

DIVISION OPERATIONS MANUAL

This is a comprehensive, detailed, coherent and practical reference manual

for

Finance Division

Higher Education Commission of Pakistan



17-Sep-2010
Director General,
Ghulam Mujtaba Kiyani

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1. OVERVIEW OF FINANCE DIVISION

HEC Finance Division comprises three (3) sections namely Finance Planning, Operations and SAP Competency Centre. It is responsible for arranging recurring funds for more than 110 Higher Education Institutions, HEC Secretariat, and about 54 HEC programs. In addition, this division is also responsible for budgeting of Recurring Grants for HEC and universities, as well as, disbursement of all Recurring and Development Grants to the Federally Funded Universities and Degree Awarding Institutions (DAI's) of the country. Apart from maintaining the Accounts of HEC Secretariat and getting them audited with Government, it ensures processing timely release/disbursement of grants to Universities/institutes/centers. Finance Division also arranges Foreign Exchange requirements of all development projects and recurring programs, and plays its integral part to remit foreign currency abroad effectively and efficiently from different development projects & recurring schemes to facilitate the Pakistan's scholars studying abroad in multiple disciplines. Additional tasks of materializing World Bank's financial support and grants from USAID are also managed by the Finance Division.

FINANCE OPERATIONS SECTION

All receipts & disbursements and maintenance of accounts carried out in this section in Sap based ERP solution. Funds are also released for Overseas and Indigenous Scholarships, salary to the Foreign Professors under Foreign Faculty Hiring Program & Tenure Track Scheme, as well as, Digital Library, Pakistan Educational Research Network, Video Conferencing, Research Projects in Universities, Travel Grants to university teachers, sponsorship for Scientific Journals and support for organizing Seminars in universities. It is also responsible for the operational expenditure of HEC Secretariat like salary, pension & Benevolent fund, payment of utility bills, rent of the houses, payment to vendors against supply of goods and services and all other routine payments.

FINANCE PLANNING SECTION

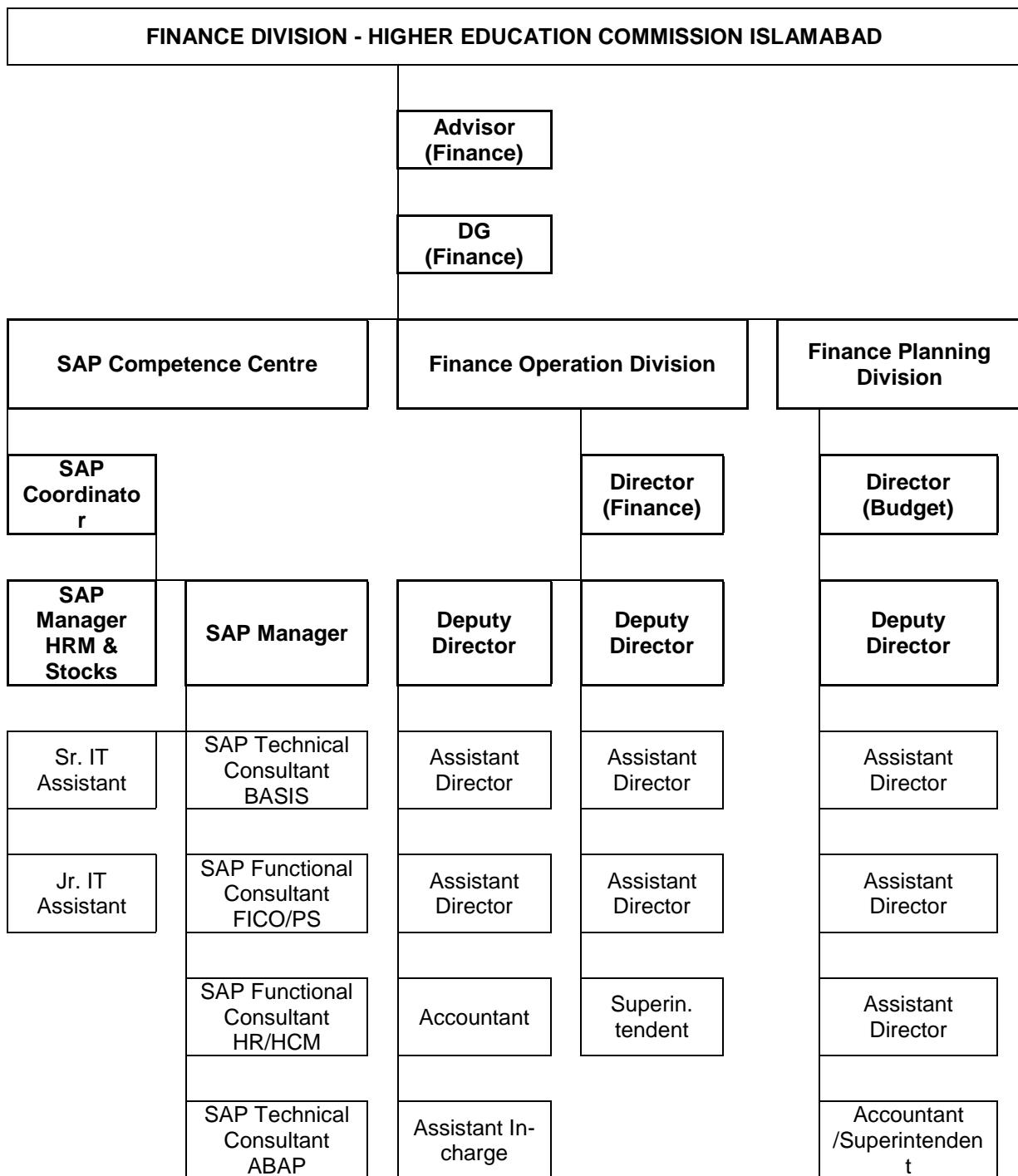
The Finance Planning Section has been responsible to manage the recurring Gants / funds from the Federal Government for onward transfer to the Universities / HEC Programs. The allocated Recurring Budget/Grants are, thereafter, processed and get released on quarterly basis from the Finance Division and AGPR, and released to universities after receiving utilization reports from the beneficiaries.

SAP COMPETENCE CENTRE

The SAP Competence Center is responsible for implementing and maintenance of SAP based Enterprise Resource Planning (ERP) solution. The following modules have been implemented in HEC:

- Finance, Accounts & Planning
- Human Resource Management & Administration
- Inventory & Material Management
- Development Projects System
- Programs of IUAA & Promotion of Research
- Scholarships Projects with data of scholars pertaining to HRD Division
- SAP Web Portal has also been developed for On-line Applications and Tracking System for the following:
 - Post Doc Fellowships
 - Overseas PhD Scholarships
 - Indigenous PhD Scholarship

2. ORGANIZATIONAL STRUCTURE



Finance Planning Section

(Finance Division)

Higher Education Commission of Pakistan

17-Sep-2010
Director,
Hazrat Bilal

3. INTRODUCTION OF PLANNING SECTION

The Finance Planning Section is mandated to organize the Recurring grants/funds for Public Sector Universities / DASI's. as well as, HEC Programs in order to foster higher education in Pakistan. It is responsible to call the annual budgets from Public Sector Universities / DASI's. After consolidation of the budgets and approval, the New Item Statements (NIS) is sent to the Finance Division, Government of Pakistan. It is also responsible to get releases of Budget/Grants on quarterly basis from the Finance Division and AGPR, for onward transfer to universities after receiving utilization reports from the beneficiaries.

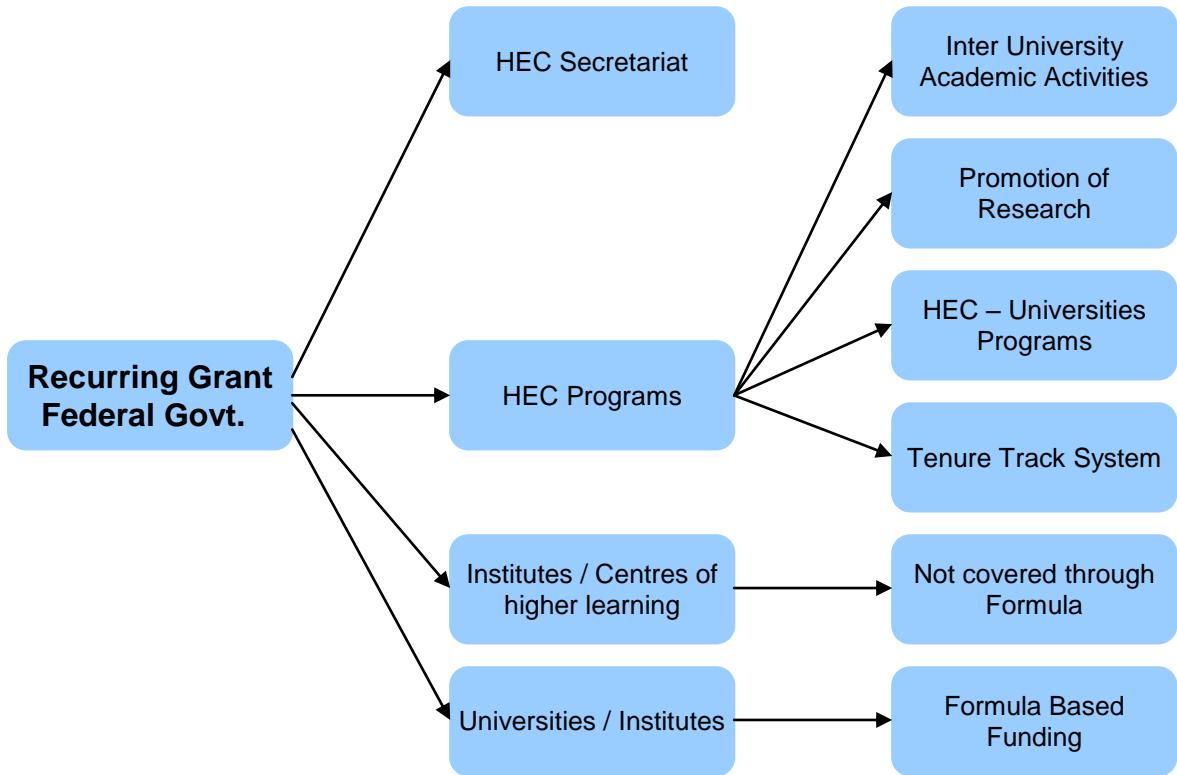
The Finance planning Section calls budget proposals from all the divisions of HEC to prepare its own secretariat budget. After consolidation it is presented to the Budget and Finance Planning Committee for recommendation to the HEC Commission. After approval of the Commission, the funds are arranged and released to the HEC Divisions on quarterly basis.

