposed by the Board from time to time in this respect. The Managing Directors may exercise all such powers and do all acts and things on behalf of the foundation as he may be authorized to do by the Board.
3. The Managing Director shall be responsible for the day to day management of the Foundation particularly for:

- Ensuring that the Foundation’s Vision, Mission, Objectives and Cardinal Principles are adhered to;
 - Proper administration of the affairs, funds and resources of the Foundation; and
 - Making to draw, endorse, sign, accept, negotiate and give all cheques, bills of the lading, drafts, orders, bills of exchange, promissory notes, and other negotiable instruments as may be required by and be in the interest of the Foundation.
 - Securing the fulfillment of any contract, agreement, or engagements entered into by the Foundation by mortgage or charge of all or any of the properties of the Foundation from time to time or in such manner as he may think fit in the interest of the Foundation.
 - Appointing at his discretion through delegated powers by the Board, removing or suspending officers and staff, including, clerks and other employees, either permanent or temporary, as he may deem fit and to determine their assignments and duties and fix their salaries or emoluments and he may constitute committees for this purpose.
4. Following Directorates work under the supervision of Managing Director:-

Program Directorate
 Project Directorate
 Performance Evaluation Directorate
 Administration Directorate
 Finance Directorate
 Database Cell

Role and Functions of Provincial Offices

8.2. Provincial offices.

- 8.2.1 Punjab
- 8.2.2 Sindh
- 8.2.3 NWFP & FATA
- 8.2.4 Balochistan
- 8.2.5 Gilgit Baltistan

8.3 Area Office AJ&K.

8.4 District Office

Operational - Provincial/Area Office.

1. Administer all NEF affairs within the respective Province/Area in accordance with NEF policies issued by the Head Office from time to time.
2. Keep the Head Office fully informed about all developments in the Province / Area regarding matters of NEF interest and projects.
3. Baseline survey for establishment of new schools (formal as well as non-formal) and Literacy & Skill Development Centres.
4. Establish, operate and supervise NEF schools and literacy centres.

5. Motivate communities and encourage maximum enrolment in NEF Schools and Literacy and Skill Development Centres.
6. Selection and appointment of teachers and skill instructors.
7. Replacement of teachers and skill development instructors.
8. Supervise operation and functioning of district offices.
9. Organized training of teachers and staff.
10. Ensure verification of teachers' certificates and degrees from issuing boards/universities.
11. Collect, maintain and update data regarding NEF activities, projects and transmission to the Head office.
12. Coordination and liaison with provincial and local/ district governments for efficient functioning of the project and optimum output.
13. Monitor performance of schools/literacy centers.
14. Ensure conduct of 5th class examination, through District /Provincial Education Departments.
15. Ensure prior approval of Head Office for sharing any data or information regarding NEF matters with any outside agency, office, NGO etc. This also applies to visits of such organizations/ individuals of NEF schools.
16. Any other task/assignment given by Head Office.

Administrative

1. Selection and recruitment of all employees from BPS-1 to BPS-4.
2. Selection and recruitment of all employees from BPS-5 to BPS-15 with prior approval of Head Office.
3. Posting and transfer of all employees BPS-15 within the Province /Area with information to the Head Office.
4. Control movement of all employees at Provincial /Area and District Offices in outside the Provincial /Area jurisdiction will be referred to head Office (Administration Directorate) in advance.
5. Documentation of all matters pertaining to employees of NEF/Project.
6. Deal with and dispose all discipline cases of employees in BPS-1 to BPS-15 in accordance with rules in vogue.
7. Deal with and dispose or refer to Head Office the cases of officers in BPS-16 and above.
8. Issue Identity cards to all employees as per instructions given by Head Office.
9. Sanction casual leave of all employees and refer all other types of leave to Head Office.
10. Initiate annual confidential reports (ACRs) of officers and forward to Head Office. Maintain record to performance of other employees of NEF.
11. Purchase, procure and provide necessary material, equipment, books and services required for efficient functioning of BEC Schools.
12. Payment of utility bills and purchase of stationery items /POL.
13. Hiring of office accommodation with prior permission of Head Office and renewal of lease agreements.
14. Ensure serviceability of all equipment, transport, communication and stores held on charge, at all times.
15. (a). The vehicles provided to the District offices may be used within their concerned District for monitoring and supervision purposes. After office the NEF Offices. No vehicle may move without driver.

- (b). In charge of the District Office will insure proper maintenance of the cash Book, log Book, and stock register properly for the Audit purposes.
- (c). No vehicle will be provided/loaned to any unauthorized person including Government officers without prior permission of Head Office.
16. Ensure proper arrangements for effective security of premises, personnel, equipment and information.
 17. Ensure suitable measures for safety against fire hazards.

Finance & Accounting:

1. Ensure regular payment of salaries and utility charges directly to teachers through crossed cheque or bank advice for online transfer to teachers' personal accounts.
2. Ensure release of suitable funds to district offices for office expenditures, staff salary, building rent, stationery, POL, repair and maintenance etc. Such release be made on quarterly basis.
3. Bank accounts of the Provincial, Area and District offices will be opened in scheduled banks.
4. Signatories of bank accounts will be as under:-

	<u>Office</u>	<u>DDO</u>	<u>Co-Signatory</u>
a.	Provincial	A.D (Accounts)	Director
b.	Area	Assistant Accounts Officer	D.D Area
c.	District	A.D /Asstt. (Accounts)	D.D/A.D
5. TA/DA will be paid by provincial office after necessary scrutiny as per prescribed rules of Federal Government, depending on availability of funds in relevant head.
6. Supervisory cost will be paid through crossed cheques by Provincial office on recommendation of District Office.
7. Procurement of stationery, equipment, furniture and literacy material will be done as per rules prescribed vide public Procurement authority Ordinance, 2002 and SRO (1) /2006 dated 13 December 2006 (copy enclosed).
8. All payments will be debited to specific head.
9. Prior permission of Head Office will be necessary for all expenditures exceeding Rs.25000/- (Rupees twenty five thousand) only. This restriction does not include salaries, utility charges and supervisory costs.
10. Utility bills of offices including telephone, electricity, gas and water etc, will be made as per actual bills while remaining within the limit of entitlement (copy attached).
11. Purchase of POL, Repair & Maintenance of vehicles will be made as per prescribed rules and release of funds.
12. Provincial office will ensure timely submission of budget estimates, cash and work plans and expenditure reports.
13. Provincial office will ensure conduct of audit of accounts on regular basis and settlement of audit objections /Paras raised by the audit authorities.

Role & Function of District Offices, NEF

Operational

1. Report on all NEF matters to Provincial Office.
2. Administer all NEF affairs within the respective district in accordance with NEF policies issued by Head Office from time to time.
3. Establish new schools and Literacy & Skill Development Centres.
4. Operate existing Schools, and Literacy and Skill Development Centres.
5. Selection and appointment of teachers and skill development instructors.
6. Replacement of teachers and skill development instructors.
7. Ensure effective supervision of schools.
8. Ensure verification of teacher's certificates and degrees from issuing board/universities, through Provincial Office.
9. Collect, maintain and update data regarding NEF activities, projects and operations located within the district while ensuring accuracy and its timely transmission to the Provincial /Head Office.
10. Coordination and liaison with local / District governments for efficient functioning of the project and optimum output.
11. Keep the Provincial Office informed about all developments in the district regarding the NEF matters.
12. Employ supervisors for monitoring and inspection of schools as per NEF policy, with the prior approval from Provincial /Area Office.
13. Administration of teachers and maintain their personal record.
14. Prepare, ensure accuracy and submit quarterly claim for teachers' salary and ensure disbursement of teachers' salary from Provincial/Area offices.
15. Prepare monthly schedule of monitoring schools and ensure proper conduct of monitoring in the district.
16. Establishment of VEC for every school and regular liaison with them.
17. Direct all students' matters including motivation, reasons for drop outs, certificates, equivalence etc.
18. Conduct examination of all classes except 5th class of NEF schools.
19. Arrange 5th class examination, through District/Provincial Education Departments.
20. Monthly meeting with the supervisors and VECs, to review progress.
21. Segregation of schools according to age and gender groups.
22. Any other task assigned by Provincial or Head Office.
23. Motivate communities and encourage maximum enrolment in schools and Literacy and Skill Development Centres.
24. Control casual leave of teachers and staff.
25. Ensure prior approval of Head Office for sharing any data or information regarding NEF matters including projects/operations with any outside agency, office, NGO etc. This applies to visits of such organizations/individuals to NEF schools.
26. Conduct literacy and post literacy tests of learners of literacy centres.

Administrative

1. Selection and appointment of staff (BPS-1 to BPS-4), in the district, with approval from Provincial Office.
2. Report to Director, Province /DD, Area concerned regarding all matters.
3. Ensure smooth and efficient functioning by employing available means.
4. Control movement of employees of district office as per policy of Director Province/Area or Head Office.
5. Initiate ACRs and performance reports of employees working in the district.
6. Repair and maintenance of vehicles, equipment, furniture, etc.
7. Ensure provision of text books, literacy material, furniture and equipment to schools, students and district office as applicable.
8. Perform tasks and carry out assignments given from time to time by Head Office/Provincial Office.
9. Ensure office discipline punctuality and availability of district office staff.
10.
 - a. The vehicles provided to the District offices may be used within their concerned District for monitoring and supervision purposes and after office hours and on gazette holidays the vehicles may be pooled in the premises of the NEF District Offices. No vehicle will move without driver.
 - b. The District Office will maintain the cash Book, log Book, and stock register properly for the Audit purposes.
 - c. No Vehicle will be provided/Loaned to any unauthorized person including Government officer without prior permission of Head Office.

Finance & Accounting

1. Payment of rent of office building and utility bills on regular basis.
2. Payment of salary to staff on regular basis.
3. Process payment of teachers' salary and supervisory costs to NGOs with Provincial Office, on regular basis.
4. Minor repair of vehicle and equipment not exceeding Rs.2000/- Repair & maintenance of vehicles/equipment exceeding Rs.2000/- with prior permission from Provincial Office.
5. Timely submission of budget estimates and quarterly expenditure reports to Provincial Office.
6. Ensure annual audit of accounts as per directions from Provincial Office/ Head Office.
7. Ensure that no liabilities are created through expenditures in excess of released funds.
8. Process payment of TA/DA with Provincial Office duly supported by requisite documents.
9. To hold an account with a scheduled bank, with AD as DDO, and DD as cosignatory.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOL PROJECT
PROVINCIAL OFFICE/AREA OFFICE
JOB DESCRIPTION
DIRECTOR (BS-19/20)/ DEPUTY DIRECTOR (BPS 18)

1.	Will directly report to Managing Director.
2.	Will be responsible to organize and ensure efficient functioning of Provincial set up.
3.	Will be responsible to supervise all matters pertaining to progress and working of existing schools, LSDCs, and NGOs; their supervision, operational activities etc.
4.	Will incur one time recurring expenditures not exceeding Rs. 50,000/- and Rs. 15,000/- respectively in case of urgency . However statement of all such expenditure will be submitted to Finance Directorate at HO
5.	Ensure proper functioning of existing Basic Education Community Schools.
6.	Ensure establishment of new Basic Education Community Schools (with the approval of Managing Director) Ensure enrolment of students in each age group as per details in PC- 1
7.	Will ensure that every enrolled child must complete primary education, except for unavoidable reasons.
8.	Recommend conversion of (4-9 years age group) schools into two rooms regular – Formal Basic Education Schools according to PC-1 and with prior approval of Managing Director.
9.	Plan and conduct refresher course for Master Trainers and Teachers on annual basis.
10.	Will be responsible to arrange and deliver Teaching & learning material and subsequent replacement to schools in accordance with PC-1/NEF policy
11.	Establish close liaison with counterparts in Provincial Departments, concerned, EDO (Education), Nazims and local Notables to facilitate opening of BECS and enrolment of students/teachers.
12.	Will be responsible anticipate expenditures and to demand head-wise budget as laid down in PC-1 from HQ and correct/proper utilization of funds.
13.	Will submit expenditure reports to HQ and will be responsible for maintenance of accounts, as per NEF policy and general principles of accounting.
14.	Will be responsible to coordinate activities of NGOs and to ensure proper functioning of existing Basic Education Community Schools.
15.	Will be responsible to hold motivation campaign, seminars, conferences, meetings, workshops and capacity building for the project.
16.	Any other task assigned by the Managing Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
DEPUTY DIRECTOR (OPERATIONS BPS 18)

