PECTAA

PUNJAB EDUCAION CURRICULUM, TRAINING & ASSESSMENT AUTHORITY, WAHDAT COLONY, LAHORE

No. PECTAA/Director (T&C)/2026-45/ Dated: 19th November 2026

To

All the Principals PECTAA Field Offices,
In Punjab

SUBJECT: **FINANCIAL GUIDELINES FOR 02-DAYS TRAINING OF 25989 AI FOCAL PERSONS/PRIMARY SCHOOL HEADS ON ADVANCED TEACHING SKILLS THROUGH ARTIFICIAL INTELLIGENCE (23-11-2026 TO 05-12-2026) IN BATCHES UNDER UNICEF (TALEEM PROJECT).**

The Competent authority has approved the subject training under the supervision of PECTAA/UNICEF

Financial Guidelines/Instructions

2. The expenditure will be incurred strictly in accordance with the following financial guidelines/instructions as per funds enumerated object/head-wise in the enclosed financial plan and in case of any irregularity, the concerned PECTAA heads will be held responsible:

i. Honoraria of Master Trainer Rs. 5000/- per day per MT for 04-sessions of 90 minutes.

ii. Refreshment of Trainees and Master Trainer @ Rs. 700/- per day per participant.

iii. Stationery Rs.200/- per trainee for whole training.

iv. Others @ Rs. 1000/- per class for whole training.

v. All the payments should be made on cross cheques and not in cash payment mode for each transaction.

vi. Copy of all cheques issued for subject training must be submitted with the vouched accounts.

vii. Copy of bank statement should be attached with vouched accounts and all cheques issued for subject training cleared in bank statement should be highlighted.

viii. District PECTAA heads will ensure that under no circumstances budget allocated for one object is used for another object.

ix. The Expenditure may be materialized subject to codal and procedural formalities to be completed by Principal, PECTAA Field Office as well as by observing PPRA rules. Stamp be embossed on vouchers ***"Charged to UNICEF"***

x. Original attendance sheets of participants and MTs containing the detail of their status/designation, department/office and CNIC No. will be furnished along with vouched accounts.

xi. Attested copies of the Stock Registers page showing items entered and issued shall be submitted along with vouched accounts.

xii. The expenditure should be incurred as per actual number of participants on the basis of attendance strictly in accordance with rules/policy.

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xiii. A consolidated summary of the expenditure to be incurred on training object/head wise should be attached with original vouched accounts.

xiv. Each document of payment (acquaintance rolls, stationary bills, copy of stock register showing items entered and issued, refreshment bills, photocopies etc.) must be signed and stamped by concerned Education Officer (EO) duly counter signed by Principal, PECTAA Field Office.

xv. List containing nomination of the participants duly signed by District PECTAA heads and Education Officer (EOs) should be attached.

xvi. Savings / Unspent balance, if any, will be submitted to PECTAA HQ through cross cheque titled: **"Punjab Education, Curriculum, Training & Assessment Authority"** along with original vouched accounts completed in all respects within **seven (07) days** after completion of training and immediately reconciled the accounts/funds with Finance unit of PECTAA, Head Quarter Lahore for onward submission to PECTAA for audit purpose along with covering letter.

xvii. Check list for Vouched Accounts duly signed and stamped be attached.

NOTE: **The concerned Monitoring teams will actively monitor the training and ensure that all necessary arrangements including the expenditure are made in accordance with financial guidelines/ rules/policy by adhering to the prescribed time frame.**

3. It is, therefore, directed that all necessary actions regarding transaction of funds to the quarter concerned and allied arrangements must be made in a transparent manner by **notified school council/college council** under intimation to the Director Finance, Punjab Education, Curriculum, Training & Assessment Authority, Head Quarter Lahore on priority basis, **price reasonability certificate be attached**

MANAGING DIRECTOR (OPERATIONS)

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. The Managing Director (Operations,), PECTAA Punjab.
2. The Managing Director (Academics), PECTAA Punjab.
3. Managing Director (Monitoring & Evaluation), PECTAA Punjab.
4. The Director (IT), PECTAA Punjab.
5. PS to Chief Executive Officer, PECTAA Punjab.
6. PA to Director (Academies), PECTAA Punjab.
7. Office record/file.

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MUHAMMAD FAROOQ
ASSISTANCE DIRECTOR (FINANCE)/
Drawing and Disbursing Officer (DDO)

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02-DAY TRAINING PLAN OF 25989 AI-FOCAL PERSONS/ PRIMARY SCHOOL HEADS AT TEHSIL LEVEL From 23-11-2026 to 05-12-2026