DETAILED RESPONSIBILITIES ASSIGNED

The Finance Planning Section is responsible to plan, allocate and monitor the resources for the following:

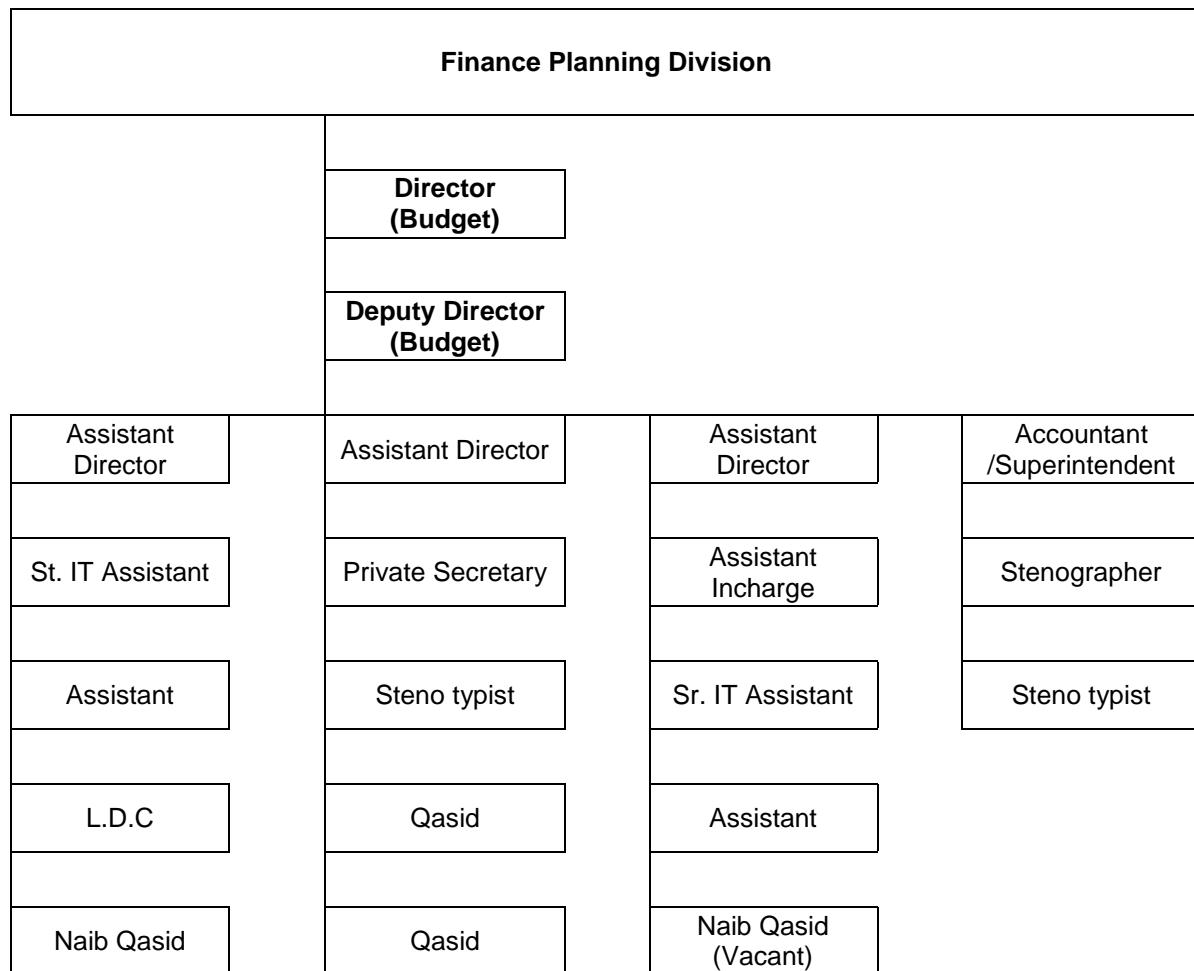
- Grant for Universities / DAIs
- Inter University Academic activities (IUAA)
- Promotion of Research
- HEC Universities' Program
- HEC Secretariat Budget
- Tenure Track Scheme

Funding mechanism for Allocation of recurring grant to key stake holders such as universities / institutes / Centers / HEC & its Programs is depicted as below:



3.1 Divisional Resources

ORGANIZATION CHART



RESPONSIBILITY MATRIX AND JOB DESCRIPTIONS

Designation	Assignments
Director (Budget)	<ul style="list-style-type: none"> • He will perform his duties under the supervision of DG (F) • Invite Budget Proposals from Universities, Institutes and Centers, to examine them and formulate HEC recommendations through Committee constituted by the Commission for allocation of recurring grants. • Process the final allocation with the Finance Division, Govt. of Pakistan and submit NIS. • Allocate Funds to HEC programs under IUAA and Promotion of Research. • Allocate Research Grant to Universities • Prepare HEC Budget for Finance & Planning Committee • Supervision of requests of Universities for additional funds • To Prepare Replies of Assembly/ Senate Questions and PM Directives • Items for Commission/Vice Chancellors' Committee meetings. • Monthly Reports • Any other assignment entrusted by the competent authority
Deputy Director (Budget)	<ul style="list-style-type: none"> • He will perform his duties under the supervision of Director (Budget) • Support to prepare HEC annual Secretariat Budget. • Processing the cases of Re-appropriation of funds. • Responding Universities letters/Queries • Releases of TTS funds to universities and assessment of funds requirement for ensuing financial year. • Handling of day to day matters of TTS Faculty members • Preparation of the Replies of Audit Observations • To Process requests of Universities for additional funds • Handling of routine Financial matters of PERN and CMS • Any other assignment entrusted by the competent authority
Assistant Director	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of Dy. Director (Budget) ▪ Invite budget proposals from universities / institutes / centers, examine and formulate HEC recommendations for allocation of recurring grants. ▪ Process allocation of recurring grant with the Finance Division, Govt. of Pakistan, and submit NIS. ▪ Assisting World Bank / USAID assignment coordination. ▪ Assignment related items for the Commission and the Vice Chancellor's committee meetings. ▪ Prepare agenda for Budget & Finance Committee of the

Designation	Assignments
	<p>Commission.</p> <ul style="list-style-type: none"> ▪ MTBF related assignments. ▪ Handling of students loan scheme. ▪ Any other assignment given by the authorities.
Assistant Director (Budget-I)	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of Dy. Director (Budget) ▪ Process release of quarterly recurring grant to universities / institutes / centers. ▪ Process release of recurring grants with the Federal Government. ▪ Process cases of supplementary grant and other special grants with the Government. ▪ Reconciliation of release of recurring grants with AGPR. ▪ Invite utilization reports for the release of grant. ▪ Obtain Utilization Reports of recurring grant from the universities / institutes / centers, evaluate and reconcile with releases ▪ Any other assignment given by the authorities.
Assistant Director (Budget-II)	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of Dy. Director (Budget) ▪ Prepare / maintain manual registers of annual / additional recurring grant allocated / released under HEC programs. ▪ Submit monthly progress report. ▪ To obtain approved budgets from universities / institutes / centers. ▪ To feed the University Budget/Institutes in the system. ▪ Enter utilization reports and approved budgets of universities / institutions in SAP system. ▪ Quarterly release of funds under the scheme 'Subsidy to Scholars under Cultural Exchange Program'. ▪ Any other assignment given by the authorities.
Superintendent (Budget)	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of Dy. Dir (B) ▪ Prepare HEC Secretariat / HEC Programs budget for Finance Planning Committee. ▪ Manage / administer HEC Secretariat budget and recurring grant to universities / institutions in SAP system. ▪ Submit budgetary estimates for pay & allowances of HEC employees through SAP solution for its incorporation in annual HEC Secretariat budget. ▪ Compiling information of HEC programs funded through IUAA / Promotion of Research etc. ▪ Maintain information regarding re-appropriation of funds under HEC Programs IUAA / POR etc. ▪ Quarterly release of recurring grant in the SAP system as consumable. ▪ Any other assignment given by the authorities.