1. Will work under Provincial Director.
2. Ensure proper organization and functioning of Operation's Branch.
3. Ensure base line survey of Basic Education Community Schools.
4. Prepare feasibility report for establishment of new BECS in consultations with District Incharge and local notables.
5. Will be responsible to deliver Teaching & learning material to BECSs.
6. Ensure teachers change cases with the approval of Managing Director.
7. Ensure all educational qualification certificates/degrees of BEC Schools teachers are verified through Board/Universities.
8. Plan and facilitate conversion of five rooms schools (4-9 years age group) into Formal Schools according to PC-1. Further ensure proper functioning of these Formal BEC Schools.
9. Ensure proper functioning of existing BECSs.
10. Ensure segregation of existing BEC Schools into age group 4-9 years and 10-14 years age group.
11. Ensure each NGO is allotted minimum 10 schools and maximum 50 schools. The re-allocation of BEC Schools made available as a result of fresh allotment (With the approval of Managing Director).
12. Ensure signing of fresh Memorandum of Understanding (MoU) with NGOs.
13. Will prepare list of newly inducted teachers in BEC School for training.
14. Any other task assigned by the HO/Provincial Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT DIRECTOR (OPERATIONS BPS 17)

1.	Will work under Deputy Director (Operations).
2.	Will be responsible to plan baseline survey of existing/new Basic Education Community Schools & ensure following:
a.	Area/site selection. (With the approval of head office)
b.	Teacher selection (With the approval of head office)
c.	At least 30 learner students in the age group of 4-9 years and 10-14 years are available in each BECS.
2.	Will finalize the list of new BEC Schools according to Base line survey for implementation.
3.	Will be responsible to select the teachers and Supervisors as per criteria and recommend the names of teachers and Supervisors for appointment with prior approval of Managing Director.
4.	Will be responsible to carry out physical verification of Teacher's change in any school. This will include change and credentials of newly appointed teachers.
5.	Will be responsible to prepare list of educational certificates/degrees of newly appointed teachers, existing teachers and qualification improvement cases. This will be then sent to Admin Branch for further verification from Boards/Universities.
6.	Based on over al construction plan will prepare a list of locations, where 5 rooms schools are be constructed. Will then carry out physical survey of sites and forward the recommendations.
7.	Will ensure preparation of final Teachers' Directory.
8.	Ensure proper functioning of existing BEC Schools.
9.	Facilitate segregation of existing BEC Schools into age group 4-9 years and 10-14 years.
10.	Ensure each NGO is allotted minimum 10 schools and maximum 50 schools. The re-allocation of BEC Schools made available as a result of fresh allotment with the approval of Managing Director.
11.	Facilitate in signing of fresh Memorandum of Understanding (MoU) with NGOs.
12.	Any other task assigned by the Deputy Director (Operations).

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT FIELD OFFICER (OPERATIONS BPS 16)

1.	Will under Assistant Director Operations.
2.	Will be responsible to carry out Base line Survey to include:-
	a. Visit Communities and form Education Committees
	b. Select/verify area/sites of schools.
	c. Select teachers as per criteria.
	d. Ensure at least 30 students are available to open Basic Education Community Schools.
3.	Will prepare final list of new BEC Schools according to base line survey for implementation.
4.	Facilitate in selection of teachers and recommend the final list.
5.	Physically verify National Education Foundation/other schools i.e. Teacher's qualification, enrolment of students and school sites before its absorption/transfer into BEC Schools Project.
6.	Will verify change of teachers in schools as notified by NGOs/ Supervisors. Will find out reasons of change and will check credentials of newly appointed teachers.
7.	Will assist in survey and construction of 5 room schools as per approved plan.
8.	Will assist and coordinate in proper functioning of existing BEC Schools.
9.	Will be responsible in segregation of existing BEC School into age group of 4-9 years and 10-14 years.
10.	Assist/facilitate in signing of fresh MoU with NGOs.
11.	Assist in Selection of Supervisors.
12.	Assist/facilitate segregation of existing BEC School with age groups of 4-9 years and 10-14 years.
13.	Any other task assigned by Assistant Director Operations/Deputy Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
DEPUTY DIRECTOR (PERFORMANCE & EVALUATION BPS 18)

1.	Will under Provincial Director.
2.	Ensure proper organization and functioning of Performance and Evaluation Branch.
3.	Will be responsible to plan and ensure pre-service teachers training and refresher course for teachers.
4.	Will be responsible to plan and ensure capacity building of staff (Master Trainers), NGOs and Supervisors.
5.	Based on Monitoring and Evaluation report; will be responsible to work out demand of Teaching/Learning material for new BEC Schools and replacement of old material.
6.	Ensure demand of Text Books and other allied material.
7.	Ensure Monitoring and Evaluation of BEC School in its implementation according to plan and preparation of reports to Director.
8.	Will be responsible to handle all type of NGOs cases.
9.	Ensure compilation of Quarterly Progress Reports (QPR) for submission to HO.
10.	Ensure preparation of Monthly Report for submission to HO.
11.	Ensure BEC School students of Class-V appear in annual examination conducted under respective District Education Department. Subsequently admission in Class VI in Formal Schools.
12.	Will be responsible to identify the best teacher and student who stood first in Class V examination in the District.
13.	Will be responsible to authenticate the issuance of salary to teachers, Suoerisors and Supervisory cost to NGOs.
14.	Will be responsible to consolidate location of schools i.e. individual/NGOs/District wise maps.
15.	Will plan and ensure preparation and publication/ issue of Quarterly/ Six monthly newsletters.
16.	Will be responsible for media Campaign, workshop/ Seminars/ Conferences/ Meeting etc.
17.	Any other task assigned by the HO/ Provincial Director.

NATIONAL EDUCATION FOUNDATION BASIC EDUCATION
COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT DIRECTOR (PERFORMANCE & EVALUATION BPS 17)

1. Will work under Deputy Director P& E.
2. Will be responsible to compile QPR and Monthly Report for onward submission to HO.
3. Will facilitate in compilation of monitoring and Evaluation report.
4. Will be responsible to compile the demand of Teaching/ Learning material and Text Books including the allied items. Will ensure its distribution to BEC School according to the requirement.
5. Will facilitate in identifying the best teacher and student who stood first in Class V examinations in each District.
6. Will coordinate 5 th class examination with each District EDO (Education), NGOs BEC School.
7. Will assist in organizing media Campaign, workshop/Seminars/ Conferences/Meetings etc.
8. Will facilitate/assist to authenticate and issuance of Salary to staff, teachers, Supervisors and Supervisory Cost to NGOs.
9. Assist in capacity building of staff (Master Trainers) NGOs and Supervisors.
10. Assist in Pre-Service training and refresher course.
11. Will be responsible to monitor and evaluate the quality education in BEC Schools.
12. Will be responsible to evaluate performance of teachers employed in BEC Schools, NGOs and Supervisors.
13. Will be responsible to monitor and evaluate the correct utilization of Teaching/ Learning material/aids.
14. Will check performance of teacher and drop out ratio of students.
15. Any other task assigned by Deputy Director/ Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT FIELD OFFICER (P&E BPS 16)

1.	Will work under Assistant Director (P/E).
2.	Will be responsible as under: -
a.	To ensure proper functioning of BEC Schools.
b.	To carry out Monitoring and Evaluation of BEC Schools.
c.	Will attend to problem related to NGOs, Teachers and Community matters.
d.	Will verify Teacher Change cases and submit report with reasons and recommendations, Will also check and verify credentials of newly appointed teachers.
e.	Will prepare and verify final list of functional schools teacher for salary purpose and supervisory cost of NGOs and Supervisors.
3.	Will be responsible to organize and conduct Refresher Course of teachers and Pre-service Training of newly appointed teachers.
4.	Will be responsible to monitor and evaluate Learning/ Teaching material, its physical condition, the demand and subsequent delivery to each BEC Schools.
5.	Will be responsible to monitor BEC Schools and distribution of Text Books to each BEC School.
6.	Will be responsible to check performance of teachers and dropout ratio of students.
7.	Will be responsible to evaluate performance of teachers, NGOs and Supervisors.
8.	Will be responsible to monitor and evaluate the quality education in BEC Schools.
9.	Will assist in capacity building of staff, NGOs and Supervisors.
10.	Will assist in coordination of media campaign, workshop/ seminars/ conferences/ meetings etc.
11.	Any other task assigned by Assistant Director P&E /Deputy Director P&E.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT FIELD OFFICER (EDUCATION/SERVICES BPS 16)

1. Will work under Assistant Director.
2. Will be responsible in preparation of effective Teacher Training/Refresher Course plans.
3. Will be responsible in preparation of effective Teacher Training/ Refresher Course Manual.
4. Will be responsible in preparation of Syllabus/ Academic Calendar of age group 4-9 years and 10-14 years.
5. Will be responsible for Lesson planning of all subjects Class-I-V as demanded by the Teachers.
6. Will be responsible in preparation of Time Table Age Group 4-9 years and 10-14 years.
7. Will be responsible to prepare Guide lines of teaching methodology.
8. Will be responsible in preparation of A.V Aids according to the needs and resources.
9. Will coordinate with NGOs regarding quality of Education.
10. Will coordinate with NGOs regarding improvement in quality of education of BEC Schools.
11. Will organize capacity building of Staff (Master Trainer) /NGOs/ Supervisors.
12. Will be responsible to establish Resource Centre.
13. Will be responsible to prepare and publication / issue of Quarterly/Six monthly News letter.
14. Will be responsible as under: -
a. To ensure proper functioning of BEC Schools.
b. To carry out Monitoring of Evaluation of BEC Schools.
c. Will attend to problem related to NGOs, Teachers and Community matters.
d. Will verify Teacher Change cases and submit report with reasons and recommendations. Will also check and verify credentials of newly appointed teachers.
e. Will prepare and verify final list of functional schools teachers for salary purpose and supervisory cost of NGOs and Supervisors.
15. Will be responsible to organize and conduct two weeks Teachers Training and 6 days Teachers Refresher Training.
16. Will be responsible to monitor and evaluate Learning/Teaching material, its physical condition, the demand and subsequent delivery to each BEC Schools.
17. Will be responsible to monitor BEC Schools and distribution of Text Books to each BEC School.
18. Will be responsible to check performance of teachers and drop out ratio of students.
19. Will be responsible to evaluate performance of teachers, NGOs and Supervisors.
20. Will be responsible to monitor and evaluate the quality education in BEC Schools.
21. Will assist in coordination of media campaign, workshop/seminars/conferences/meetings etc.
22. Any other task assigned by Assistant Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT DIRECTOR (ACCOUNTS BPS 17)

1.	Will work under Provincial Director.
2.	Will be responsible to maintain and up date of the accounts.
3.	Will scrutinize all bills to include, utility charges, pay bills, POL/repair maintenance of vehicles/ equipments/ Machinery etc and all other contingent bills.
4.	Will scrutinize salary bills of teaching staff, officer/employees at Provincial and District level offices including Supervisory cost of NGOs and Supervisors.
5.	Will be responsible to maintain accounts ledger and will ensure safe custody of chequebooks.
6.	Will be joint cheque signatory along with Provincial Director.
7.	Will be responsible in preparation and processing of cheque related to expenditures.
8.	Will be responsible to prepare monthly and quarterly expenditure report for onward submission to HO.
9.	Will prepare annual fund utilization report.
10.	Will be responsible for preparation of annual Budget estimates and cash flow plan.
11.	Will perform the duties of DDO.
12.	Will be responsible to reconcile the bank statement with the accounts ledger maintained in the office on monthly basis.
13.	Will assist and coordinate whenever audit of accounts is conducted by Audit Department.
14.	Will be responsible to draw petty cash and its safe custody.
15.	Any other task assigned by the HO/Provincial Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOL PROJECT
JOB DESCRIPTION
CASHIER (BPS 14)

1.	Will be responsible for maintenance of Cash Book.
2.	Will be responsible for maintenance of day-to-day expenditure i.e. Impress Account/Petty cash.
3.	Will be responsible to keep the cash i.e. imprest money for daily expenditure.
4.	Will be responsible to visit Bank/Treasury/Accounts offices for clearance of cheques, bills and payments/receipts.
5.	Will responsible for safe custody of official stamps, postage stamps, copies of paid bills and other related accounts records.
6.	Will be responsible to prepare all kinds of bills/acquaintance rolls.
7.	Will be responsible to prepare cash payment vouchers and Bank payment vouchers.
8.	Will be responsible to prepare minute sheets for payment of Bills for approval form competent authority.
9.	Will be responsible to prepare monthly trail balance.
10.	Will assist in preparation of reconciliation statement.
11.	Will be responsible to maintain accounts Ledger/Books.
12.	Any other task assigned by the Assistant Director Accounts.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT DIRECTOR (ADMINISTRATION BPS 17)

