



GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

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PLA letters-s

No.6-2(F/L)/FD/2019-20/Vol-V/PTC
Dated Peshawar the 10th March, 2020

To

1	The Managing Director, Bank of Khyber, State Life Building, 34- The Mall, Peshawar Cantt	2	The Chief Manager, Regional HQrs National Bank of Pakistan, Khyber Pakhtunkhwa, Peshawar	3	The President, Standard Chartered Bank, The Mall Road, Peshawar Cantt.
4	The Regional Business Head, United Bank Limited, Regional Headquarter, State Life Building, The Mall, Peshawar Cantt.	5	The Regional Head, Askari Bank Limited, Al-Haj Tower, Opp: Chief Burger, University Road, Peshawar.	6	The Chief Manager, Bank Alfalah Ltd, Main Branch, Opp: Jan Shopping Arcade, Peshawar Cantt.
7	The Regional Head, Muslim Commercial Bank, Circle Office, Landmark Building, Plot#25, Sector B-1, Phase-5, Hayatabad, Peshawar.	8	The Regional Head, Habib Bank Limited, Shaheen Foundation Building, The Mall, Peshawar Cantt.	9	The Regional Head, Allied Bank Limited, Regional Office, Tower Branch, Phase- V, Hayatabad, Peshawar
10	The Senior Vice President, The Bank of Punjab, Regional Office, 1st Floor, Saddar Road, Peshawar Cantt.	11	The Area Business Manager, First Women Bank Ltd, 29-The Mall, Peshawar Cantt	12	Regional Vice President, Faysal Bank Ltd, Super Market Saddar Road, Peshawar Cantt.
13	Senior Manager, Bank al-Habib, 105-106 F.C. Trust Building, Sonehri Masjid Road, Pesh: Cantt	14	Area Head Manager, Habib Metropolitan Bank Ltd, 95-A, Saddar Road, Pesh: Cantt.	15	Area Manager, Sindh Bank Limited, Fakhr Alam Road, Peshawar Cantt.
16	The Regional Head, Zari Taraqiati Bank Ltd, Regional Office, GT Road, Chughal Pura, Peshawar.	17	Area Manager, Summit Bank Limited, Deans Trade Center, Peshawar Cantt.	18	Area Manager, Meezan Bank, Saddar Road, Peshawar Cantt.
19	Area Manager, Khushali Bank, GT Raod Peshawar	20	Area Manager, Soneri Bank Limited Saddar Road, Peshawar Cantt.	21	Area Manager, NRSP Microfinance Bank, University Road, City Tower, Peshawar
22	Manager, JS Bank, Opposite Jan Shopping Arcade, Peshawar Cantt.	23	Post Master General, Pakistan Post, Peshawar Cantt	24	Area Manager, Samba Bank, Saddar Road, Peshawar Cantt
25	Area Manager, Bank Islami, Arbab Road, Peshawar Cantt	26	Area Manager, Al-Baraka Bank, Deans Trade Centre, Peshawar Cantt.	27	Area Manager, Silk Bank, Fakhar e Alam Rd, Peshawar Cantt

Subject: - **OPENING OF PARENTS TEACHERS COUNCILS (PTC) ACCOUNTS IN
ALL GOVERNMENT SCHOOLS IN KHYBER PAKHTUNKHWA**

Dear Sir,

I am directed to refer to the subject noted above and to invite attention to the "Financial Procedure for incurrence of expenditure by the Parents Teachers Councils" circulated earlier vide this Department letter No.BO-V/FD/3-10/2006-07 dated 09.06.2007 (addressed to all concerned) which provides that each Parents Teachers Councils shall

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maintain a commercial bank account to be jointly operated by the Chairman/Chairperson and Secretary of the Parents Teachers Councils (copy enclosed).

2. It has come to the notice of the Government of Khyber Pakhtunkhwa that Banks authority are demanding endorsement of Finance Department while referring to the State Bank of Pakistan Regulations applicable on Banks and DFIs **“Government Accounts: 21.** Government accounts shall not be opened in the personal names of the government official (s). Government account which is to be operated by an officer of the Federal / Provincial / Local Government in his / her official capacity, shall be opened only on production of a special resolution/authority from the concerned administrative department duly endorsed by the Ministry of Finance or Finance Department of the concerned Government”.