Sr. NO	Name of the District	Number of PSTs Teachers (Primary + Elementary)	Number of Classes@ 35/ Class	Number of MTs@2/class engage for training	MTs Remunerations @ 5000/day	Refreshment including (two time tea & lunch) @ Rs.700/Day	Stationery @ 200/ teacher (Copy, Pencil, Sticky notes, Board Markers (blue, green & black, & charts)	Miscellaneous (Water, Cleaness etc)@ 1000/ class	Total
1	ATTOCK	539	18	36	360,000.00	754,600.00	107,800.00	18,000.00	1,240,400.00
2	BAHAWALNAGAR	1166	36	72	720,000.00	1,632,400.00	233,200.00	36,000.00	2,621,600.00
3	BHAKKAR	744	23	46	460,000.00	1,041,600.00	148,800.00	23,000.00	1,673,400.00
4	BHAWALPUR	1008	31	62	620,000.00	1,411,200.00	201,600.00	31,000.00	2,263,800.00
5	CHAKWAL	324	12	24	240,000.00	453,600.00	64,800.00	12,000.00	770,400.00
6	CHINIOT	373	12	24	240,000.00	522,200.00	74,600.00	12,000.00	848,800.00
7	D.G.KHAN	953	29	58	580,000.00	1,334,200.00	190,600.00	29,000.00	2,133,800.00
8	DASKA	857	26	52	520,000.00	1,199,800.00	171,400.00	26,000.00	1,917,200.00
9	FAISALABAD	1172	35	70	700,000.00	1,640,800.00	234,400.00	35,000.00	2,610,200.00
10	GUJRANWALA	563	18	36	360,000.00	788,200.00	112,600.00	18,000.00	1,278,800.00
11	GUJRAT	645	20	40	400,000.00	903,000.00	129,000.00	20,000.00	1,452,000.00
12	HAFIZABAD	429	13	26	260,000.00	600,600.00	85,800.00	13,000.00	959,400.00
13	JHANG	878	27	54	540,000.00	1,229,200.00	175,600.00	27,000.00	1,971,800.00
14	JHELUM	330	12	24	240,000.00	462,000.00	66,000.00	12,000.00	780,000.00
15	KASUR	710	22	44	440,000.00	994,000.00	142,000.00	22,000.00	1,598,000.00
16	KHANEWAL	575	19	38	380,000.00	805,000.00	115,000.00	19,000.00	1,319,000.00
17	KHUSHAB	460	16	32	320,000.00	644,000.00	92,000.00	16,000.00	1,072,000.00
18	KOT ADU	461	14	28	280,000.00	645,400.00	92,200.00	14,000.00	1,031,600.00
19	LAHORE	558	18	36	360,000.00	781,200.00	111,600.00	18,000.00	1,270,800.00
20	LAYYAH	924	28	56	560,000.00	1,293,600.00	184,800.00	28,000.00	2,066,400.00
21	LODHRAN	445	14	28	280,000.00	623,000.00	89,000.00	14,000.00	1,006,000.00
22	MANDI BAHUDDIN	428	14	28	280,000.00	599,200.00	85,600.00	14,000.00	978,800.00
23	MIANWALI	766	23	46	460,000.00	1,072,400.00	153,200.00	23,000.00	1,708,600.00
24	MULTAN	711	22	44	440,000.00	995,400.00	142,200.00	22,000.00	1,599,600.00
25	MURREE	174	6	12	120,000.00	243,600.00	34,800.00	6,000.00	404,400.00
26	MUZAFFARGARH	663	20	40	400,000.00	928,200.00	132,600.00	20,000.00	1,480,800.00
27	NANKANA SAHIB	446	14	28	280,000.00	624,400.00	89,200.00	14,000.00	1,007,600.00
28	NAROWAL	731	22	44	440,000.00	1,023,400.00	146,200.00	22,000.00	1,631,600.00
29	OKARA	753	24	48	480,000.00	1,054,200.00	150,600.00	24,000.00	1,708,800.00
30	PAKPATTAN	460	15	30	300,000.00	644,000.00	92,000.00	15,000.00	1,051,000.00
31	RAHIMYAR KHAN	1493	45	90	900,000.00	2,090,200.00	298,600.00	45,000.00	3,333,800.00
32	RAJANPUR	622	19	38	380,000.00	870,800.00	124,400.00	19,000.00	1,394,200.00
33	RAWALPINDI	710	23	46	460,000.00	994,000.00	142,000.00	23,000.00	1,619,000.00
34	SAHIWAL	511	16	32	320,000.00	715,400.00	102,200.00	16,000.00	1,153,600.00
35	SARGODHA	907	30	60	600,000.00	1,269,800.00	181,400.00	30,000.00	2,081,200.00
36	SHEIKHUPURA	623	21	42	420,000.00	872,200.00	124,600.00	21,000.00	1,437,800.00
37	TALAGANG	174	6	12	120,000.00	243,600.00	34,800.00	6,000.00	404,400.00
38	TOBA TEK SINGH	648	21	42	420,000.00	907,200.00	129,600.00	21,000.00	1,477,800.00
39	VEHARI	745	22	44	440,000.00	1,043,000.00	149,000.00	22,000.00	1,654,000.00
40	WAZIRABAD	219	7	14	140,000.00	306,600.00	43,800.00	7,000.00	497,400.00
	Grand Total	**25898**	**813**	**1626**	**16,260,000**	**36,257,200**	**5,179,600**	**813,000**	**58,509,800**

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