1. Will report to Provincial Director.
2. Will responsible for all administrative matters in the Provincial office and District offices.
3. Will be responsible for procurement of stores/equipment/stationery etc. and will also be responsible for maintenance of stores & stock record.
4. Will act as Mechanical Transport Officer.
5. Will be responsible for maintenance, repair of vehicles, equipment and stores.
6. Will be responsible for security of offices, stores/equipment/vehicles.
7. Will be responsible to process the cases for recruitment, cancellation of contracts of staff BS-1-15 (With prior approval of Managing Director)
8. Ensure proper maintenance of personal/service record of officers and staff.
9. Will ensure all ACRs of officers and staff are initiated, completed and submitted to Director.
10. Will be responsible to process cases of efficiency and discipline of officers and staff.
11. Will be responsible for maintenance of all type of leave record and its processing.
12. Will be responsible as caretaker of office buildings.
13. Will be responsible to control and get the work done from ancillary staff.
14. Will ensure timely submission of all kind of utility bills to Accounts Branch and subsequent payments.
15. Will be responsible for administrative arrangements of Seminars/Conferences/Meetings/ Workshops etc.
16. Will act as Protocol Officer when ordered.
17. Will be responsible for verification of Certificates/degrees through respective Boards/Universities.
18. Will be responsible to handle court cases/litigations.
19. Will be responsible to procure training/teaching material as per demand through a purchase committee.
20. Will be responsible to purchase Text Book through a purchase committee.
21. Any other task assigned by HO/Provincial Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOL PROJECT
JOB DESCRIPTION
DEPUTY DIRECTOR (DISTRICT OFFICE BPS 18)

1. Will work under the supervision of Provincial Director/ Area Deputy director.
2. Ensure proper organization and functioning of District officer.
3. Ensure proper functioning of existing BEC School.
4. Prepare feasibility reports for establishment of new BEC Schools in consultation with local notables in District, EDO (Education) etc as per instructions.
5. District heads are allowed to incur one time recurring expenditure not exceeding Rs. 7,000/-. However statement of all such expenditure will be submitted to Finance Directorate at HO.
6. Facilitate conversion of 5 rooms schools (4-9 years age group) into Regular Formal Schools.
7. Will plan baseline survey of existing/new BEC Schools, conduct and implement the following: -
a. Visit Communities and form Education Committees (With the approval of head office)
b. Teacher selection (With the approval of head office)
c. Ensure at least 30-learner student in the age group of 4-9 years and 10-14 years are available in each school.
8. Will be responsible to carry out physical verification of Teacher Change in any school.
9. Will be responsible to organize and conduct media campaign/Seminars/Workshop/ Conference/Meetings etc in respective District.
10. Will ensure quality education of BEC Schools.
11. Will be responsible to carry out monitoring, performance and evaluation of BEC Schools and submit report to HO/ Provincial Office.
12. Facilitate 5 th class examination of BEC Schools students in coordination with NGOs, Supervisors and EDO Education.
13. Will be responsible to recommend best student and teacher of District to Provincial Office for awards.
14. Ensure minimum 30 students per school for enrolment and take measures to decrease drop out ratio.
15. To conduct field visits at least 50% in quarter to BEC School to ensure its smooth functioning, regular attendance by students and teachers and quality education etc.
16. Carryout surprise visits to BEC Schools and test competency level of students to ascertain the comprehension of subjects.
17. Utilize Van/Jeep/Motor Cycle Judiciously for official purposes only.
18. Will be responsible to hire the office accommodation with the approval of Managing Director and ensure timely payment of rent, utility charges etc.
19. Forward quarterly/monthly progress report to Provincial Office regarding the schools opened, students/teachers enrolled/recruited/ drop- outs etc.
20. Will be responsible for motivational campaign for enrolment/recruitment of students and teachers in the respective areas.
21. Any other task assigned by Managing Director/ Provincial Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT DIRECTOR (DISTRICT OFFICE BPS 17)

1.	Will work under the supervision of Deputy Director.
2.	Will facilitate proper functioning of existing BEC Schools.
3.	Facilitate for preparation of feasibility report for establishment of new schools in the age group of 4-9 years and 10-14 years in consultation with local notables in District, EDO Education etc. as per instruction.
4.	Will be responsible to ensure delivery of material i.e. Black Boards, Text Books, Exercise Books, Mats, chairs etc to each school in the District.
5.	Facilitate in baseline survey of existing/new BEC Schools, conduct and implement the following: -
a.	Area/site selection. (With the approval of head office)
b.	Teacher selection (With the approval of head office)
c.	Ensure at least 30-learner student in the age group of 4-9 years and 10-14 years are available in each school.
6.	Will finalize the list of new BEC Schools according to Baseline survey for implementation.
7.	Will be responsible to carry out physical verification of Teacher Change in any school. This will include any change and credentials of newly appointed teachers.
8.	Will be responsible to prepare list of educational certificates/degrees of newly appointed teachers, existing teachers and qualification improvement cases. Subsequently will verify them from Boards/Universities.
9.	Will prepare list of District level Teacher's Directory.
10.	Facilitate segregation of existing BEC Schools into 4-9 years and 10-14 years age groups and send reports to provincial office.
11.	Will ensure quality education of BEC Schools.
12.	Will be responsible to work out demand of Text Books/Material/Teaching/Learning material.
13.	Will ensure formation of Education Committee in villages where BEC Schools are located.
14.	Will facilitate in recommendation best student and teacher of District to Provincial Office for awards.
15.	Ensure minimum 30 students per school for enrolment of students and take measures to decrease drop out ratio.
16.	Will be responsible to prepare final list of teachers, NGOs Supervisors after authentication, shall forward the report to HO/Provincial office/Area Office.
17.	To conduct field visits at least 50% in quarter to BEC School to ensure its smooth functioning, regular attendance by students and teachers and quality education etc.
18.	Utilize Van/Jeep/Motor Cycle judiciously for official purposes only.
19.	Will facilitate for motivational campaign for enrolment/recruitment of students and teachers in the respective areas.
20.	Any other task assigned by HO/Provincial Director/Deputy Director Area Office/Deputy Director District Office.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT CUM ACCOUNTS ASSISTANT/ COMPUTER OPERATOR
BPS 14 (DISTRICT)

1. Will work under supervision of District Office Incharge.
2. Will be responsible for maintenance of Cash Book/Stock register.
3. Will be responsible to operate Computer, punching Official letter, preparing statements.
4. Will be responsible for maintenance of office equipments, computer (hardware/software).
5. Will be responsible to maintain all the record of day to day expenditure i.e. petty cash/imprest account.
6. Will be responsible to prepare all kind of bills/acquittance rolls, cash payment vouchers and bank payment vouchers.
7. Will be responsible to check and process the TA/DA bills of staff.
8. Will be responsible to keep the complete record of teaching and learning material.
9. Will be responsible to maintain the leave/track record of the staff.
10. Will be responsible to keep the official stamps, postage stamps, cheque books, cash book, paid bills etc under key and lock.
11. Will be responsible to examine the vehicle, vehicle log book, and POL average consumption on monthly basis and will report to the District Office Incharge directly.
12. Will be responsible for timely dispatching and in warding the official letter.
13. Will be responsible to prepare cash payment voucher's bank payment vouchers and prepare monthly trail balance.
14. Will be responsible for preparation of reconciliation statements.
15. Will be responsible to maintain account ledger/books.
16. Any other task assigned by the District Office Incharge.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
ASSISTANT (BPS-14)

1. Will work under AD (Admin).
2. Opening of files and keeping a record of movement of files
3. Keeping a note of all important orders and decisions.
4. Recording, indexing and weeding of files.
5. Will put-up previous papers and other references relating to the case under consideration.
6. Will maintain the files.
7. Other clerical duties assigned to him by AD (Admin), including typing, maintenance of receiving/dispatch register, POL Register, Leave record register, internal mail distribution register, stationery stock register, TCS mail dispatch register etc, preparation of statements and putting up of routine reminders.
8. Any other duty assigned by AD (Admin).

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
Computer Operator (BPS-12)

1.	Will work directly under section incharge concerned branch i.e. Adim, Field, and Accounts.
2.	Will be responsible for keypunching of data and material and preservation thereof.
3.	Will be responsible to do all the typing work of concerned branch.
4.	Will be responsible the maintenance of computer and their accessories.
5.	Any other duty assigned by the section incharge.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
Steno Typist (BPS-12)

1.	Will work as PA to Provincial Director.
2.	Taking dictation, rendering transcripts and doing general typing work
3.	Attending to receipt and issue work during the absence of the Assistant and telephone operator.
4.	Any other duty/assigned by the Provincial Director.

NATIONAL EDUCATION FOUNDATION
BASIC EDUCATION COMMUNITY SCHOOLS PROJECT
JOB DESCRIPTION
LDC (BPS-07)

1.	Will work under Section Incharge.
2.	Will be responsible to maintain a register for receipt and dispatch.
3.	Will maintain the files' record
4.	Any other duty assigned by the Section Incharge

09. Administration:

9.1. General

- Admin Directorate at Head office facilitates all the matters pertaining to Admin and establishment including all the employees who are working at HO, PO/ Area offices and DO respectively
- Admin Directorate is the custodian of all personal files of employees of Head office, Provincial office, Area offices and District office respectively.
- Deal with and dispose all discipline cases of employees in accordance with rules in vogue.
- Ensure smooth and efficient functioning by employing available means.
- Prepare and maintain ACRs and performance reports of employees.

9.2. Appointments

- Authority
BOG is empowered to appoint/hire or terminate services of employees as per approve organization. However board may delegate powers to MD
- Procedure, Categories: Regular, Contract, Daily wages.
 1. Manpower Requisition form shall be completed by the representative directorate head and sent to Administration for approval by the Chairman. This should then be sent back to Administration Directorate for necessary action.
 2. All positions being filled for the first time should be advertised. In case a job was advertised within last 6 months, internal database should be reviewed before placing an advertisement.
 3. Administration Directorate will prepare the contents of the advertisement in consultation with the respective Directorate head and arrange its publication in the newspaper.
 4. Administration Directorate will receive all applications and will short list them and prepare summaries for review by the respective Directorate Head.
 5. Administration Directorate will send the interview call letters after consultation with the approval of the Chairman.
 6. The case for replacement of officers (BPS 16 and above) will be sent to the Chairman for approval. Replacement of staff (BPS 15 and below) will be done by respective Directors / Office heads in consultation with Director Administration.
 7. Administration Directorate will issue appointment letters. Appointment will be finalized with in seven (7) working days after the receipt of documentation. Director Administration will sign the appointment letter of all employees.
 8. Directorate Heads will not induct any employee unless she/he has an appointment letter issued by Director Administration on official letterhead of NEF. After appointment the employee will fill up a Performa for office record. Specimen is attached at **Annexure A**

9. All unsuccessful applications will be retained by the Administration Directorate for future reference and similar positions for a period of one (1) year.
10. Depending upon the job and /or legal requirement, the successful candidate (s) might be required to have a medical examination done from a NEF's approved doctor who shall report directly to the Administration Directorate. In such cases all appointments are subject to satisfactory medical reports.
11. Depending upon the job and /or legal requirement, Administration Directorate may check in writing or verbally with the previous employers and references given by the applicant. A prescribed reference check form will be used for this purpose. All such appointments are subject to satisfactory reference checks and verification.
12. Administration Directorate will send employee status form to the Account Directorate to inform them about the new addition. Salary of a new employee will not be processed by the Account Directorate unless they have received a employee status form approved by the Director Administration.
13. Administration Directorate can reject a successful candidate later if proper documentation is not/can not be provided and subject to unsatisfactory reference checks and /or medical reports.
14. The respective Directorate will induct the successful candidates and Administration Directorate will issue a circular informing all staff of the latest addition.

All employees will be on three months probation (extendable to additional months), unless specified differently in the contract. Administration Directorate will inform the respective Directorate head two weeks before the expiry of probationary period, for those employees who are completing their probationary period. Directorate head will conduct the Probationary Evaluation and notify completion of the probationary period. Administration directorate will then issue the letter, based on the Directorate Head's comments.