Designation	Assignments
Senior IT Assistant	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of AD (F) ▪ Handling of the matters of Recurring grant, enrolment, and faculty members etc. ▪ Maintain / provide information to Chairman / ED and other higher authorities regarding universities ▪ To assist in releases of funds to the faculty appointed under Tenure Track System. ▪ Enter data in model of recurring grant allocation. ▪ Provide IT assistance to officers / staff in daily assignments. ▪ Prepare / tabulate financial statements and other related information from Utilization Reports ▪ Any other assignment given by the authorities.
Assistant	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of AD (B) ▪ To Prepare release note of recurring grant to universities / institutes / centers. ▪ Assisting to process the Recurring Grant with Federal Govt. ▪ To prepare monthly Reconciliation Statement of recurring grant. ▪ Processing requests of universities for additional grant. ▪ General noting & drafting. ▪ Any other assignment given by the authorities.
Steno typist	<ul style="list-style-type: none"> ▪ He will perform his duties under the supervision of Director (B) ▪ Getting dictation for noting & drafting. ▪ Diary and Dispatch of files / documents through File Management System. ▪ To enter invoices, quarterly utilization reports and approved budgets of universities / institutions in SAP system. ▪ Maintain office files and the record. ▪ Maintain office stationery store and record. ▪ Maintain the leave record of the staff ▪ Any other assignment given by the authorities.

3.2 TASKS / ACTIVITIES

ANNUAL TASKS

Activity-1	Allocation of Annual Recurring Grants	Time Frame
1.1	Invite budget proposals from the federally funded Universities, Institutes and Centres.	December
1.2	Consolidate and examine the budgetary requirements submitted to HEC for allocation of annual recurring grants. Assess the requirements and submit to Finance Division, Govt. of Pakistan.	December
1.3	Formulate HEC recommendations through Committee constituted by the Commission and allocate recurring grants	January
1.4	Process the allocations with the Finance Division, Govt. of Pakistan, seek approval and submit NIS	February
1.5	Convey allocation of annual recurring grant to all Universities / Institutes / Centres as approved by the Federal Government in its Annual Budget	July
1.6	Collect requirement of funds for Tenure Track Faculty for the ensuing financial year	May - June
1.7	Allocate Tenure Track Funds to Universities	July
1.8	Collect Approved Budget from the federally funded Universities, Institutes and Centres examine them and process in SAP.	September to October
Activity-2	Release of Recurring Grants	
2.1	Process release of Quarterly Installments of Allocated Recurring Grants with Finance Division / AGPR for obtaining funds	July
2.2	Obtain Utilization Reports from the Universities / Institutes, examine and ensure utilization of already released funds.	1st month of every Quarter
2.3	Release of quarterly installments of recurring grant to Universities / Institute / Centres	1st month of every Quarter
2.4	Quarterly releases of Tenure Track Funds to the Universities.	1st month of every Quarter
2.5	Process Quarterly Utilization Reports in SAP.	1st month of every Quarter
2.6	Submit Monthly Schedules of released recurring grant out of Assignment Account to AGPR	Monthly basis
2.7	Reconcile the releases of Recurring Grants with AGPR / NBP	1st week of subsequent quarter
Activity - 3	Annual Budget for HEC Secretariat and HEC Programs	

3.1	Obtain requirement of funds for the next financial year from Divisional Heads executing various programs under: i) Inter University Academic Activities. ii) Promotion of Research. iii) HEC-University programs iv) Digital Library v) PERN	December
3.2	Prepare HEC Secretariat Budget for ensuing Financial Year :	April
	i) Prepare Nominal Roll of RE. & BE. of HEC and Regional centres in SAP	April
	ii) Obtain requirement of funds from Divisional Heads / Regional Centres under other operational heads of Expenditures	April
	iii) Hold internal meetings with Divisional heads to examine and assess requirements for allocation of funds	April
3.3	Hold Internal meeting for creation, up gradation and redesignation of posts	May
3.4	Hold Finance & Planning Committee meeting constituted by the Commission for allocation of Recurring Grant and approval of HEC Budget.	May
3.5	Hold Budget & Finance Committee meeting constituted by the Commission for allocation of Recurring Grant and approval of HEC Budget.	May/June
3.6	Allocate funds to HEC programs under 'Inter University Academic Activities' 'Promotion of Research' and HEC Universities program, Digital Library, PERN, TTS etc.	June
3.7	Submit Annual Budget (Revised Estimates and Budget Estimates) before the Commission for approval.	Last week of June
3.8	Convey HEC Budget to all concerned Divisions / Sections and HEC Regional Centres	July
3.9	Enter Approved Annual Budget for HEC Secretariat and its Programs in SAP	End of June
3.10	Administer / Manage HEC's total Annual Allocation in SAP	Monthly / Quarterly basis
	Additional Activities:	
4	World Bank Coordination Assignments relating to its lending program for HEC	When required
5	Monthly Progress Report of the Division	5th of every month
6	Maintain Financial Profiles of Universities/ Institutes / Centres	Yearly basis
7	Process additional requirement of funds during currency of the financial year from the head HEC Universities Programs - (LUMP)	Quarterly
8	Hold the Foreign Exchange Allocation meetings	May - June

3.3 BROAD TARGETS / GOALS

- Online receipt of budget proposal from public sector universities / DAIs
- Web development of Finance Planning section
- Online development for Tenure Track System
- Online budget proposal from all HEC Divisions

3.4 SUPPORTING DOCUMENTS

STANDARD LETTERS

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation For _____
Operational Cost of Education Section in Pakistan Embassy, USA	
<i>Promotion of Research</i>	
Post-Doc Fellowship at Royal United Services Institute (RUSI), London	
International Research Support Initiative Program (IRSIP)	
Pak-US Earthquake Research Support	
Visiting Scholars Program	
Partial Support for PhD Studies Abroad	
Start up Research Grant	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Adviser (HRD)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Pakistan Education Research Network	Allocation
PERN	
Inter University Academic Activities	Allocation
Operations of Video Conferencing Systems	
Campus Management Solution	
Promotion of Research	Allocation
Higher Education Management Information	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (IT)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Budget Head	Allocation Rs. in million
Digital Library	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Project Coordinator (DL)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Promotion of Research	Allocation
Support for Scientific Journals	
QAD Support to Research & Development	
PhD Research Repository	
Inter University Academic Activities	Allocation
Anti-Plagiarism	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (QAA / Statistics)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million

Inter University Academic Activities	Allocation
Foreign Delegations	
Debate Contest	
Committee on Social Sciences & Humanities	
Best Teacher Award	
World Teachers Day, MOE	
Curriculum Revision Committee	
HEC Print shop	
HEC Publication and Publicity	
Promotion of Research	Allocation
Institutional Strengthening	
HEC Distinguished National Professors	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Adviser (Academics)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

		Rs. in million
Inter University Academic Activities		Allocation
Travel Gants		
Seminars and Conferences		
HEC-BC Inspire Program		
Pak-US Joint Research		
Business Incubator Framework		
Promotion of Research		Allocation
National Research Program for Universities (NRPU)		
Access to Scientific Instruments / Lab Tests		
Patent Filling Fee		
Pakistan Organization for Collaborative Research		
UITSP		
Provision of Grants for Repair and Maintenance of Scientific Equipment		
HEC APPNA-Merit Visiting Experts Program		

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (R&D)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million

Inter University Academic Activities	Allocation
National Committee on Examination System	
Long/Short Term Faculty Professional Development Program	
Modern University Governance for University Administration	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (LI)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
HEC Library	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Director (Library)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
HEC Publications & Publicity	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Director (Publication)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
HEC Print shop	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DD/ Manager (Print shop)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
Sports	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (Sports)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
Vice-Chancellors' Committee & Other Meetings	
Capacity Building of HEC Employees	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

DG (A & C/ HRM)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
SAP Implementation in Universities/HEC	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

SAP/BAS (Coordinator)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
Curriculum Revision Committee	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

Director (Curriculum)
U.O. No.F.P.2-156/HEC/2008/ Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Rs. in million	
Inter University Academic Activities	Allocation
STEM Career Program	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

PD (STEM)

U.O. No.F.P.2-156/HEC/2008/

Dated _____

FINANCE PLANNING DIVISION

Subject: **Allocation of Funds for HEC Programs – Financial year _____**

Reference your e-mails/letters dated _____ on the subject noted above.

The funds have been allocated for the current financial year _____ for the Programs as per detail given below:

Inter University Academic Activities	Rs. in million Allocation
Accreditation Councils such as NCEAC, NAEAC etc	
Operational Cost of QAA	

This allocation will be subject to release of funds by the Finance Division, Govt. of Pakistan. The expenditure may kindly be met within the allocated budget.

Deputy Director (Finance)

MD (QA)

U.O. No.F.P.2-156/HEC/2008/

Dated _____



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD Tel.: 051-90401700, Fax: 051-90401702

Website: www.hec.gov.pk Email: mkayani@hec.gov.pk

Director General (Finance)

No. F.P.1-24/HEC/10/

Dated: _____-

Subject: **Meeting of HEC Finance Planning Committee**

Dear Sir,

The _____ Meeting of the HEC Finance Planning Committee is scheduled to be held on _____ at _____ in the Mural Hall, HEC, H-9, Islamabad.

You are requested to kindly make it convenient to attend the meeting. Agenda of the meeting will be provided on _____.

Yours Sincerely,

(Director General Finance)

- 1) Secretary, Ministry of Education, Govt., of Pakistan
- 2) F.A (organization), Ministry of Education, Govt., of Pakistan

Copy to:

1. E.S to Executive Director, HEC
2. P.S to Member (O&P), HEC
3. Manager Guest House, with a request to arrange the lunch of 10 persons.
4. Mr. Pervaiz Mustafa, Assistant Technologist, with a request to reserve the Mural Hall for subject meeting



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD, PAKISTAN, Tel: 90401700, Fax: 90401702

No. F.P.2-173/HEC/10
Dated: _____

Subject: Issuance of Cheque Book for HEC _____ Grant Assignment Account

Dear Sir,

Cheque Book bearing machine No. _____ containing _____ cheques from serial _____ to _____ already issued in favour of HEC Development Grant Assignment Account No. _____ being maintained at the National Bank of Pakistan, Main Branch, Civic Centre, Islamabad has fully been utilized in release of grant to the federally funded universities/institutes/centres.