3. In view of the above, the Government has taken a serious notice of this situation and have directed that “Financial Procedure for incurrence of expenditure by the Parents Teachers Councils” circulated earlier vide this Department letter dated 09.06.2007 as mentioned above may be followed in letter and spirit, please.

Encl: As above.

Yours faithfully,

(HAMMAD RAZA)

Budget Officer (Funds/Loans)

Endost: of even No. & Date.

Copy forwarded to:-

- (1) Secretary to Government of Khyber Pakhtunkhwa, Elementary & Secondary Education Department for further necessary action (copy enclosed).
- (2) All Deputy Commissioners in Khyber Pakhtunkhwa for compliance.
- ✓ (3) Director FMIU, Finance Department with the request to upload on website.
- (4) Budget Officer-V, Finance Department.
- (5) PS to Special Secretary Finance-I & II.

Budget Officer (Funds/Loans)



GOVERNMENT OF NORTH WEST FRONTIER PROVINCE
FINANCE DEPARTMENT

NO. BO-V/FD/3-10/2006-07

Dated: 9th June, 2007

TO

The Secretary to Government of NWFP,
Schools & Literacy Department

Subject: FINANCIAL PROCEDURE FOR INCURRENCE OF EXPENDITURE BY THE PARENTS-TEACHERS-COUNCILS (PTCS)

Dear Sir,

I am directed to refer to your letter No. SO(B&A)/1-6/BUDGET/S&L dated 25th May 2007 on the subject cited above and to state that with the approval of the Competent Authority, Finance Department has been pleased to lay down Financial Procedure for the Parents-Teachers-Councils (PTCs) in the Province as per Annexure-I. The Procedure shall be adopted for incurrence of current expenditure and shall come into force with immediate effect.

Encl: (1)

Yours faithfully,

(Taj Muhammad)
BUDGET OFFICER (V)

Copy for information to:

1. Accountant General NWFP.
2. All DC(O)s in NWFP.
3. Director Schools and Literacy NWFP.
4. Director (M/L) Finance Department.
5. All EDCs (F&P) in NWFP.
6. All EDCs (S&L) in NWFP.
7. All District Accounts Officers in NWFP.
8. PS to Finance Secretary.

(Taj Muhammad)
BUDGET OFFICER (V)

**FINANCIAL PROCEDURE
FOR PARENTS-TEACHERS-COUNCIL
(Current Budget)**

The following Financial Procedure shall be observed by the Parents-Teachers-Councils (PTCs) in all Government Schools in NWFP:-

A. SOURCE OF FUNDING

- (1) The funds to the Parents-Teachers-Councils shall be transferred from Provincial Consolidated Fund Account No. 1, through Account IV of the respective District Government, as tiled budgeted grant.
- (2) The District Governments shall be required to budget the allocation for each PTC on yearly basis.
- (3) Each Parents-Teachers-Council shall maintain a commercial bank account to be jointly operated by the Chairman/Chairperson and Secretary of the Council.
- (4) The Executive District Officer (Schools & Literacy) of the respective district government shall accord administrative sanction and Executive District Officer (F&P) shall issue financial sanction for the transfer of funds from the district Account -IV to the bank account of the Parents-Teachers-Councils. These funds shall be transferred/credited upfront in the bank account of the Councils by the respective District Accounts Officers.

B. FINANCIAL PROCEDURE FOR DISBURSEMENT OF PTC FUNDS

- (1) The funds upto Rs. 200,000 per annum shall be spent by the Parents-Teachers-Councils on Need Basis; for the purpose as prescribed in the PTC Guide, issued by the S&L Department, including necessary civil works.
- (2) All expenditure shall be incurred with prior approval of the Parents-Teachers-Councils.
- (3) All purchases/execution of work shall be carried out by the Parents-Teachers-Councils in a transparent and economical manner.
- (4) The Secretary of the PTC, on behalf of the Council shall maintain the accounts of the receipts and expenditure in a simple cash book in the prescribed format (refer to PTC Guide).
- (5) The cash book and allied details/vouchers/receipts shall be verified and approved by the Parents-Teachers-Councils in the Council's meetings to be held on quarterly basis.
- (6) The vouched accounts shall be subject to inspection by the functionaries of the Schools & Literacy Department and to Third Party validation.
- (7) The expenditure on civil works shall be market based and shall be incurred by exercising general financial prudence.
- (8) This financial procedure shall also apply to Performance Based Budgeting.