Temporary / Casual Employees

Casual employees are those inducted without written contracts. They are not eligible for any benefits, such as medical insurance, annual leave etc. following procedure will be adopted to induct a casual and / or temporary personnel.

1. Directorate Head will justify and communicate the need for such inductions to Administration Directorate.
2. Administration Directorate will sanction the headcount/ budget for such induction such approval of the Chairman.
3. Directorate Head will induct the casual worker on daily wages strictly from local areas, after proper identification and reference check.
4. All such induction must be notified to Administration Directorate by submitting a employee fact sheet, a photograph and copy of the National ID card.
5. No offer letter and / or appointment letter is issued to temporary / casual employees, inducted on daily wages.

Consultancies

Appointment by contract as a consultant or advisor may be made for special project / purposes or obtaining the services of specially qualified persons. Consultancy or advisory services shall be governed by the clauses / rules stated in respective agreement. Consultant / advisor will be selected by a committee comprising Chairman, Director of respective programme, and Director Administration.

9.3 Employee Exit

- **Resignations**

If an employee wishes to resign and leave the service of the Foundation, the employee must inform his / her directorate head / Regional Coordinator (for Regional Office employees) of his intention. The foundation requires one-month notice from all full-time employees. The head of the directorate / Regional Coordinator will endorse appropriate comments and pass the letter along with the final settlement form to the administration Directorate for final settlement at head office. The administration directorate will ensure to cease all the benefits (whichever apply to the respective employee) and inform Finance Directorate for final settlement. All benefits, except retirement, will be paid at a pro-rata basis with immediate effect, once an employee has served the notice.

Finance Directorate will ensure that all the relevant directorate heads have signed the final settlement form for clearance before making the final payment. Final payment must be through cheques only; no cash payment will be given as final settlement.

- **Terminations**

In case of gross misconduct and / or serious inefficiency concerns, the appointing authority may terminate the services of an employee by giving one-month notice or one month salary in lieu of notice.

Head of concerned Directorate / Offices will inform the MD whenever they wish to terminate an employee. All terminations should be in line with NEFs disciplinary policy. To ensure that all legal obligations are fulfilled, only Director (Admin) is authorized to issue termination letter, with the prior approval of appropriate authority prescribed in rules.

- **No Call / No Show**

If an employee has not come to work for three consecutive days, the directorate head should try to locate the employee either by telephone or by mail. Appropriate documents (such as phone bill / log and post office stub) must be kept to prove that an effort was made to contact the employee. In case no contact is made the directorate head should forward the case to the Administration Directorate.

The Administration directorate after proper investigation will send a show cause notice to the employee and in case the employee gives no response within 7 days working days, will inform account directorate for appropriate action.

- **Retrenchment**

Services of an employee shall be dispensed with in the event of budgetary constraints or abolition of the particular post. The employee will be entitled to the prescribed terminal benefits.

- **Exit Interview**

The administration directorate may conduct an exit interview to ascertain the reasons of resignation and inform the management if the cause merits their attention.

9.4 Staff Transfer

Due to operational requirements, the foundation may at times transfer or rotate any employee from his/ her present position or change the type of work performed by the employee. Such transfers are regarded as positive, both for the employee as well as the foundation and shall be encouraged by the foundation and shall be encouraged by the foundation as a method of development for mutual benefit. These transfers will be based on the foundation's needs and the employee's area of residence will be considered, where possible, while making such decisions. Unless absolutely necessary, internal transfer should be done 15th of every month, in order to avoid payroll discrepancies.

Administration Directorate will inform respective directorates and locations of this change after updating the employee database, no transfer will be considered official unless a notification is issued by the Administration Directorate announcing the transfer to all concerned.

No employee can be relieved and / or accepted at any location unless an official notification issued by the administration directorate is released.

Seven days joining time will be allowed on inter-province and three days joining time will be allowed on within-province transfers. A joining report issued by the receiving office should reach administration directorate within 5 (Five) working days, verifying the transfer of an employee.

All employees shall accept the transfer orders as per the appointment letter; Failure to comply with transfer orders may result in disciplinary action.

9.5 Disciplinary Policy

Employees are expected to report for work on time, to perform their tasks diligently and to an acceptable NEF standard and to follow the instructions of those in authority. Employees should not conduct themselves in a manner that is detrimental to the interests of NEF. Poor performance or misconduct that does; not result in summary dismissal can result in the following disciplinary procedures. Exact disciplinary step taken will be determined based on the circumstances of the violation.

9.5.1 Initial Warning

For minor/ initial cases of misconduct, an initial warning will be given on prescribed form. A copy should be sent to administration directorate for the employee's personnel file.

Initial warning will stay live for 12 week and will be considered while conducting performance review, if the performance review falls within next 12 week.

9.5.2 Final Warning

For more serious or repeated violations or misconduct, or for continuing poor performance, the employee will be given a final warning on prescribed form. This will state that if any misconduct occurs again or poor performance continues, demotion, suspension or dismissal may result. A copy should be sent to administration directorate for the employees personnel file.

9.5.3 Disciplinary Suspension

The employee may be suspension from work without pay for a period (maximum one month) determined by immediate Supervisor. Only administration directorate will issue the suspension notice based on the recommendations made by the immediate supervisor. Chairman has the authority to revise the duration of such suspension.

A copy of the suspension notice will be kept in the employee's personnel file. Suspension will stay live for 52 week and will be considered while conducting performance review.

9.5.4 Dismissal

For serious or repeated violations or for continued poor performance, an employee may be dismissed, with appropriate notice by the appointing authority. Following procedure should be adopted:

Head of concerned Directorate / Offices should submit an Incident Report and Copies of all Warnings issued to the employee to administration directorate for review / investigation.

Administration directorate will review / investigate the case as per NEF Disciplinary Policy and will submit the recommendation to the Chairman, for approval, after reviewing:

- The incident report.
- Employee's work history and warning records.
- Information gathered by the witnesses.
- Other investigative tools.

9.5.5 Penalties

An employee who is found guilty of breach of regulation of the NEF, or of discipline, or contravenes instructions / orders issued to him/her in connections with his / her official work or who displays negligence may be subject to one or more of the following penalties along with a warning by the appointing authority, depending upon the gravity of the offense:

- Postponement or stoppage of increment
- Forfeiture of pay for any period unauthorized absence from duty

- Recovery from pay of the whole or part of any pecuniary loss caused to NEF by the employee
- Reversion to a lower stage of pay in the same grade or to a lower grade
- Removal from service or call upon the employee to resign from service.

9.5.6 Examples of Misconduct, which will lead to Disciplinary Action

This list is not intended to be exhaustive or to imply that there are no other cases of dishonesty and /or misconduct which warrant or may result in disciplinary action being taken up to and including dismissal. They are listed in any particular order:

- i. Willful insubordination or disobedience of a legal order of the superior.
- ii. Violation of NEF policies or failing to perform an acceptable standard of work.
- iii. Negligence or carelessness, which results in personal harm or injury to other employees or damage and destruction of NEF property.
- iv. Being habitually late or absent without permission.
- v. Leaving the job without permission or conducting personal affairs at work without authorization.
- vi. Committing any act or omission that could affect the safety of others.
- vii. Tardiness in filling out any required time card or losing, damaging falsifying a time card.
- viii. Disturbing the performance of other employees during work hours.
- ix. Tardiness in performing work or neglect of duty.
- x. Eating, drinking or smoking in times or places not permitted
- xi. Failing to give a superior sufficient time to arrange a replacement when unable to attend work as scheduled.
- xii. Failing to meet specific performance targets outlined by NEF.
- xiii. Failure to show a serious attitude or lack of diligence in carrying out work.
- xiv. Accessing restricted areas, property or records, or removing NEF / other employee's property without proper authorization.
- xv. Misappropriation / Mishandling of Foundation's property.
- xvi. Making false injury claims.
- xvii. Incompetent or inefficient job performance.
- xviii. Using profane, obscene, vile or abusive language while on duty.
- xix. Bringing in weapons or using any object as an implement of a weapon.
- xx. Committing any act on or off the job that will bring bad repute to the foundation.
- xxi. Unauthorized use of NEF letterhead or logo.
- xxii. Making unauthorized commitments on behalf of NEF.

Other instances of a similar nature as those mentioned above.

Any act of dishonesty and / or willful misconduct will lead to dismissal. Willful misconduct which can lead to dismissal is defined as any act that is harmful to the good conduct of NEF business. The following are examples of dishonesty and / or willful misconduct, which will lead to immediate dismissal. The list is not intended to be exhaustive or to imply that there are no other cases of dishonesty and / or

willful misconduct, which can lead to dismissal. These examples are not listed in any particular order.

9.5.7.1 Examples of Dishonesty and / or Willful Misconduct, which will lead to Dismissal

- i. Disobeying safety rules or any instruction which could affect the safety of any employee.
- ii. Falsely filling out NEFs documents / records or withholding information that can be potentially dangerous for the Foundation / other employees.
- iii. Taking Foundation's monies without authorization or failing to place NEFs money immediately into NEFs treasury.
- iv. Taking or giving bribe or any other form of illegal gratification.
- v. Striking work or inciting others to strike work or adoption of go slow tactics.
- vi. Deliberately taking or giving away NEF property without obtaining proper authorization from Chairman.
- vii. Giving any information about NEF finances, trade secrets confidential information to anyone, including press, radio, television and media representatives (except as authorized by NEF).
- viii. Gross unprofessional conduct with respect to an employee or visitor / vendor.
- ix. Harassing an employee mentally or physically. This also includes sexual harassment. Sexual harassment is defined as any act, remark, gesture or conduct that will put an employee of opposite gender in a situation that is uncomfortable to perform one's duties in.
- x. Failing to report promptly any chronic ailments or communicable diseases, or deliberately endangering the health of others.
- xi. Reporting for work drunk or under the influence of drugs, or using, possessing, receiving, consuming, dealing or selling alcohol and / or drugs on the premises.
- xii. This will not apply in case of medicines prescribed by a medical practitioner and with permission from supervisor
- xiii. Accepting gifts or any other benefits from contractors or suppliers of goods and services without reporting the matter to NEF.
- xiv. Making false records on time cards or signing in for other employees.
- xv. Operating or having an interest in any other occupation or business without proper consent of NEF.
- xvi. Failing to observe security rules.
- xvii. Failing asleep during work hours or showing a lazy attitude.
- xviii. Failing to report to work, arriving late for work as scheduled or leaving work before the completion of the scheduled work hours, without permission from a supervisor.
- xix. Submitting fake bills (procurement, medical & others) for reimbursement.
- xx. Fraudulent requests for time off or absence due to a false claim of illness.
- xxi. Certain criminal acts. In the case of conviction for criminal offenses, NEF reserves the right to terminate an employment. During proceedings for criminal offense is connected to their employment. During proceedings for criminal offenses, NEF reserves the right to suspend all salary pending the outcome of the proceedings.
- xxii. Deliberately threatening, assaulting or injuring any employee or visitor / vendor.
- xxiii. Falsely filling out job application form or giving false information relating to employment.

- xxiv. Bringing or attempting to bring political or other outside pressure / influence, directly or indirectly, to bear on the authorities / superior officers.
- xxv. Acting in an adverse manner relating to his / her appointment, upgradation, transfer, punishment or for any other condition of service of employment.
- xxvi. Committing any act (on or off the job) that will defame the NEFs.

Other instances of a similar nature as those mentioned above.

9.5.8 Right to Appeal Against Disciplinary Action.

Before any disciplinary action is taken against an employee, the employee will be given the opportunity to state his or her own case before any decision is reached. If an employee is dissatisfied with any disciplinary action taken, he or she has the right to take the matter up with the Head Administration Directorate, with the Chairman.

9.6 Leave

9.6.1 Leave Rules

Province / Area / District heads are authorized to sanction leaves for employees working in BPS 1-16 upon recommendation from immediate supervisor. For employees in BPS-17 and above, Chairman is authorized to sanction leaves upon recommendations from immediate supervisor in any.

Applying for leave is employee's responsibility. Each employee who is availing any type of leave must ensure that a leave application form is filled and is properly approved. If an employee has to go on leave before an approval (in case of an emergency) it is his/her responsibility to ensure that proper documentation is done upon return from leave.

All leave application must be forwarded to Administration Directorate for record keeping. Provincial / Area / District heads will ensure that leave applications for their staff are attached with the attendance sheet and all leaves availed are reflected on the attendance sheet.