The Requisition Slip No. _____ for issuance of new Cheque Book for release of development grant through HEC Assignment Account, mentioned above.

Mr. Ghulam Nabi, DDO HEC has been authorized to receive cheque book for the above mentioned HEC Assignment Account. Specimen signature is appended below:-

1. Ghulam Nabi _____
DDO HEC
NIC No. _____

Signature attested by the authorized signatories for operation of HEC Assignment Account.

1. Mr. Ghulam Mujtaba Kayani _____
D.G. (Finance)
2. Mr. Ejaz Hussain _____
Director. (Accounts)

(Director Accounts)

Accounts Officer,
Cheque Section,
AGPR, Islamabad



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD Tel.: 051-90401700, Fax: 051-90401702
Website: www.hec.gov.pk Email: mkayani@hec.gov.pk

No. F.P. 2-1/HEC/ ____ /
Dated _____

Subject: **Allocation of Annual Recurring Grant for the FY _____**

Dear Sir,

You will realize that country is passing through a severe fiscal stress, which is affecting availability of public funding to all sectors including higher education. The Higher Education Commission has been allocated Rs._____ billion as recurring grant for the FY _____ which is about ____% higher over _____ level of funding. The Finance Division, Govt. of Pakistan has also conveyed the indicative recurrent budget ceilings for HEC for the FYs _____ and _____ which are Rs._____ and Rs._____ billion respectively, representing a ____% yearly increase. Realizing the fact that the committed level of funding is inadequate as %age increase given in the recurrent budget does not cater for the impact of yearly salary increase, growth in enrollment, impact of completed development projects, double digit inflation, and price increase in electricity/gas, POL, etc, HEC has, at all forums, been continuously endeavoring to get additional funds for this important sub-sector but couldn't succeeded, so far.

I may further inform that your university / institute has been allocated annual recurring grant of Rs. for the FY _____, which will be released during four quarters in accordance with the Govt. policy regarding release of funds. The funding policy / formulae for allocation of recurring grant to universities is being sent separately for comments / suggestion for further refinements / improvements therein. It is requested that every possible austerity measures may please be adopted to respond to the current financial crisis.

Yours sincerely,

Director General (Finance)

All Concerned

**HIGHER EDUCATION COMMISSION
FINANCE PLANNING DIVISION**

Subject: **Achievements for CFY_____ and Targets for Financial year _____**

The Budget for the financial year _____ is at final stages. Under the Medium Term Budgetary Framework (MTBF), Finance Division, Government of Pakistan has linked the budgetary Allocation with the Performance and achievements against the assigned targets. In order to rationalize the Budget Estimates for the FY _____ Finance Planning Division has designed a Performa for this purpose.

2. It is therefore, requested to kindly provide the subject information on the enclosed Performa on or before _____ so the Budget for the next FY._____ may be finalized.

Dy. Director (Budget)

All Concerned

U.O. No.F.P.2-156/HEC/2009/

Dated 3rd _____, 20_____



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD Tel.: 051-90401700, Fax: 051-90401702
Website: www.hec.gov.pk Email: @hec.gov.pk

No. F.P. 2-1/HEC/ ____/
Dated _____

Subject: **Allocation of Annual Recurring Grant for the FY _____**

Dear Sir,

You will realize that country is passing through a severe fiscal stress, which is affecting availability of public funding to all sectors including higher education. The Higher Education Commission has been allocated Rs._____ billion as recurring grant for the FY _____ which is about ____% higher over _____ level of funding. The Finance Division, Govt. of Pakistan has also conveyed the indicative recurrent budget ceilings for HEC for the FYs _____ and _____ which are Rs._____ and Rs._____ billion respectively, representing a ____% yearly increase. Realizing the fact that the committed level of funding is inadequate as %age increase given in the recurrent budget does not cater for the impact of yearly salary increase, growth in enrollment, impact of completed development projects, double digit inflation, and price increase in electricity/gas, POL, etc, HEC has, at all forums, been continuously endeavoring to get additional funds for this important sub-sector but couldn't succeeded, so far.

I may further inform that your university / institute has been allocated annual recurring grant of Rs. for the FY _____, which will be released during four quarters in accordance with the Govt. policy regarding release of funds. The funding policy / formulae for allocation of recurring grant to universities is being sent separately for comments / suggestion for further refinements / improvements therein. It is requested that every possible austerity measures may please be adopted to respond to the current financial crisis.

Yours sincerely,

Director General (Finance)

All Concerned



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD Tel.: 051-90401700, Fax: 051-90401702
Website: www.hec.gov.pk Email: mkayani@hec.gov.pk

Director General (Finance)

No. F.P.1-24/HEC/10/
Dated: _____

Subject: **HEC Budget and Finance Committee Meeting**

Dear Sir,

HEC Budget and Finance Committee meeting is scheduled to be held
on _____ at _____ in the Mural Hall HEC.

You are requested to kindly make it convenient to attend the meeting.
The Agenda & Working Papers of the meeting is enclosed.

Yours Sincerely,

(Director General)

All Concerned

HIGER EDUCATION COMMISSION Islamabad

F. No. 827 HEC (FD)

Dated: _____

MEETING NOTICE

In order to discuss the Budget Estimates for the FY._____ and Revised Estimates for CFY._____, an internal meeting has been scheduled on _____ in the Mural Hall, HEC.

2. The demands of funds received from different Divisions /Sections will be discussed in the meeting on the basis of targets and achievements.

3. It is therefore, requested to kindly make it convenient to attend the meeting on the scheduled date and time.

Director (Budget)

Distribution:

1. Member (Acad)
2. Adviser (HRD)
3. Adviser (QA/LI)
4. Adviser(Acad)
5. Managing Dir ,Quality Assurance
6. DG(Sports)
7. DG(LI)
8. DG(A &C)
9. DG(QA)
10. DG(Services)
11. DG(IT)
12. DG(R &D)
13. Mr. Hassan Nasir Zaidi, Project Coordinator
14. Director (Publication)
15. Director Library
16. Director (Curriculum)
17. PD STEM
18. Dy. Director (Acad)

Copy for information and necessary action to:

1. Director Accounts
2. ES to Executive Director
3. DDA
4. PS to DG(F)



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD Tel.: 051-90401700, Fax: 051-90401702
Website: www.hec.gov.pk

Director General (Finance)

No. F.P.2-103/HEC/2010-11/823
Dated: _____

Subject: **Financial Impact of Tenure Track Salary for the next FY _____**

Dear Sir,

HEC will release funds for tenure track faculty to universities / institutions separately in addition to their annual recurring grant during next FY _____. In order to ensure payment of salaries to tenure track faculty, universities / institutions has to include their salaries in annual budget and under no circumstances should the salary of tenure track faculty be stopped.

As per HEC policy, prior to release of tenure track funds to universities / institutions, the appointments of Professors / Associate Professors under Tenure Track System are to be endorsed by HEC Quality Assurance Division. Therefore, it is requested that the appointments of Professors / Associate Professors may get endorsed / vetted from HEC Quality Assurance Division. This will enable HEC to release the tenure track funds to universities / institutions well in time. The proformas for endorsement of appointment cases of Professors / Associate Professors are available at HEC website.

It is requested that the financial impact of faculty appointed under Tenure Track System may be sent to HEC on the enclosed proforma, so that tenure track funds may be allocated to your university / institute for the next FY _____. Soft copy of the duly filled proforma may also be sent through email at _____ latest by _____.

Yours sincerely,

(Director General Finance)

All concerned(all universities / institutions)



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90401700 Fax: (051) 90401702

E-mail: mkayani@hec.gov.pk

Ghulam Mujtaba Kayani
Director General (Finance)

No. FP.2-3/HEC/2010/
Dated: _____

Subject: Release of _____ Installment of Recurring Grant to HEC for the year

Dear Sir,

The Finance Division, Government of Pakistan has provided recurring grant Rs. _____/- for federally funded universities, institutes and centres of higher learning in the current financial year _____ under demand No. 030. As per policy of the Finance Division, _____ installment of the recurring grant for the period (_____) @ ____% of the total allocation comes to Rs. _____/- (Rs. _____ billion) which is required to be released to these institutions.

It is certified that recurring grant amounting Rs. _____/- billion inclusive supplementary grant of Rs. _____/- billion received during the financial year _____ was transferred to all the universities, institutes and centres according to their allocation and have been fully utilized by them. The consolidated utilization report is enclosed.

It is, therefore, requested to kindly release the _____ installment of recurring grant i.e. Rs. _____/- for the year _____, so that the same may be transferred to the concerned universities, institutes and centres as per their allocation.

Yours sincerely

(Director General Finance)

DFA (Education)
Ministry of Education
Islamabad



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD, PAKISTAN, Tel: 90401811, Fax: 90401702

No. F.P.1-1/HEC/2010/
Dated: _____

Subject: **Revised Estimates for the FY_____ & Budget Estimates for the FY_____**

Dear Sir,

HEC is preparing Budget Estimates for the next financial year_____ to be placed before the Finance Planning Committee and the Commission for approval. You are requested to please send the financial requirements of your Centre on the enclosed proformas for inclusion in the next year HEC budget. The same may also be sent through email at _____

Yours sincerely,

Deputy Director (Budget)

The Director,
HEC Regional Centre,



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD Tel.: 051-90401809, Fax: 051-90401702

Website: www.hec.gov.pk

F.P.2-3/HEC/2010-11/863

Dated: _____

Subject: **Utilization Report of Recurring Grant Released during the FY _____**

Dear Sir,

You are kindly aware that in order to obtain _____installment of recurring grant for the CFY _____ from the Finance Division, Govt. of Pakistan, utilization report for the grant already released by the HEC during the financial year _____ to _____) to your university / Institutes / Centers of higher learning is a prerequisite. The said report is still awaited.