Administration Directorate will keep track of all leave entitlements and leave balances, this information will be forwarded to Accounts Directorate for leave encashment (as per NEF policy) at the time of employee exit.

9.6.2 Types and Entitlement/ Sanctioning Authority/ Procedure for Leave Application.

Annual Leave

All employees are entitled to 1 ½ annual leaves per month. At the time of leave being granted the employee can only apply for the number of days in proportion to the number of months worked. No leave can be taken in advance.

The balance of Annual Leave cannot be accumulated for more than 36 leaves. Up to 50% of the un-availed earned annual leave will be encashed, only when the employee is leaving the organization.

Sick Leave

All employees will be eligible for 8 working days per calendar year as Sick (Medical Leave). In case, where calendar year is not an option, the employee will be entitled to such leaves on pro-rata basis.

Sick leaves for 3 (three) or more consecutive days will require a medical certificate from a certified / registered government medical practitioner. Head Office employees shall inform the Administration Directorate that they are unable to attend office or their assignment. Provincial / Area / District office employees shall inform their respective Provincial / Area / District head and in his absence the next in-charge that they are unable to attend office or their assignment. Un-availed Sick/Medical leave cannot be carried over to the next year and cannot be encashed. Sick leave will be calculated based on the calendar year and all un-availed leave lapses on December 31. Administration Directorate will be responsible to keep the records up-to-date.

Casual Leave

All employees will be eligible to 10 working days per calendar year as Casual Leave. In case, calendar year is not an option, the employee will be entitled to such leaves on pro-rata basis.

Every eligible employee may avail casual leave due to a person emergency or an unforeseen event. Head Office employees shall inform the Administration Directorate that they are unable to attend office or their assignment. Provincial / Area / District Office employees shall inform the Provincial / Area / District head and in his absence the next in-charge. Request for taking casual leave must be made before the start of the day so that necessary arrangements can be made to ensure smooth workflow.

This leave is granted for a maximum period of three consecutive days and cannot be sandwiched with a gazetted holiday and/or scheduled day off, in case an employee sandwiches casual leave with a gazetted holiday or his/her scheduled day off, it will be deducted from his annual leave. Un-availed casual leave cannot be carried over to the next year and cannot be encashed. Casual leave will be calculated based on the calendar year and all un-availed leave lapses on December 31. Administration Directorate will be responsible to keep the records up to date.

Leave in lieu

Leave in lieu will be granted if an employee (BPS 15 below) has worked on a gazetted holiday/scheduled day off. Such leaves on recommendation from the respective Director/Area Head/District Head will be approved by Chairman and a leave application form reflecting the day against which day the leave is granted will be required.

Leave Without Pay

Generally, Leave without pay is not permitted. However, the Foundation shall consider such leave requests based on the following criteria;

- Compassionate grounds
- Work situations
- Availability of replacements

Only the Chairman can sanction such leave, provided employee has all availed other leaves. Leaves without pay cannot be given for more than 36 months provided the employee has served for more than five years.

Hospitalization Leave

All employees shall, as certified by a medical practitioner, be eligible to take hospitalization leave up to a maximum of 30 calendar days, which would include his/her sick and casual leave. An employee may be granted hospitalization leave for over 30 days at the management's discretion. Requests for such leaves must accompany a doctor's note and hospital's admission slip clearly mentioning the nature of treatment and confinement date. A Discharge slip clearly mentioning the nature of treatment and confinement period will be required before salary payment is made.

Maternity leave

Married female employees shall be entitled to 8 (Eight) weeks fully paid maternity leave ideally 2 (Two) weeks before and 6 (Six) weeks after the delivery.

Chairman shall approve all applications for maternity leaves. A certificate from a registered medical practitioner should support the application.

Birth shall be notified to Administration Directorate within 7 (Seven) days in order to get the newborn registered. This privilege may be availed only after completion of probationary period for a maximum of 2 (Two) confinement periods with a minimum interval of 2 (Two) years between the two years between the two periods of maternity leaves.

Leave of absence from work due to any pregnancy related illness or miscarriage shall be considered as normal sick leave.

Absence from work

Any absence from work, under any circumstances other than those mentioned in this manual, may make the individual liable for disciplinary action and or dismissal from employment. These leaves may be deducted from the annual leave allowance upon the discretion of the management.

Miscellaneous

Where an employee who is on leave is asked to attend office, the unutilized portion of his leave will be added back to the balance to his annual leave. When an employee applies for but is not granted annual leave due to the prevailing circumstances within his/her directorate, the leave requested will be carried forward to another period.

Administration Directorate for head office employees and Provincial/Area/District Heads for Provincial/Area/District Office employees will be responsible to maintain Leave Tracking chart for respective locations. Provincial/Area/District heads will submit a Leave Tracking Chart (in prescribed format) for their respective locations to Administration Directorate on monthly basis by 23rd of each month for proper record keeping and timely payroll processing. It is NEFs belief that every employee must avail his/her annual leave in the interest of good health and mental well-being and is also in the interest and benefit of the NEF.

9.7 Pay and Allowances.

9.7.1 Basic Pay Scales: Supervisory Staff /Officers.

BPS	Min	Incr	Max	Stages
1.	2970	90	5670	30
2.	3035	100	6035	30
3.	3140	120	6740	30
4.	3240	140	7440	30
5.	3340	160	8140	30
6.	3430	175	8680	30
7.	3530	190	9230	30
8.	3665	210	9965	30
9.	3820	230	10720	30
10.	3955	260	11755	30
11.	4115	275	12365	30
12.	4355	310	13655	30
13.	4645	340	14845	30
14.	4920	380	16320	30
15.	5220	420	17820	30
16.	6060	470	20160	30
17.	9850	740	24650	20
18.	12910	930	31510	20
19.	19680	970	39080	20
20.	23345	1510	44485	14
21.	25880	1700	49680	14
22.	27680	1985	55470	14

Teachers

- Matric 3000
- FA/FSc 4000
- BA and above 4500
- Utility Charges 1000

9.7.2 Payment of salaries

- Salaries and utility charges are paid to teachers on quarterly basis with prior approval of HO.
- Provinces/ Area forward their claims to their respective desk at HO by 10th March, 10th June, 10th September and 10th December.
- The desk concerned examines the claim according to record and verify the same with EMIS.
- The claims duly vetted are forwarded to Finance Directorate through Director Project in case of new project by 17th December respectively.
- Finance Directorate carries out technical scrutiny to accord financial concurrence and get the approval of competent authority for payment.

- Approval is communicated to respective Province/ Area office by 25th March, 25th June, 25th September and 25th December respectively through the concerned DD/AD coordination at HO.
- Pay & Allowances of the officers and staff employed at Provincial/Area/District office are made on monthly basis.
- Pay claims are forwarded to Admin Directorate by 15th of each month.
- Admin Directorate checks the claims and forwards these to Finance Directorate by 22nd of each month.
- Finance Directorate gets the approval of competent authority by 27th and communicates the approval to respective Provincial/Area office by 28th.

9.7.3 Traveling Allowance

- All cases of temporary duty and visits to and out of station will be forwarded to Admin Directorate for obtaining prior approval of competent authority.
- The official will only travel after obtaining prior approval of competent authority from HO.
- Govt. rules for TA are applicable to all the Directors and other employees of the NEF, unless otherwise specified by the GOP.
- Final TA bill is forwarded to Finance Directorate within 07 days of completion of duty and advance adjusted accordingly.
- If the employee travels by public transport TA will be paid as 1Rs/KM or as charged by the public transport service.
- By air traveling is allowed to BPS 17(Conditional, subjected to competent authority) and above.

9.7.4 Daily Allowance

Rates of Daily Allowance (DA) are as under:-(revise able)

BPS	Ordinary	Special
BPS 01-04	125/-	200/-
BPS 05-11	155/-	220/-
BPS 12-16	280/-	365/-
BPS 17-18	500/-	640/-
BPS 19-20	625/-	825/-

- Govt. rules for DA are applicable to all the Directors and other employees of the NEF, unless otherwise specified by the GOP.
- Final DA bill is forwarded to Finance Directorate within 07 days of completion of duty and advance adjusted accordingly

9.8 Medical.

9.8.1 Medical Plan.

All full-time confirmed employees will be entitled to the medical benefit. For this purpose the Foundation shall grant 20% of the basic pay as medical allowance to cover their normal medical expenses.

In case of maternity and other cases requiring hospitalization, operation etc., and such cases shall be put up before the Board of Governors for approval of reimbursement of

actual medical expenses as per the following entitlements. These benefits will be worked out on financial year basis. In case, where calendar year is not an option, the employee will be entitled to the benefits on pro-rata basis.

9.8.2 Hospitalization.

Hospitalization entitlement for all full time (NEF) employees and their dependents will be as follows:-

GRADE	ANNUAL ENTITLEMENT
BPS-20	60,000.00
BPS-19	45,000.00
BPS-17	30,000.00
BPS-15	25,000.00
BPS-5-11	20,000.00
BPS-1-4	15,000.00

1. Dependents are defined as Spouse and kids for married or parents (below age 60) for unmarried. No employee can lodge a claim for both in calendar year. If no claim was lodged in a year and employee wishes to change his dependant's information, he must fill an Employee Status Form and submit it to the Head Administration Directorate for endorsement.
2. A minimum of 24 Hours confinement is required for a hospitalization claim. This time span can be less for an eye/day surgery.
3. Administration Directorate will register all employees and their dependants. It is however, the responsibility of all employees to inform Administration Directorate if there is any change in the dependant's information.
4. Maternity benefit can be availed only after successful completion of the probationary period for a maximum of two confinements period with a minimum interval of two years between the two periods of maternity.
5. All claims must be forwarded to the Administration Directorate along with the completed "Medical Reimbursement Form" Original Discharge Slip and original receipts issued by the hospital, within 30 calendar days of the hospitalization.
6. Hospitalization benefit does not include cosmetic surgeries including but not limited to plastic surgeries, hair implantation etc.
7. Administration Directorate has a right to deny a claim in case the required paperwork is not submitted.

9.9 Residential Accommodation.

9.9.1 Entitlement

	Revised Rental Ceiling	
BPS	Islamabad	Other Specified Stations
1-2	Rs.1925/-	Rs.1805/-
3-6	Rs.3010/-	Rs.2645/-
7-10	Rs.4500/-	Rs.4025/-
11-13	Rs.6785/-	Rs.5885/-
14-16	Rs.8525/-	Rs.7440/-
17-18	Rs.11285/-	Rs.9845/-
19	Rs.15005/-	Rs.12840/-
20	Rs.18845/-	Rs.16205/-
21	Rs.22565/-	Rs.19505/-
22	Rs.27005/-	Rs.24485/-

Specified Stations are Rawalpindi, Karachi, Lahore, Peshawar, Quetta. Hiring is not entitled at any other station

9.9.2 Hiring ceiling and procedure.

- All the officers/officials at Head Office/ Provincial Office can avail the facility of hiring as per entitlement.
- House hiring committee has already been formulated to finalize the hiring procedure.
- It is compulsory for the officers/officials to provide complete documents needed for hiring procedure i.e.

Consent letter.
Owner's CNIC copy.
Map of the house.
Legal documents of house.

9.9.3 Payment of hiring charges.

Payment of rental advance is normally for six months. It is made to the owner of the house through crossed cheques. Prior approval for all payments will be conveyed by HO with the approval of competent authority.

9.10 Office Accommodation.

9.10.1 Entitlement of Rent for office at various levels.

- Provincial Office: Rs. 50,000 per month (Pc 1)
- District Office: Rs. 7,000 per month (Pc1)

9.10.2 Hiring procedure.

Provincial office will select suitable place for district office and communicate it to Head office for its final approval along with complete documents (Map, Registry Copy, Lease Agreement, Affidavit etc.)

9.10.3 Payment Procedure.

Payment of rent will be made to the owner through crossed cheques. Prior approval for all payments will conveyed by Ho with the approval of competent authority.

9.10.4 Entitlement of office furniture.

Provincial/District offices purchase office furniture from allocated budget according to their requirement authorization of each item for district office is given at **Annex B**.

9.11 Office Management.

9.11.1 Timings

Working at NEF is Monday to Saturday. The official working hours for all locations are 8:30 to 15:30 from Monday to Saturday except Friday 08:30 to 12:30. For school, timings are announced by respective provincial/ Area Offices.

Lunch break is for one hour and is to be taken preferably between 13:00 hours to 14:00 hours.

The working hours during the holy month of Ramadan will be announced separately every year.

9.11.2 Office Equipment / Utility Charges.

- At Head office Admin Section looks after these matters.
- Head office allocates budget to provincial office for office equipment and utility charges.
- Provincial office releases suitable funds to district offices for office equipment and utility charges on quarterly basis list of items authorized for district office is attached at **Annex C**.

9.12 Transport

9.12.1 Transport Policy: In order to ensure that the use of NEF vehicles is in the interests of the NEF following rules must be observed:

General Rules

1. Vehicles will normally be used for NEF official business.
2. Administration directorate/ designated official shall ensure that the insurance certificates, registration, driver's handbook (manual) as well as other relevant documents provided with the vehicle are renewed and will also keep the vehicle comprehensively insured.

3. Any employee who wishes to use pool vehicle must submit an approved vehicle request Form to administration directorate at **least 24 hours** before the need, in order to ensure the availability of the vehicle and driver.
4. Vehicles will be released on **First come first serve basis**: it is therefore advisable to inform Administration Directorate as early as possible to ensure availability.
5. Vehicles are to be used on NEF business **only** and should be shared between two or more employees depending on the work priorities and visit plans.
6. The vehicle fuel tank must be filled completely at each fueling so that the fuel consumption rate K/m may be verified.
7. Only the **authorized NEF drivers** will drive the vehicles.
8. Drivers must be physically and mentally fit to operate the vehicle and must not have consumed any drugs or intoxicants that can cause drowsiness.
9. Before and after normal working hours, all official vehicles **must** be parked at the NEF office compound, except when they are used for out station official purpose, or at a secure area designated by the administration department/ authorized officials.
10. Vehicles must be maintained in good working condition to ensure maximum degree of safety.
11. Official transport except staff cars will be parked in office premises.

Vehicle Daily Logs.

Each NEF vehicle will have a logbook. It is the responsibility of the driver of each vehicle to maintain the logbook up-to-date. Administration Directorate at the Head Office, and respective heads at all other NEF offices or their, designated officials will be responsible to review the logbooks each morning for completeness and accuracy. Logbooks will be signed as evidence that a review was actually made. During the review reading of odometer will be physically verified.

Vehicle History Records.

A vehicle History Record will be maintained for each NEF Vehicle. These records include the following.

- a) Average monthly Fuel /Gasoline Consumption
- b) Repairs or Maintenance (both scheduled and unscheduled) and service
- c) Tyre rotation and replacement record.
- d) Oil changing record including oil and fuel filters
- e) Battery Record

Authorized use of NEF Vehicle for personal use.

Employees in BPS 17 and above can request a vehicle for personal use; however that request is subject to approval from the Chairman and/or availability of the vehicle and a driver. A NEF driver will drive vehicles used for non-official business. The charge to the employee for such benefit will be Rupees 5.00/kilometer and the overtime of the driver (if any)

Accident during unofficial use

The employee availing the facility of using NEF vehicle for personal use may be liable for payment of part or all of the damage costs not covered by the insurance. In such cases, recommendations of the Head of Administration, will serve as the basis for assessment.

Use of personal vehicles for official business

In case the employee is traveling by road using personal vehicle for official purpose (provided and approved travel request form is attached and official transport was not available on that route on that day), a flat reimbursement of Rupees 5.00/km will be made to cover all expenses including fuel, maintenance, insurance and depreciation cost. Toll taxes will be paid separately against actual receipts.

9.12.2 Entitlement/POL Limits/Repair and Maintenance:

Head office allocates head wise budget to Provincial, Area and District offices. All are bound to remain within their limits. Special approval may be given by the MD/Chairman if requested.

9.13 Telephone and Mobile Policy

This benefit is job specific and not status specific. For example if a person is promoted / demoted / transferred out of his / her title, he / she can lose this benefit subject to the nature of new assignment. Following considerations are kept in mind while assigning the entitlements:

- designation
- nature of Job
- Employee's convenience

Entitlement for mobile phone packages shall be as follows:

Package-1	Actual	Chairman/MD
Package-2	Rs. 1,000/month	Directors
Package-3	Rs. 500/month	Other authorized officials

Entitlement and Packages are subject to change at management's discretion.

9.14 Authorization of landline Telephone Connections

- 1. Direct No's are authorized to following:-**
 - A. BPS18 and above
 - B. BPS 17 (subject to sanction by competent authority)
- 2. Extension on PABX Exchange at HO:-**

Extensions are available in all rooms. Exchange is controlled by EMIS.
- 3. Procedure for Installation:-**

PTCL provides landline connection and DSL to organization.
EMIS manages all further networking and installation procedure.
- 4. Bill Ceilings and Payment of Bills:-**

Land line allowed: BPS 16 to 22

(For BPS – 16 & 17 telephone connection is specially authorized by Competent Authority. It is not entitled to all Officers in BPS – 16 & 17)

Bill Ceiling:- BPS 16: 4000/-
 BPS 17/18: 6211/-+line rent
 BPS 19: 8000/-+line rent

House Land line allowed: BPS 17 to 22

(Entitlement of PBS 17 & 18 only when specially sanctioned by competent authority)

Ceiling: BPS 17: 1500/-
 BPS 18: 2000/-
 BPS 19/20: 3000/-

5. Authorization of Internet:-

Internet and intercom facility is subject to sanction by competent authority.

10. Finance and Accounts.

10.1 Project Account

- Every Provincial Office and District Office must open an account to be operated jointly by signatories on approval by HO. All transactions of public money will be made through this account. Office Incharge PO/DO will ensure that all receipts and expenditures are made and recorded as per General Finance Rules issued by the Government. The accounts will be audited through internal audit of NEF and Federal Audit Department. Respective officers will ensure that monthly statement of account is received from the bank and a reconciliation statement prepared for each calendar mnth accordingly. Cash payments are discouraged as a rule, therefore payments should be made through cheques. Each transaction must be supported by valid vouchers/invoices and so recorded in cash accounts book.

Authorized Banks.

- All Public Funds must be deposited and held with the nearest branch of National Bank of Pakistan. In the event of non avoided ability of NBP branch, matter may be referred to HO along with the list of available banks, for decision.

10.2 System of Accounting

- Single Entry system
- Funds are use for development purpose (No Profit No Loss)
- Funds are released through cheques.

10.3 Procedure for Expenditure out of Public Funds

The authority administering a grant is ultimately responsible for watching the progress of expenditure on public services under its control and for keeping expenditure with in the grant. In order to keep an effective control over the expenditure the administrative Ministries/Departments should adopt the procedure laid down in Rule 89 of the GFRs Vol. 1, so that the position of expenditure from

month to month, viz-a-viz, the appropriation may be kept under constant review and suitable action may be taken in respect of savings and excess.

Purchases /Works

- All purchases will be made as per PPRA rules, with prior written approval of Admin Directorate.
- Requirement for purchases should be anticipated by user offices well in advance and forwarded to HO Admin Directorate at east two weeks in advance of advertisement the same.
- Admin Directorate will process the case for approval of the Chairman/ MD and communicate the decision taken one week prior to date of desired advertisement.
- All purchases will be made through open tender or purchase committee when ever appropriate, duly approved by HO.
- All tender notices for undertaking works/purchases will be approved by MD NEF or authorized departmental Head.
- Final decision on the acceptance/rejection of bids will be taken at HO by the competent authority.
- Payments for purchases made/work done will be made with prior approval of competent – sanctioning authority.
- Routine purchases like POL, stationery items for maintainace / repairs may be made by concerned Head of department/Provincial Head /Area Heads while remaining within financial powers of each Office.

10.4 PPRA Rules

GENERAL PROVISIONS

2. Definitions.-

- (1) In these rules, unless there is anything repugnant in the subject or context,-
 - (a) “bid” means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;
 - (b) “bidder” means a person who submits a bid;
 - (c) “competitive bidding” means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract and includes both national competitive bidding and international competitive bidding;
 - (d) “contractor” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;
 - (e) “contract” means an agreement enforceable by law;
 - (f) “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of

- free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
- (g) “emergency” means natural calamities, disasters, accidents, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment;
- (h) “lowest evaluated bid” means,-
- a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and
 - Having lowest evaluated cost;
- (i) “Ordinance” means the Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002);
- (j) “Repeat orders” means procurement of the same commodity from the same source without competition and includes enhancement of contracts;
- (k) “Supplier” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works; and
- “value for money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring agency’s requirements.
 - The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Ordinance.

3. Scope and applicability.-

Save as otherwise provided, these rules shall apply to all procurements made by all procuring agencies of the Federal Government whether within or outside Pakistan.

4. Principles of procurements.-

Procuring agencies, while engaging in procurements, shall ensure that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the agency and the procurement process is efficient and economical.

5. International and inter-governmental commitments of the Federal Government.-

Whenever these rules are in conflict with an obligation or commitment of the Federal Government arising out of an international treaty or an agreement with a State or States, or any international financial institution the provisions of such international treaty or agreement shall prevail to the extent of such conflict.

6. Language.-

1. All communications and documentation related to procurements of the Federal Government shall either be in Urdu or English or both. Except where a procuring agency is situated outside the territories of Pakistan and

- procurements are to be made locally, the procuring agency may use the local language in addition to Urdu or English.
2. Where the use of local language is found essential, the original documentation shall be in Urdu or English, which shall be retained on record; for all other purposes their translations in local language shall be used:
 - Provided that such use of local language ensures maximum economy and efficiency in the procurement.
 3. In case of the dispute reference shall be made to the original documentation retained on record.

7. Integrity pact. -

Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulation with approval of the Federal Government, between the procuring agency and the suppliers or contractors.

PROCUREMENT PLANNING

8. Procurement planning.-

Within one year of commencement of these rules, all procuring agencies shall devise a mechanism, for planning in detail for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.

9. Limitation on splitting or regrouping of proposed procurement.-

Save as otherwise provided and subject to the regulation made by the Authority, with the prior approval of the Federal Government, a procuring agency shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting or regrouping of the procurements so planned. The annual requirements thus determined would be advertised in advance on the Authority's website as well as on the website of the procuring agency in case the procuring agency has its own website.

10. Specifications.-

Specifications shall allow the widest possible competition and shall not favour any single contractor or supplier nor put others at a disadvantage. Specifications shall be generic and shall not include references to brand names, model numbers, catalogue numbers or similar classifications. However if the procuring agency is convinced that the use of or a reference to a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words "or equivalent".

***Provided that this rule shall not apply to procurement made by public sector commercial concerns on the demand of private sector client specifying, in writing, a particular brand, model or classification of equipment, machinery or other objects.

11. Approval mechanism.-

All procuring agencies shall provide clear authorization and delegation of powers for different categories of procurement and shall only initiate procurements once approval of the competent authorities concerned has been accorded.

PROCUREMENT ADVERTISEMENTS

12. Methods of advertisement.-

******(1) Procurements over one hundred thousand rupees and up to the limit of two million rupees shall be advertised on the Authority's website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency:

******Provided that the lower financial limit for advertisement on Authority's website for open competitive bidding shall be the prescribed financial limit for request for quotations under clause (b) of rule 42.

******(2) All procurement opportunities over two million rupees should be advertised on the Authority's website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.

(3) In cases where the procuring agency has its own website it may also post all advertisements concerning procurement on that website as well.

(4) A procuring agency utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

13. Response time.-

******(1) The procuring agency may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement's complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice. All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date:

Provided that no time limit shall be applicable in case of emergency.

(2) The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.

- (3) In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

14. Exceptions.-

**It shall be mandatory for all procuring agencies to advertise all procurement requirements exceeding prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42. However under following circumstances deviation from the requirement is permissible with the prior approval of the Authority,-

- (a) the proposed procurement is related to national security and its publication could jeopardize national security objectives; and
- (b) the proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

PRE-QUALIFICATION, QUALIFICATION AND DIS-QUALIFICATION OF SUPPLIERS AND CONTRACTORS

15. Pre-qualification of suppliers and contractors.-

- (1) A procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.
- (2) A procuring agency while engaging in pre-qualification may take into consideration the following factors, namely:-
 - (a) relevant experience and past performance;
 - (b) capabilities with respect to personnel, equipment, and plant;
 - (c) financial position;
 - (d) appropriate managerial capability; and
 - (e) any other factor that a procuring agency may deem relevant, not inconsistent with these rules.

16. Pre-qualification process.-

- (1) The procuring agency engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including

instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.