It is therefore, requested that requisite Utilization Report duly completed in all respect and supported with necessary documents may kindly be furnished immediately to enable HEC to process the case for release of 1st installment of recurring grant of the CFY _____.

Yours sincerely,

Assistant Director (Budget)

The Treasurer/Director Finance/Director
(All Federally Funded Universities/Institutes/Centres)



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD Tel.: 051-90401810, Fax: 051-90401702

Website: www.hec.gov.pk Email: ssibtain@hec.gov.pk

No. F.P.2-1/HEC/2010-11/
Dated: _____

Subject: **Budget proposals for the next Financial Year _____**

Dear Sir,

In order to assess requirement of recurring grant for the next financial year _____ and submission to the Federal Govt., the Higher Education Commission would like to have financial requirement of your University on the prescribed budget proformas (HEC-101 to 113). The information related to Revised Estimates _____ and Budget Estimates _____, students enrollment, faculty strength, allied staff strength, and its cost etc. may be provided to allocate the grant on need and performance basis. The new budget proformas are available on our web link <http://beta.hec.gov.pk/InsideHEC/Divisions/FPD/RecurringGrants>. Copy of the budget proformas are also attached herewith for ready reference.

It is requested that the budget proformas may kindly be downloaded from above mentioned web link and information on the same duly approved by the competent authority may please be sent to HEC latest by _____ for allocation of recurring grant for the next FY _____ to your University. It will be appreciated if a soft copy of the filled proformas is also emailed to _____ and _____.

Yours sincerely,

Assistant Director (Finance)
Finance Planning Division

All Concerned



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD, PAKISTAN, Tel: 90401811,

Fax: 90401702

No. F.P.1-1/HEC/2010/

Dated: _____

Subject: **Revised Estimates for the FY____ & Budget Estimates for the FY____**

Dear Sir,

HEC is preparing Budget Estimates for the next financial year____ to be placed before the Finance Planning Committee and the Commission for approval. You are requested to please send the financial requirements of your Centre on the enclosed proformas for inclusion in the next year HEC budget. The same may also be sent through email at _____

Yours sincerely,

Deputy Director (Budget)

The Director,
HEC Regional Centre,

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Purchase of IT equipment
2. Repair & Maintenance of IT equipment
3. Lines & Wires (Voice & Data network)
4. Telephone & Truck Calls (Telephone & internet Charges)
5. Web application, Designing etc

Deputy Director (Budget)

D.G. (IT)

No. F.P.1-1/HEC/2010/

Dated _____

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Overtime Allowance to drivers
2. Purchase of Transport
3. Repair & Maintenance (Transport)
4. Motor Vehicle Registration
5. POL Charges

Deputy Director (Budget)

D.G (A&C)

No. F.P.1-1/HEC/2010/

Dated _____

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Purchase of Furniture and Fixture
2. Repair & Maintenance of Furniture & Fixture
3. Gas Charges
4. Electricity Charges
5. Water Charges
6. Rent for Office Building
7. Ground Rent
8. Security Charges
9. Stationery
10. Uniform & Protective Clothing
11. Purchase of Plant & Machinery
12. Electrification, Plumbing and other infrastructure
13. Repair & Maintenance of Machinery & Equipment
14. Repair & Maintenance of Building and Structure
15. Consultant Based Research & Survey
16. Other Civil Works

Deputy Director (Budget)

D.G. (Services)

No. F.P.1-1/HEC/2010/

Dated _____

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Medical Charges
2. Contingencies Paid Staff
3. Leave Salary / Pension Contribution
4. Group Insurance
5. Postage & Telegraph
6. Courier & Pilot Services
7. Rent for Residential Building
8. Law Charges
9. Consultancy and Contractual
10. Pension
11. Gratuity
12. Superannuation Encashment of LPR
13. Assistance Package for families of employees who die in service
14. Payment to Govt. Department for Services Rendered (NTS)

Deputy Director (Budget)

Director (Personnel)

No. F.P.1-1/HEC/2010/

Dated_____

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Software (SAP license fee)
2. Any other

Deputy Director (Budget)

BAS (Coordinator)

No. F.P.1-1/HEC/2010/

Dated _____

**Higher Education Commission
Finance Planning Division**

Subject: **Budget Estimates For the FY_____**

HEC Budget Estimates for the next financial year_____ are under preparation for consideration and approval by the Finance Planning Committee and the Commission. You are requested to kindly send the financial requirement of the following budget heads or any other head being dealt with by your Section / Division latest by 25th February,_____.

1. Printing & Publication
2. Advertising & Publicity

Deputy Director (Budget)

Deputy Director (Publication)

No. F.P.1-1/HEC/2010/

Dated _____

Finance Operations Section

(Finance Division)

Higher Education Commission of Pakistan

17-Sep-2010
Director,
Ejaz Hussain

4. INTRODUCTION OF FINANCE OPERATIONS

This document is valuable for the higher authorities to report them on the operations of the division. They can easily analyze the pros and cons of the division and if found any room for improvement, make decision for betterment. This document elaborates the tasks of Finance Operations Section.

MANDATE OF THE FINANCE OPERATIONS SECTION OF FINANCE DIVISION

- To manage the finance operations of HEC in a smooth and efficient way.

RESPONSIBILITIES OF FINANCE OPERATIONS

- Process vouchers for release of recurring and development grants to universities using SAP system.
- Record all Receipts (Govt. Grants, Earnest Money, and Income from Attestation / Equivalence etc.)
- Process Payments/Expenditures of HEC Development Projects, Recurring Programs, and HEC Secretariat.
- Process payment of all utility bills, monthly rent to the owners against houses hired by the Commission, suppliers, medical bills of hospitals and other routine payments.
- Issue Cheques / Advices to Banks for transfer of grants to concerned Universities, Vendors and Other Payees.
- Issue cheques along with forwarding letters to the quarters concerned.
- Analyze, evaluate, monitor the cases and arrange foreign remittances for scholarships, digital library, etc.
- Preparation and disbursement of salary for Regular and Project Employees
- Maintain record of all vouchers e.g. payment, receipt, refund and advance/ settlement vouchers.
- Prepare Cash Books of all accounts and Conduct reconciliation with all banks SAP and record foreign exchange differences.
- Prepare financial statements, Trial Balances income and expenditure statements, balance sheet and Assets & Liabilities schedules.
- Generating reports through SAP system to monitor and control the financial matters.
- Arrange Audit of HEC Accounts from Independent Chartered Accountant firm

- Liaise with the HEC Audit Section for conduct of Audit of HEC accounts by the Federal Government Audit Team
- Re-appropriation of funds in HEC Budget
- Release of Pension and Benevolent Funds to retired employees/heirs and maintain the record
- Release HBA, Conveyance Advances and G.P. Funds Advances to employees and keep proper record of these advances.
- Deduction of Income Tax at Source (from Pay roll and suppliers' bills) & Deposit in Federal Treasury
- Issue Annual Income Tax certificates for Income Tax Returns.
- Invest HEC funds and Employees funds in safe and profitable manner and transfer profits to relevant Fund.
- Monitor advances drawn by various officers for official meetings etc and issue reminders for their adjustment.