- (2) The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purposes of this sub-rule price means the cost of printing and providing the documents only.

- (3) The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.
- (4) The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

17. Qualification of suppliers and contractors.-

A procuring agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that procurement proceeding.

18. Disqualification of suppliers and contractors.-

The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

19. Blacklisting of suppliers and contractors.-

The procuring agencies shall specify a mechanism and manner to permanently or temporarily bar, from participating in their respective procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority:

Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard.

METHODS OF PROCUREMENT

20. Principal method of procurement.-

Save as otherwise provided hereinafter, the procuring agencies shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

21. Open competitive bidding.-

**Subject to the provisions of rules 22 to 37 the procuring agencies shall engage in open competitive bidding if the cost of the object to be procured is more than the prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42

22. Submission of bids.-

- (1) The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.
- (2) A procuring agency shall specify the manner and method of submission and receipt of bids in an unambiguous and clear manner in the bidding documents.

23. Bidding documents.-

- (1) Procuring agencies shall formulate precise and unambiguous bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid.
- (2) For competitive bidding, whether open or limited, the bidding documents shall include the following, namely:-
 - (a) invitation to bid;
 - (b) instructions to bidders;
 - (c) form of bid;
 - (d) form of contract;
 - (e) general or special conditions of contract;
 - (f) specifications and drawings or performance criteria (where applicable);
 - (g) list of goods or bill of quantities (where applicable);
 - (h) delivery time or completion schedule;
 - (i) qualification criteria (where applicable);
 - (j) bid evaluation criteria;

- (k) format of all securities required (where applicable);
 - (l) details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and
 - (m) any other detail not inconsistent with these rules that the procuring agency may deem necessary.
- (3) Any information, that becomes necessary for bidding or for bid evaluation, after the invitation to bid or issue of the bidding documents to the prospective bidders, shall be provided in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement.
- (4) Procuring agencies shall use standard bidding documents as and when notified by regulation by the Authority:

Provided that bidding documents already in use of procuring agencies may be retained in their respective usage to the extent they are not inconsistent with these rules, and till such time that the standard bidding documents are specified by regulations.

- (5) The procuring agency shall provide a set of bidding documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purpose of this sub-rule price means the cost of printing and providing the documents only.

24. Reservations and preference.-

- (1) Procuring agencies shall allow all prospective bidders to participate in procuring procedure without regard to nationality, except in cases in which any procuring agency decides to limit such participation to national bidders only or prohibit participation of bidders of some nationalities, in accordance with the policy of Federal Government.
- (2) Procuring agencies shall allow for a preference to domestic or national suppliers or contractors in accordance with the policies of the Federal Government. The magnitude of price preference to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

25. Bid security.-

The procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the bid price.

26. Bid validity.-

- (1) A procuring agency, keeping in view the nature of the procurement, shall subject the bid to a bid validity period.

- (2) Bids shall be valid for the period of time specified in the bidding document.
- (3) The procuring agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.
- (4) Bidders who,-
 - (a) agree to extension of their bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
 - (b) agree to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
 - (c) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities.

27. Extension of time for submission of bids.-

Where a procuring agency has already prescribed a deadline for the submission of bids and due to any reason the procuring agency finds it necessary to extend such deadline, it shall do so only after recording its reasons in writing and in an equal opportunity manner. Advertisement of such extension in time shall be done in a manner similar to the original advertisement.

OPENING, EVALUATION AND REJECTION OF BIDS

28. Opening of bids.-

- (1) The date for opening of bids and the last date for the submission of bids shall be the same. Bids shall be opened at the time specified in the bidding documents. The bids shall be opened at least thirty minutes after the deadline for submission of bids.
- (2) All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed shall be rejected and returned without being opened.

29. Evaluation criteria.-

Procuring agencies shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents. Failure to provide for an

unambiguous evaluation criteria in the bidding documents shall amount to misprocurement.

30. Evaluation of bids.-

- (1) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in sub-clause (iv) of clause (c) of rule 36 no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.
- (2) For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
- (3) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. Clarification of bids.-

- (1) No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
- (2) Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

32. Discriminatory and difficult conditions.-

Save as otherwise provided, no procuring agency shall introduce any condition, which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

33. Rejection of bids.-

- (1) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- (2) The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

- (3) Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

34. Re-bidding.-

- (1) If the procuring agency has rejected all bids under rule 33 it may call for a re-bidding.
- (2) The procuring agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders as it may deem necessary.

35. Announcement of evaluation reports.-

Procuring agencies shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

36. Procedures of open competitive bidding.-

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

(a) Single stage – one envelope procedure.-

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

(b) Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;

- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.

(c) Two stage bidding procedure.-

First stage

- (i) The bidders shall first submit, according to the required specifications, a technical proposal without price;
- (ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;
- (iii) After such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the procuring agency;
- (iv) The procuring agency may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules:

Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time is allowed to the bidders to prepare their revised bids:

Provided further that such allowance of time shall not be less than fifteen days in the case of national competitive bidding and thirty days in the case of international competitive bidding;

- (v) Those bidders not willing to conform their respective bids to the procuring agency's technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security;

Second stage

- (vi) The bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency, shall be invited to submit a revised technical proposal along with the financial proposal;

- (vii) The revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance; and
- (viii) The revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. The bid found to be the lowest evaluated bid shall be accepted:

Provided that in setting the date for the submission of the revised technical proposal and financial proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and prepare their financial proposals accordingly.

(d) Two stage - two envelope bidding procedure.-

First stage

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The technical proposal shall be discussed with the bidders with reference to the procuring agency’s technical requirements;
- (vi) Those bidders willing to meet the requirements of the procuring agency shall be allowed to revise their technical proposals following these discussions;
- (vii) Bidders not willing to conform their technical proposal to the revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

Second stage

- (viii) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;
- (ix) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency:

Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the required supplementary financial proposal; and

- (x) The procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.

37. Conditions for use of single stage two envelope, two stage and two stage two envelope bidding procedures.-

Single stage one envelope bidding procedure shall ordinarily be the main open competitive bidding procedure used for most of the procurement. Other appropriate procedures of open competitive bidding shall be selected in the following circumstances, namely:-

- (a) single stage two envelope bidding procedure shall be used where the bids are to be evaluated on technical and financial grounds and price is taken into account after technical evaluation;
- (b) two stage bidding procedure shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procuring agency is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the procuring agency; and
- (c) Two stage two envelope bidding method shall be used for procurement where alternative technical proposals are possible, such as certain type of machinery or equipment or manufacturing plant

ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

38. Acceptance of bids.-

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

39. Performance guarantee.-

Where needed and clearly expressed in the bidding documents, the procuring agency shall require the successful bidder to furnish a performance guarantee which shall not exceed ten per cent of the contract amount.

40. Limitation on negotiations.-

Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder:

Provided that the extent of negotiation permissible shall be subject to the regulations issued by the Authority.

41. Confidentiality.-

The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report in accordance with the requirements of rule 35.

42. Alternative methods of procurements.-

A procuring agency may utilize the following alternative methods of procurement of goods, services and works, namely:-

(a) Petty purchases.-

Procuring agencies may provide for petty purchases where the object of the procurement is below the financial limit of twenty five thousand rupees. Such procurement shall be exempt from the requirements of bidding or quotation of prices:

Provided that the procuring agencies shall ensure that procurement of petty purchases is in conformity with the principles of procurement prescribed in rule 4:

Provided further that procuring agencies convinced of the inadequacy of the financial limit prescribed for petty purchases in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications.

(b) Request for quotations.-

A procuring agency shall engage in this method of procurement only if the following conditions exist, namely:-

(i) The cost of object of procurement is below the prescribed limit of ****one hundred thousand rupees:**

****Provided that the respective Boards of Autonomous bodies are authorized to fix an appropriate limit for request for quotations method of procurement subject to a maximum of rupees five hundred thousand which will become financial limit under this sub-rule:**

(ii) The object of the procurement has standard specifications;

(iii) Minimum of three quotations have been obtained; and

(iv) The object of the procurement is purchased from the supplier offering the lowest price:

Provided that procuring agencies convinced of the inadequacy of the financial limit prescribed for request for quotations in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications;

(c) direct contracting.- A procuring agency shall only engage in direct contracting if the following conditions exist, namely:-

(i) The procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier:

Provided that the same are not available from alternative sources;

(ii) Only one manufacturer or supplier exists for the required procurement:

Provided that the procuring agencies shall specify the appropriate fora, which may authorize procurement of proprietary object after due diligence; and

(iii) Where a change of supplier would oblige the procuring agency to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance:

Provided that the contract or contracts do not exceed three years in duration;

(iv) Repeat orders not exceeding fifteen per cent of the original procurement;

(v) In case of an emergency:

Provided that the procuring agencies shall specify appropriate fora vested with necessary authority to declare an emergency;

(vi) When the price of goods, services or works is fixed by the government or

Any other authority, agency or body duly authorized by the Government, on its behalf, and

(vii) for purchase of motor ***vehicle from local original manufacturers or their authorized agents at manufacturer's price.

(d) Negotiated tendering.- A procuring agency may engage in negotiated tendering with one or more suppliers or contractors with or without prior publication of a procurement notification. This procedure shall only be used when,-

(i) The supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;

(ii) For technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;

- (iii) For reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the procuring agency:

Provided that any procuring agency desirous of using negotiated tendering as a method of procurement shall record its reasons and justifications in writing for resorting to negotiated tendering and shall place the same on record.

43. On account payments.-

All procuring agencies shall make prompt payments to suppliers and contractors against their invoices or running bills within the time given in the conditions of the contract, which shall not exceed thirty days.

44. Entry into force of the procurement contract.-

A procurement contract shall come into force,-

- (a) Where no formal signing of a contract is required, from the date the notice of the acceptance of the bid or purchase order has been given to the bidder whose bid has been accepted. Such notice of acceptance or purchase order shall be issued within a reasonable time; or
- (b) Where the procuring agency requires signing of a written contract, from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Such affixing of signatures shall take place within a reasonable time:

Provided that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

45. Closing of contract.-

- (1) Except for defect liability or maintenance by the supplier or contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of over all delivery certificate or taking over certificate which shall be issued within thirty days of final taking over of goods or receiving the deliverables or completion of works enabling the supplier or contractor to submit final bill and the auditors to do substantial audit.
- (2) In case of defect liability or maintenance period, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the supplier or contractor to submit the final bill. Except for unsettled claims, which shall be resolved through arbitration, the bill shall be paid within the time given in the conditions of contract, which shall not exceed sixty days to close the contract for final audit.

MAINTENANCE OF RECORD AND FREEDOM OF INFORMATION

46. Record of procurement proceedings.-

- (1) All procuring agencies shall maintain a record of their respective procurement proceedings along with all associated documentation for a minimum period of five years.
- (2) Such maintenance of record shall be subject to the regulations framed in this regard from time to time.

47. Public access and transparency.-

As soon as a contract has been awarded the procuring agency shall make all documents related to the evaluation of the bid and award of contract public:

Provided that where the disclosure of any information related to the award of a contract is of proprietary nature or where the procuring agency is convinced that such disclosure shall be against the public interest, it can withhold only such information from public disclosure subject to the prior approval of the Authority.

REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES

48. Redressal of grievances by the procuring agency.-

- (1) The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- (2) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35.
- (3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- (4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- (5) Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

49. Arbitration.-

- (1) After coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration.
- (2) The procuring agencies shall provide for a method of arbitration in the procurement contract, not inconsistent with the laws of Pakistan.

50. Mis-procurement.-

Any unauthorized breach of these rules shall amount to mis-procurement.

51. Overriding effect.-

The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any other rules concerning public procurements:

Provided that the prevailing rules and procedures will remain applicable only for the procurement of goods, services and works for which notice for invitation of bids had been issued prior to the commencement of these rules unless the procuring agency deems it appropriate to re-issue the notice for the said procurement after commencement of these rules.

Vouchers and invoices:-

The money is withdrawn from the Federal Consolidated Fund or the Public Account only through the presentation of bills. The bill, as a matter of fact, is a statement of claims against the Government containing specification of the nature of claim, amount claimed, either in gross or by items. The bill may be in the form of a simple receipt also. The bill becomes a voucher as soon as it is receipted and stamped paid.