DIVISIONAL GOALS/OBJECTIVES

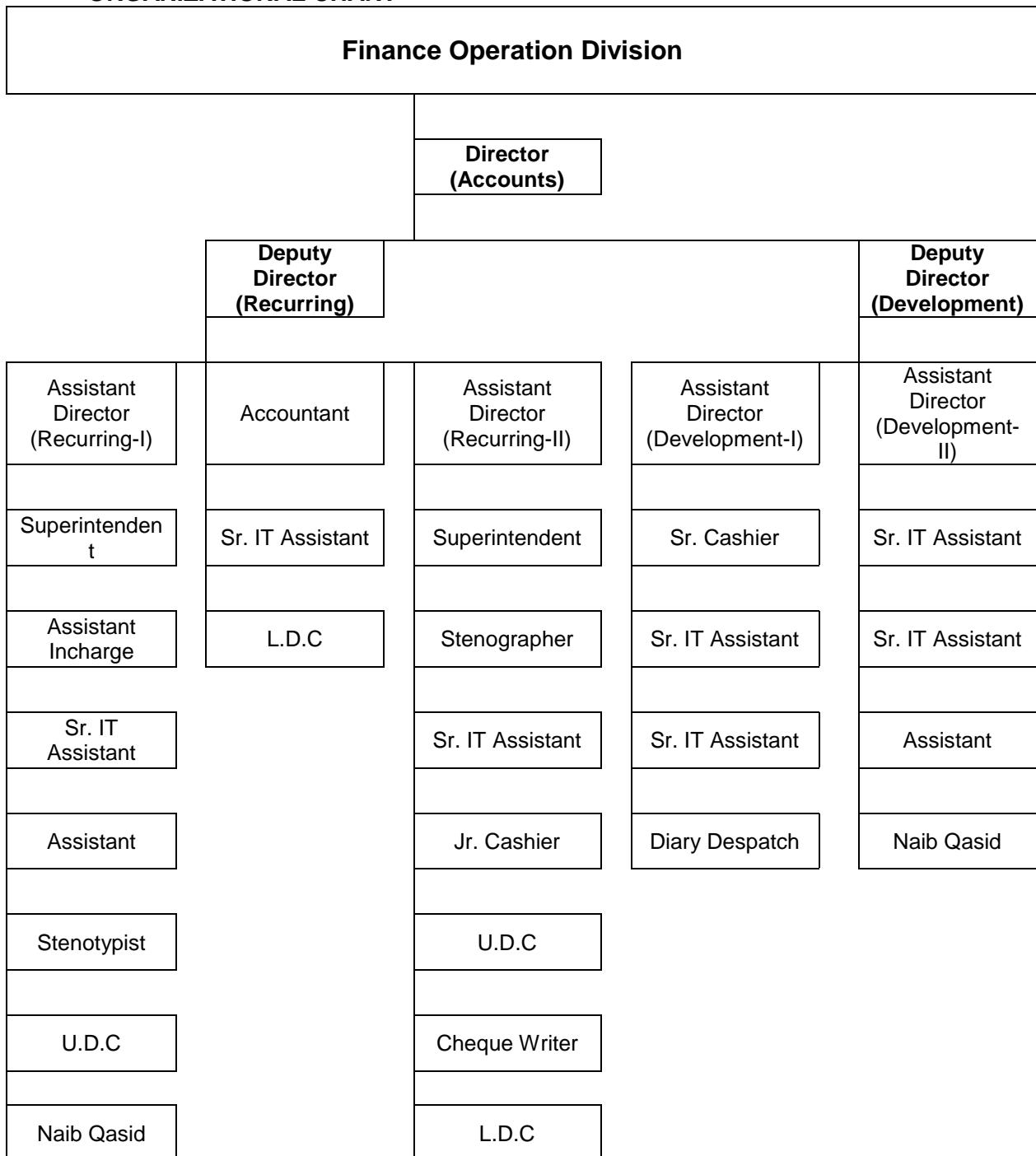
- Release timely the Recurring and Development grants to the universities.
- Timely process of payments, receipts and other financial transactions.
- Timely release of salary to employees.
- Timely reconciliation of Cash Books with Bank Books.
- Prepare financial statements, Trial Balances income and expenditure statements, balance sheet and Assets & Liabilities schedules.
- Generating several reports e.g. Advances, project details, expenditure statements etc. through SAP system.

IDENTIFY KEY STAKEHOLDERS

The key stakeholders of Finance Operations Division are public and private universities of both local and foreign, Suppliers, Consultants, Local and foreign Scholars, Faculty of the universities etc.

4.1 DIVISIONAL RESOURCES

ORGANIZATIONAL CHART



RESPONSIBILITY MATRIX (TEAMS FORMED FOR SPECIFIC TASKS)

DISTRIBUTION OF TASKS

Director Accounts	<ul style="list-style-type: none"> • Overall management of Finance Operation Division • Review the payments and counter sign the cheques for release to stakeholders. • Signing of schedules of Assignment Accounts. • Review and sign the cheque forwarding letters. • Supervision of preparation of annual final accounts for external auditors. • Supervise audit by the Chartered Accountant Firm.
Dy. Director Accounts - I	<ul style="list-style-type: none"> • Managing and organizing the release of funds against all the development Projects of HEC. • Managing and organizing the release of funds against different programs i.e. Inter University Academic Activities, Promotion of Research, Tenure Track etc. • Managing foreign remittances against different foreign Scholarships awarded by HEC. • Preparation of HEC Budget in SAP • Reconciliation of different Bank accounts through SAP. • Preparation of Final Accounts. • Foreign exchange allocation to needy universities out of HEC's own allocation. • Any other additional assignment given by the Adviser (Finance) from time to time
Dy. Director Accounts - II	<ul style="list-style-type: none"> • Monitor all the bank accounts of HEC. • Deal with all matters related to maintenance of Bank accounts.

	<ul style="list-style-type: none"> Preparation of budget of Foreign Exchange and its approval from Ministry of Finance. Allocation of foreign exchange to universities. Deposit income tax deducted from salary and other bills in Federal Treasury. Maintain record of investment.
Assistant Director Development I	<ul style="list-style-type: none"> Receipt of development funds in SAP system Release development funds to universities as per approval. Release development funds to HEC projects as per approved Cash Plan and reconcile expenditure with project staff. Ensure the preparation of Cash Book and Reconciliation of development accounts. Record revised cash Plan in SAP through Re appropriation of HEC development funds. Review and monitor the SAP financial reports. Ensure the maintenance of record keeping.
Assistant Director Development II	<ul style="list-style-type: none"> Check invoice and payment vouchers for release of funds to universities on account of scholarship, salary of foreign faculty etc. from HEC projects. Sign cheque forwarding letters vendors and other payees from HEC development projects. Check refund; settlement and other receipt vouchers against Receipts/refunds from universities and other stakeholders. Ensure the preparation of Cash Book and Reconciliation of development accounts with bank and SAP. Pursuance of Settlement/adjustment of advances released to HEC employees for expenses. Review and issue the cheque forwarding letters. Review and monitor the SAP financial reports. Ensure the maintenance of record keeping.

Assistant Director Recurring I	<ul style="list-style-type: none"> • Checking/Supervision of vouchers for payment of Recurring Grants to Universities. • Checking/Supervision of vouchers of HEC Recurring, IUAA, POR and Universities Program. • Supervision of monthly payroll for payment of salary to all employees of HEC including project employees, consultants and contingent paid staff. • Checking/Supervision of vouchers for payment of monthly pension and Benevolent Fund grant to the retired employees or their families. • Checking/Supervision of payment of G.P.Fund advances, HB Advances and Conveyance advances to entitled employees. • Checking/Supervision of Pension Commutation and Final payment of G.P.Fund to retired employees of the Commission. • Coordination with HEC Bankers regarding transfer of payment, balances, investments • Preparation of monthly Bank Balance statement for information of senior management. • Generation of Financial Reports from SAP System as and when required by the Senior Management. • Checking/Supervision of Cash Books for Recurring, IUAA, POR, HEC Income, Employees Funds and Universities Program. • Supervision of reconciliation of Cash Books in SAP System. • Checking/Supervision of Receipts for Attestation and Equivalence and its entries in SAP.
Assistant Director Recurring II	<ul style="list-style-type: none"> • Checking/Supervision of preparation of payment schedules in a prescribed manner for payment of Recurring Grant to universities. • Coordination with HEC Bankers regarding transfer of payment, balances, investments • Checking of Cheque forwarding letters for Recurring Grant to universities, IUAA,POR, HEC Own Recurring and Universities

	<p>Program.</p> <ul style="list-style-type: none"> • Supervision of Removal of Vouchers, filing, keeping of vouchers in chronological order and returning of files to concerned divisions. • Looking after the stationery requirement and other routine matters of Finance Division. • Preparation of Lists for outstanding advances and their adjustment pertaining to Recurring Grant.. • Monitoring of attendance, office discipline, office timing and leaves of the staff of the Section. • Generation of Financial Reports from SAP System as and when required by the Senior Management.
Senior Cashier	<ul style="list-style-type: none"> • Analyze the case and arrange the release of foreign remittances abroad against foreign scholarships and other Programs. • Prepare Cash Books and Reconciliation of development accounts. • Maintain all record of US Need Based Scholarship funds. • Pursue foreign exchange remittance with banks and reconciliation with Project staff.

4.2 TASKS/EVENTS

DAILY TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Record Receipts	Daily	AD	Annex-I
2	Process Payments		AD	Annex-I
3	Foreign remittances for scholars and other purposes		AD	Annex-I
4	Prepare cheques forwarding letters for dispatch		AD	Annex-I
5	Issue Cheques		AD	Annex-I
6	Monitor advances drawn by various officers		AD	

WEEKLY TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Issue reminders for adjustment of advances.	Thursdays	AD	Annex-II
2				
3				

MONTHLY TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Preparation and disbursement of salary for Regular and Project Employees	30 th	AD	Annex-I
2	Prepare Cash Books	1 st	AD	
3	Reconciliation of Cash Books and Bank Books	10 th	AD	
4	Process payment of all utility bills, monthly rent		AD	
5	Release HBA, Conveyance Advances and G.P. Funds Advances to employees		AD	Annex-I
6	Release of Pension and Benevolent Funds to retired employees/heirs and maintain the record.		AD	Annex-I

ANNUAL TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Prepare financial statements, Trial Balances income and expenditure statements, balance sheet and Assets & Liabilities schedules.	July	Director Accounts	
2	Liaise with the HEC Audit Section for conduct of Audit of HEC accounts by the Federal Government Audit Team Audit.	August	Director Accounts	
3	Issue Annual Income Tax certificates	July	DD	
4	Arrange Audit of HEC Accounts from Independent Chartered Accountant firm		DD	
5				

4.3 BROAD TARGETS/GOALS

Target	Description	Responsibility	Detailed Plan
1	Timely release of recurring and development grants to the universities for 2 nd , 3 rd and 4 th quarter of the FY 2010-2011.	Director Accounts	
2	Prepare financial statements, Trial Balances income and expenditure statements, balance sheet and Assets & Liabilities schedules for the FY 2010-2011.	Director Accounts	
3	Monthly Bank Reconciliation of Accounts for the FY 2010-2011.	AD	
4	Monthly preparation of Cash Books for the FY 2010-2011	AD	
5	Timely adjustment of advances drawn for expenses.	AD	

4.4 SUPPORTING DOCUMENT

TO BE PUBLISHED IN THE GAZETTE OF PAKISTAN

Higher Education Commission

F. No. 10-25/HEC/A&C/2008

Dated: 25.02.2009

NOTIFICATION

Subject: HEC Accounting Procedure

In pursuance of Section 14(3)(a) of Higher Education Commission Ordinance (No LIII) of 2002, the Auditor General of Pakistan has been pleased to approve the following Accounting Procedure of Higher Education Commission vide letter No. 149/520/AP/Acctt-Proce-HEC/Vol.I dated: 18.07.2008, namely:-

1. Short title and commencement:

- 1.1. The procedure defined hereunder shall be called Higher Education Commission Accounting Procedure 2006.
- 1.2. It shall come into force at once.

2. Definitions:

- 2.1 In these procedures unless there is any thing repugnant to the subject or context:
 - a. "Controlling Authority" means the Controlling Authority of the Commission specified in Section 3 of the HEC Ordinance.
 - b. "Commission" means the Higher Education Commission.
 - c. "Chairman" means the Chairman of the Commission.
 - d. "Executive Director" means the Executive Director of the Commission, Principal Accounting Officer (PAO).
 - e. "Finance Planning Committee" means the Finance Planning Committee of the Commission.
 - f. "Director General Finance" means the Director General Finance of the Commission.

- g. “Director General Audit” means the Director General Audit of the Commission.
- h. “Director Services” means the Director Services of the Commission.
- i. “Bank” means the bank approved by the Commission.
- j. “Month” means the calendar month.
- k. “Year” means the Financial Year.
- l. “Authorized Officer” means an officer authorized by the Executive Director.

3. The Business Process and functions of the Commission:

3.1 Business process of the Commission has been described in the following paragraphs. Organizational chart of the HEC is at Annex A. Powers and functions of the Commission are enumerated below:-

- a. Formulate policies, guiding principles and priorities for higher education institutions for promotion of socio-economic development of the country;
- b. cause evaluation of the performance of institutions;
- c. prepare, through consultation with the institutions, plans for the development of higher education and express its opinion on all matters relating thereto;
- d. prescribe conditions under which institutions, including those that are not part of the state educational system, may be opened and operated;
- e. set up national or regional evaluation councils or authorize any existing council or similar body to carry out accreditation of institutions including their departments, faculties and disciplines by giving them appropriate ratings. The Commission shall help build capacity of existing councils or bodies in order to enhance the reliability of the evaluation carried out by them;
- f. advise the Federal Government and the Provincial Governments on proposals for granting a charter to award degrees in both public and private sector;
- g. submit to the Federal Government the recurring and development budgets for public sector institutions and allocate funds to public sector institutions out of bulk financial provision received from the government and other resources on performance and need basis;
- h. review and examine the financial requirements of public sector institutions; approve and provide funds to these institutions on the basis of annual recurring needs as well as for development projects and research based on specific proposals and performance and while approving funds for public sector institutions the Commission shall ensure that a significant

proportion of the resources of the institutions are allocated to research support and libraries;

- i. approve projects within the same ceilings as are specified for Department Development Working Party;
- j. advise institutions in raising funds from sources other than the Government;
- k. support the development of linkages between institutions and industry as well as national and international organizations that fund research and development with a view to enhancing research;
- l. facilitate the introduction of educational programme that meet the needs of the employment market and promote the study of basic and applied sciences in every field of national and international importance in the institutions;
- m. advise institutions in ensuring a proper balance between teaching and research;
- n. cause to be set up testing bodies or designate any existing body for the purpose;
- o. determine the equivalence and recognition of degrees, diplomas and certificates awarded by institutions within the country and abroad;
- p. develop guidelines and facilitate the implementation of a system of evaluation of performance of faculty members and institutions;
- q. provide guidelines as regards minimum criteria and qualifications for appointment, promotion, salary structure in consultation with the Finance Division and other terms and conditions of service of faculty for adoption by individual institutions and review its implementation;
- r. take measures, including the allocation of funds for the establishment of fellowships, scholarships, visiting professorships programmes or any other programme, in addition to assistance of similar programmes of institutions, and facilitate greater mobility of faculty through national and international contacts;
- s. set up committees comprising national and international experts in various disciplines to advise the Commission on its affairs;
- t. promote formal links between institutions in the country to make the most effective use of experience and specialized equipment and promote national and international linkages with respect to knowledge sharing, collaborative research, personnel exchange and cost sharing;

- u. encourage, support and facilitate training programme, workshops and symposia;
- v. guide institutions in designing curricula that provides a proper content of basic sciences, social sciences, humanities, engineering and technology in the curricula of each level and guide and establish minimum standards for good governance and management of institutions and advise the Chancellor of any institution on its statutes and regulations;
- w. establish an endowment fund for higher education with contributions from governmental as well as non-governmental resources with the approval of the Finance Division;
- x. collect information and statistics on higher education and institutions as it may deem fit and may cause it published; and
- y. perform such other functions consistent with the provisions of HEC Ordinance as may be prescribed or as may be incidental or consequential to the discharging of the aforesaid functions.

4. System of Accounts:

- 4.1. The system of accounting in the HEC shall be as under.
 - i. The accounts for both its development and non-development budget shall be maintained as per practice of Auditor General of Pakistan (AGP)/New Accounting Model as amended from time to time.
 - ii. The HEC shall follow the Chart of Accounts prescribed by the CGA.

5. Administration of HEC Account:

- 5.1 The Account shall be administrated by the Higher Education Commission for performing functions as described under Para-3.1.

6. Establishment and Source of Account:

- 6.1 The Commission shall have account to which shall be credited all grants and contributions made by the:
 - i. Federal Government,
 - ii. Provincial Government,
 - iii. Other Organizations, donor agencies & by any person or authority,
 - iv. Donations and Endowments; and
 - v. Income of the Commission.

7. Operation and Maintenance of Accounts:

7.1 The Account shall be operated through a non-lapsable Personal Ledger Account with Federal Treasury and through accounts with commercial banks in the name of Higher Education Commission as per Finance Division, Government of Pakistan letter No.F.6 (18) DFA/2002-2872 dated: 30.11.2002, (Annexure II) and AGPR letter No.TM/01-21/PLA/Vol.132/702 dated 04.12.2002 (Annexure III).

7.2 The Executive Director will ensure that the funds are being utilized for the purpose for which these were granted, allocated or authorized.

7.3 All releases against allocated budget (development and recurring grants) shall be re-conciled with the Federal Treasury Office and AGPR.

7.4 All money received in the Commission shall be acknowledged on the prescribed receipt, under the signature of the authorized officer.

7.5 The accounts of the Commission shall be kept and maintained on forms and in accordance with the principles and methods prescribed by the Auditor General of Pakistan.

7.6 The Commission shall maintain the following books of accounts & subsidiary registers for actual expenses and receipts.

- Cash Book
- Ledger
- Budget Record/Report
- Payroll of Officers and Staff
- G.P. Fund Subscription Register/Report
- Pension Fund Register/Report
- Benevolent Fund Register/Report
- Petty Cash Book
- Advance Register/Report
- Payable Register/Report
- Stock Register/Report (stationery/contingent items)
- Stock Register/Report for durable goods.
- Log Book
- Any other relevant Record.

8. Grants:

8.1 The AGPR issues an Authority regarding development Grants of Universities/Institutes/ Centers and HEC Projects which shall be deposited in HEC Personal Ledger Account with Federal Treasury Office, Islamabad and

these grants shall be transferred to the Universities/Institutions/Centers and relevant Projects.

8.2 The Cheque issued by AGPR for recurring grants of Universities/Institutes/ Centers and HEC shall be deposited in HEC account being maintained with commercial banks. These grants shall be transferred to the Universities concerned.

9. Preparation of Budget:

9.1 HEC Budget shall be prepared by the authorized officer for each financial year under the supervision of the Executive Director.

9.2 The budget shall be considered and recommended by the Finance Planning Committee and approved by the Commission.

9.3 The Commission may re-designate posts to carry out its functions efficiently on the recommendations of Finance Planning Committee.

9.4 The Executive Director is authorized to approve an expenditure if the amount allocated under a particular head exceeds the budgetary provision by re-appropriation.

10. Other Bank Accounts:

10.1 The Commission shall keep and operate bank accounts for employee's funds e.g. Pension, General Provident Fund, Benevolent Fund, Gratuity Fund, Projects and Programmes being executed by HEC.

11. Reconciliation:

11.1 All the bank accounts will be reconciled periodically by obtaining Bank Statements regularly. The Federal Treasury Account (FTA) will also be reconciled in the same manner.

11.2 All Government receipts through AGPR will be reconciled with AGPR regularly.

11.3 Year-end balances pertaining to all accounts will be obtained from the banks for confirmation and record.

12. Observation of rules and regulation:

12.1 The rules and orders of the Federal Government for the time being in force that apply mutatis mutandis to the Commission will be observed provided that all powers for implementation shall be exercised by the Executive Director or by any officer authorized for the purpose. If any difficulty arises in giving effect to any of these rules/orders, the Executive Director in exceptional cases may relax any of these rules reason to be recorded in writing.

13. Documentation and Record-keeping:

13.1 The Higher Education Commission shall maintain and keep its proper record of all transactions in safe custody to meet the requirement of internal and external audit.

14. Drawing and Disbursing Officers:

14.1 The Director General Finance shall be authorized to act as Drawing and Disbursing Officer (DDO) of the Commission. He shall be assisted by dealing officers/staff.

15. Expenditure Sanctions:

15.1 The Executive Director being the Principal Accounting Officer shall be competent to sanction expenditure within the provisions of HEC Budget / Projects / Programs. He may delegate financial powers to any other Officer as it may deem fit for smooth functioning of the affairs of the Commission.