Stock Registers and store accounting

Receipt of stores:-

All stores received should be examined, counted, measured or weighted, as the case may be, when delivery is taken. The officer responsible for the stores should see that the quantities are correct and their quality good, and record a certificate to that effect. The officer should also record a certificate to the effect that he has actually received the material and recorded them in the appropriate stock register.

Issue of stores:-

When material is issued from the stock, this should be done on receipt of an indent in the prescribed form. The material should be delivered only after obtaining an acknowledgement therefore and making necessary entries in the stock registers.

Re-appropriation of funds:

Full powers delegated to heads of Department, subject to the observance of the following general instructions and to the supply of a certificate to audit by the administrative Ministry/Division while issuing orders for re appropriations stating that:-

- (a). The expenditure to be met by re-appropriation from the relevant minor and detailed objects was not foreseen at the time of budget.
- (b). The expenditure cannot be reduced nor can it be postponed to the next year.

- (c). The expenditure in question was not specifically disallowed by the Finance Division at the time of approving the budget estimates.

No. appropriation or re appropriation may be made:-

- (i) From one grant to another,
- (ii) After the expiry of the Financial Year,
- (iii) Between funds authorized for expenditure charged on the Federal consolidated fund and other expenditure.

10.5 Monthly Statements and Reconciliation

- Finance Directorate prepares monthly Release/Expenditure statements and monthly reconciliation statements for Head office.
- Provincial/Area offices prepare their monthly Release/Expenditure statements along with monthly reconciliation statements and send these statements to Head office, through proper channel.
- Performas for monthly reports are given at **Annex D**.

10.6 Budget and its heads

- A budget is a proposed work programme, with estimates of the funds necessary to execute it. A work programme is a plan. The process of preparing estimates and organizing them into a coherent agency budget necessarily involve planning. The budget may, therefore, be said to represent a plan or a considerable number of plans in different areas of public functions.
- Every organization prepare its development budget estimates including revised estimates/ expenditure for the current fiscal year and budget estimates for the next financial year in the month of March of the every financial year.
- Federal Government announces federal Budget in the month of June of the every financial year.
- For compilation of the budget each Provincial, Area and District offices are required to submit their revised estimates and budget estimates according to work plan for the next financial year in the month of February of the fiscal year to the Head Office, Islamabad to enable the Head office to prepare the budget estimates and revised estimates to be submitted to the Finance Division in time. Format of the Budget estimates and expenditure is at **Annex E**.

10.7 Lapse able and Non Lapse able Funds

Funds released by the Finance Division are lapsable on 30th June of every financial year; therefore funds released by the Head office, Islamabad to Provincial/Area Offices are to be lapse able/refundable by 15 May of each financial year.

10.8 Internal Audit

- In the discharge of his ultimate responsibilities for the administration of an appropriation or part of an appropriation placed at his disposal, every Controlling Officer must satisfy himself not only that adequate provision exist within the departmental organization for systematic internal checks calculated to prevent and detect errors and irregularities in the financial proceedings of its subordinate officers and to guard against waste and loss of public money and stores, but also that the prescribed checks are effectively applied. For this purpose each Head of the Department will get the accounts of his office and those of the subordinate disbursing officers, if any, inspected at least once in every financial year by a senior officer not connected with the account matters in concern offices. Ministry of Education has the authority for internal audit of Head office, Islamabad.
- Head Office, Islamabad will carry out the quarterly internal audit of the accounts of the Provincial, Area and District offices to streamline the accounts of the said offices.

10.9 External Audit.

- Office of the Director General Audit, Federal Government Islamabad has the authority for external audit of the Project.

10.10 Settlement of Audit paras

- After the conducting of the audit by the Federal Audit office, the Audit team prepares the observation of the Audit report and refers the observations of the audit team to the Ministry of Education. Ministry of Education refers the audit observation to Head Office for the annotated observations. Ministry of Education calls the DAC meeting under the chairmanship of the Education Secretary to discuss observations not dropped by the audit authority. DAC chairs by ES (Principal Accounting Officer) and representative of the DG, Federal Audit and Head of the Different Department to discuss the observation of the Audit team. The DAC Meeting discussed the justification of the observations provided by the department and settled the Paras and recommends the serious nature Paras to the PAC (Public Accounts Committee).
- Finally after the discussion in the PAC meeting, the Paras settled as per the decision and recommendation of the PAC.
- For leaving the school. Admission number is allotted to every student at the time of admission and it is neither changed nor allotted to another student during the life of school. Their digit number is allotted i.e. 001 to 999 in sequence. it is followed by the year of admission e.g. 001/2010. Serial number of admission will not be restarted from 001 with the start of new year. If last admission number in 2010 was 050/2010 the first admission number in 2011 will be 051/2011. No line or page should be left blank in the sequence. Teacher must sign each entry and also inspect the register. No cutting /overwriting are acceptable. Each page of register is signed and numbered by the teac

ANNEXURE: B

SPECIFICATION OF FURNITURE AND EQUIPMENTS FOR DISTRICT/AREA OFFICES

Sr. No.	Name of Items	Specification
01	Office Table for Officers	Size 5'x3'x2' ½', right side three drawers, upper drawer lockable, with laminated top.
02	Office Table for clerical staff	4'x2' structure made of 25 mm steel square pipe with aluminium spray paint, top 25 mm thick 750 density shipboard pressed with shisham veneer, one side drawer box in three drawers, upper drawer is lockable.
03	Computer Table	4'x2' (standard) CPU Box, Key Board tray, Drawer one.
04	Office Chairs (with arms)	Two officers' chairs, sheesham wood with seat and back cushioned. Other office chairs: structure made of 20 mm 18 gauge steel sq. pipe with aluminum paint, seat and back made of solid shisham seasoned wood covered with brown color cloth/canvas.
05	Side Rack	42"x16"x28", Body made of laminated sheet
06	Steel Almirah	72"x36"x18", 22 gauge, Local made.
07	Safe (Steel)	36"x24"x24" fire proof, triple locking system
08	File Cabinets (Steel)	Four drawers (lockable) 22 gauge

ANNEXURE: C

PROPOSED SPECIFICATIONS OF EQUIPMENTS FOR PROVINCIAL OFFICE

Sr. No.	Name of Items	Proposed Specification
1	LAPTOP COMPUTER (Dell or equivalent)	<p>INTEL®CORETM2 DUO PROCESSOR/ 2.2GHZ/14.1”XGA,512MB,80GB,DVD/RW</p> <p>Processor: Inter® “IM Core 2 Duo processor (2.2GHz, 667 MHz FSB, 4MB 1.2 Cache), Inter PRO/Wireless 3945ABG (802.11abg) network connection and Intel 945GM Express Chipset.</p> <p>Memory: 512 MB DDR2SDRAM, Exandable to 4096MB</p> <p>Display: 15.4”XGA display, resolution 1,280 x 800 with True Life™</p> <p>Mass Storage: 80GB S.M.A.R.T with shock absorber (Serial ATA)</p> <p>DVD-ROM: Super Multi drive DVD/RW Drive</p> <p>Graphic Controller: Inter® 945GM integrated graphics, featuring Intel Graphic Media Accelerator X3100</p> <p>Wireless Communication: 802.11a/b/g wireless LAN ready, Intergrated Bluetooth™ (V2.0+EDR)</p> <p>Intergrated Communication: International 56Kbps modem and Gigabit Ethernet LAN</p> <p>Keyboard: 85-Key Ergonomic Keyboard, Spill resistance keyboard, Touchpad,</p> <p>Windows Key, Application Key and hot key functions.</p> <p>Sound: High Defination Audio 2.0</p> <p>Battery: Exchangeable 6-cell Li-Ion battery Maximum battery life: up to 3.5 hours, with optional 12-cell 2nd battery up to 6 hours of battery life.</p>

		<p>Operating System: Microsoft ® Windows ® Vista</p> <p>Expansion Ports: PC Card slot for 1x Type II Card, Finger Print Reader, Parallel, Serial, RGB, Fast Infrared, USB 2.0 x 4, LINK(IEEE 1394),RJ-11, RJ-45, DC-in.</p>
02	Computer (P-IV, non branded)	<p>Desktop Computer (CPU)-IV</p> <p>Processor: Inter® Processor (3.2GHz Dual Core, 2M, 800MHz)</p> <p>Platform: Intel® D965 Express Chipset</p> <p>Memory: 1GB DDR2</p> <p>Optical Drive: Dual DVD RW, CD Rom (DVD Writer)</p> <p>Graphic: Inter Extreme Graphic Chipset</p> <p>Communication: Integrated LAN 10/100mbps</p> <p>I/O Ports: 4Xusb 2.0,1 x Parallel, 2x PS/2, 1x RJ45</p> <p>Expansion Slots: Two Conventional PCI, Two PCI Express x 1, One PCI Express x 16</p>

ANNEXURE: D

RECONCILIATION STATEMENT OF ACTUAL EXPENDITURE OF ESTABLISHMENT & OPERATION OF BASIC EDUCATION COMMUNITY SCHOOLS IN THE COUNTRY UNDER Demand No.138-FC22D13 FOR THE MONTH OF JUNE 2007 FINAL

Functional Code	Functional Classification
`09	Education Affairs & Services
` 097	Education Affairs & Services not elsewhere classified
`0971	Education Affairs & Services not elsewhere classified
`097120	Others
DDO Code	Name of Department
	Establishment & Operation of Basic Education Community Schools in the country

Object Head	NAME OF HEAD	Sanctioned Budget	Supplementary Grant (+)	Reappropriation (-)	Surrender (-)	Budget/ Final Grant	Proportionate budget	Departmental Figures
								Progressive
1	2	3	4	5	6	7	8	10
A05								
A052								
A05270								

It is certified that

1. The departmental figures of final grant and actuals are based on Department's record.
2. Actual expenditure amounting to Rs.705,275,000/- has been accepted by department.

{Abdul Hanan}
D.D.O
Ph. No. 9261400

(Senior Auditor)
A-V
Islamabad

(Asstt. Accts
Officer)
A-V AGPR
Islamabad

Budget Verified

(ASST. ACCTS.
OFFICER (Exp)
AGPR, Islamabad

ANNEXURE: E

**National Education Foundation
BECS Project Directorate
Expenditure Statement For 2009-10
PUNJAB PROVINCE**

Sr.No	Head of Accounts	Budget Estimates 2009-10	Releases July-Dec, 09	Expenditure July-Dec, 09	Balance
School Level Overheads					
1	Teacher Salary				
2	Supervisory Cost to the NGOs				
3	Utility Charges of schools				
4	Honorarium for Literacy and Skill Development Centers teachers				
5	Text Books for students				
6	Refresher courses for teachers				
7	Replacement of Teacher Aids etc				
	Sub Total -1	-	-	-	-
Provincial Office Overheads					
1	Pay and Allowances				
2	Rent of office building				
3	Communication, Utility Bills				
4	POL, Repair & Maintenance				
5	Monitoring & Evaluation, TA/DA & Baseline Survey				
6	Stationery & Other consumable items				
7	Unforeseen expenditure				

8	Purchase of Office Equipments				
	Sub Total -2	-	-	-	-
District Offices Overheads					
1	Pay and Allowances				
2	Rent of office building				
3	Utilities,POL,R &M and Field Visits				
4	Stationery & Other consumable items				
5	Head Office/Provincial official Visits/Meetings				
	Sub Total -3	-	-	-	-

National Education Foundation
BECS Project Directorate
BUDGET ESTIMATES FOR 2009-10
PUNJAB PROVINCE

Sr.No	Head of Accounts	Budget Estimates 2009-10	Releases July- Dec, 09	Expenditure July-Dec, 09	Balance
	Establishment & Operational Cost of New 1500 Basic Education Community Schools				
1	Teacher 's Salary				
2	Utility Charges of schools				
3	Text Books for students				
4	Teaching aids etc.				
5	Inservice Training of teachers				
	Sub Total -4	-	-	-	-
Establishment & Operation Cost of 05 New District Offices					
	One Time Development Expenditure				
1	Office Equipment & Furniture/Fixture				
	Operational Expenditure -10- Months				
1	Utilities,POL,R &M and Field Visits				
2	Stationery & Other consumable items				
3	Head Office/Provincial official Visits/Meetings				
	Sub Total -5	-	-	-	-
One Year Cost of Conversion of 65 BEC Schools into formal Primary Schools during 2009-10					

1	Construction of five class rooms schools with Veranda , office, Store and Bathroom				-
	Sub Total -6	-	-	-	-
	Contingencies				-
	GRAND TOTAL	-	-	-	-