16. Receipts:

16.1 All moneys received in the Commission shall be acknowledged on the prescribed receipt, under the signature of the authorized officer. All transactions to which any Officer/staff of the Commission in his official capacity is a party must without any reservation is to be recorded in the books of accounts.

17. Purchases:

17.1 The Services Division of HEC shall be responsible for purchases and supply of day to day items to various sections / offices of the Commission on their demand. For this purpose this section shall maintain proper record of all receipts and issues through stock registers/reports.

17.2 In case of procurement of a technical or specific items, the relevant division/department may act as procuring agency instead of Services Division.

17.3 The Public Procurement Rules 2004 (issued by the PPRA as amended from time to time) shall be followed. For emergency purchases the rules may be relaxed by the Executive Director subject to justification in writing.

18. Maintenance of Books:

18.1 The books of accounts shall be written clearly on occurrence of accounting transaction with no over writing. Any incorrect entry may be scored out and rewritten under the signature of the authorized officer. The cash books may be checked and reconciled by the authorized officer periodically.

19. Disbursement of Payments and Treatment of Recoveries:

19.1 Finance Division of HEC shall make payment of salaries, payments for purchase of goods and services and any other payment through cheques and other banking instruments.

19.2 No claim / Bill shall, however, be processed for payment unless it is pre-audited by the Audit Division of HEC and supported with relevant documents and sanction of the competent authority.

19.3 The deductions/recoveries shall be made as under before payments are made.

- a)** Income tax where leviable shall be deducted as per Government rules.
- b)** Group Life Insurance shall be deducted from the salaries at the rates prescribed from time to time by the Federal government.
- c)** Benevolent Fund shall be deducted from the salaries of all HEC employees at the rates prescribed from time to time.
- d)** Recoveries against loans and advances shall be made from the salaries of the concerned employees at the rates fixed for each of them.
- e)** Any other authorized recoveries/deductions.

19.4 Pension contribution in respect of all deputationists and Group Insurance in respect of the non-gazetted employees shall be paid by the HEC to the concerned departments, as per rates prescribed by the Federal Government.

20. Safe Custody of Cheque Books:

20.1 The number of cheque leaves in the cheque books received from the Bank shall be counted and stamped.

20.2 The safe custody of Cheque Books shall be the responsibility of the authorized officer and the same shall be kept in the "iron safe". The cheques will be signed jointly by the two authorized officer of the HEC.

20.3 Cancelled cheques shall be carefully preserved until the accounts for the period have been audited and shall be destroyed as per procedure of the Federal Government.

20.4 If a cheque is lost or destroyed, an intimation of the fact shall be given at once to the bank and its payment shall be stopped.

20.5 Fresh cheque in lieu of a misplaced / destroyed cheque shall be issued as per procedure.

21. Write off Losses:

21.1 The loss of any articles shall be written off under the orders of the Executive Director, if the cost does not exceed Rs. 1,000,000/- and the Chairman, if the cost exceeds this limit.

22. Dead Stock:

22.1 All consumable articles and non-consumable articles shall be entered in the relevant stock register under the signature of the authorized officer.

22.2 Physical stock taking will be carried out on yearly basis.

22.3 All un-serviceable articles shall be written off/auctioned under the orders of the Executive Director.

23. Audit:

23.1 Accounts of the Commission shall be audited by the Auditor General of Pakistan or his representative.

23.2 Notwithstanding the audit provided for in sub-section-23.1, accounts of the Commission shall be audited by an Auditor or Auditors who shall be Chartered Accountants with the meaning of the Chartered Accountants Ordinance, 1961 (XII of 1961) to be appointed by the Executive Director with the approval of the Auditor General of Pakistan.

23.3 The Commission shall, in addition to the audit under sub-section (i) and (ii), cause pre-audit to be carried out as **internal audit** of its accounts.

23.4 The internal audit is to deal with:

- a. All receipts and expenditure in accordance with the approved standard of audit contained in the Audit Manual of the Auditor General of Pakistan.
- b. Audit of salary claims.
- c. Pay fixation & verification of pay fixation of the employees.
- d. Verification of service & leave account of the employees of the Commission.
- e. Pre-audit of routine contingencies claims.
- f. Release of recurring grants to universities.
- g. Release of Development grants to Universities/Institutes.

- h. Foreign Exchange remittance under HEC various scholarship schemes and other projects.
- i. Any other assignment.

23.5. The result of such audit will be communicated to concerned division/department and where necessary to the Executive Director.

Ghulam Mujtaba Kayani
Director General Finance

**The Manager,
Printing Corporation of Pakistan,
University Road, Karachi**

Distribution

1. All Division/Sectional Heads
2. Director R.C. Karachi, Lahore & Peshawar
3. Director APR&SD, Officer of the Auditor General of Pakistan, (Audit House, Constitution Avenue), Islamabad.
4. Director General Audit, Federal Govt. Attique Palza, F-8 Markaz, Islamabad.

STANDARD OPERATING PROCEDURES (SOPs)

INTRODUCTION

This document outlines the Financial Control Framework within the Higher Education Commission and explains its business processes being followed by the HEC Finance Division. It will also ensure that internal controls are in place and financial powers are exercised appropriately, effectively and efficiently.

PAYROLL

The Human Resources Department (Administration Division) is responsible for establishing and maintaining detailed payroll and pensions procedures. All payments are made in accordance with these detailed procedures and to comply with other statutory requirements.

Salary Bills are prepared:-

1. HEC Recurring Budget
2. Development Budget (for Project Staff)

SALARY PREPARATION PROCEDURE

- I) All office orders pertaining to appointments are incorporated in Payroll upto 15th of instant month.
- II) Appointment office orders which do not indicate the proper budget head, period of contract are referred back to Administration Division for clarification.
- III) Office orders are stamped as

Posted in HEC Payroll
dated: _____

 after posting in the SAP system.
- IV) Payroll duly completed is sent to Audit for vetting upto 20th of instant month.
- V) Amendments/corrections if any made by audit are incorporated in system upto 25th of the month.
- VI) Transfer letters & cheques of salary are prepared & get signed upto 27th of the month.
- VII) Letter are sent to bank on 28th of the month for transfer of salary into employees account on the last/closing day of the month

PAYMENTS

Finance Division processes the cases forwarded for release of payments, issuance of advances and there adjustments. Finance Division is maintaining the expenditures from following four types of Budget:-

RECURRING GRANTS

1. HEC Secretariat Budget
2. Promotion of Research
3. Inter-University Academic Activities
4. Recurring Grant to universities, centres ...
5. HEC, Universities Programs

} Which are further divided into sub heads

DEVELOPMENT GRANTS

1. Development Grant for Projects managed by HEC
2. Development Grants for Projects managed by Universities

GENERAL

The Project Director/Officer responsible for initiating cases for advances/releases/adjustments should ensure that:

- The expenditure is in accordance with the relevant financial rules/regulations/policies;
- Budget/PSDP provision is available to meet the expenditures.
- All prescribed codal formalities have been followed such as;
 - Collection of quotations (wherever applicable)
 - Tender (wherever applicable) has been invited through open advertisement in press/web sites;
 - Verified comparative statements;
 - Minutes duly evaluated, signed by the Tender Committee and approved

by the Competent Authority.

- All verified receipts/bills/invoices/Sale Tax Invoices/cash memos (in support of payments) are placed in the file.
- The expenditure is correctly classified under proper head of account.

- The expenditures have been duly sanctioned by the competent authority specifying:
 - Amount (in figure and words) to be released;
 - Individuals/Parties in favour of which the releases are to be made; and
 - Specific head/sub head of the account against which the releases are to be made.
- All “Sanctions” are in accordance with the **Delegation of (sanctioning) Powers** as notified by the Administration Division from time to time.
- In case of Head of Accounts titled “**Contingencies**” in case of development projects, the Project Directors should ensure that sanctioning power of Rs.50,000/- is not overrun. If the expenditure is more than Rs. 50,000/-, sanction and approval of Executive Director is required.
- In case of meetings of Management/Other Committees, the Project Directors are empowered to sanction the expenditure for “**refreshments**” only. Approval of Executive Director is required in case of **meals, accommodation, traveling, official visit and travel by private cars**.
- All vouchers are supported by **Debit Advices** specifying:
 - Amount (in figure and words) to be released;
 - Individual/Parties in favour of which the releases are to be made;
 - Specific head/sub head of the account against which the releases are to be made; and
 - Purpose for which the amount is being released.

(Specimen of Debit Advice is attached at Annex 'A')

- Entries of articles purchased are made in **Stock Registers** maintained for assets/consumable stores.
- The entries of condemned articles/items are made in the **Dead Stock Register**.
- Copy of **PC-Is/Research Projects** (wherever applicable) are placed in the file.
- Copies of *Administrative Approvals* of development projects are provided in the files.

- Copies of **Award Letters/Purchase Orders/Work Orders** have been attached and referenced.
- The explanatory notes are comprehensive and self-speaking. The notes should contain full history of past releases and rates and parameters used for calculations. Documents are flagged properly.
- Various HEC programs/development projects contain provision for workshops/seminars/courses to be organized by the departments/institutes/centers of a university and for which “**Advances**” are to be placed at the disposal of Heads of Departments/Officers of university. In all such cases it is the responsibility of concerned PD/Director/initiating officer to obtain audited statements of expenditures alongwith audited vouchers from universities for adjustment.
- In case of air fare, three verified quotations are required from HEC approved *Travel Agents* and one of these quotations should invariably be obtained from PIA directly.
- The paragraphs (and pages) of noting portion are properly referenced.
- The file consists of two portions
 - Note Portion
 - Correspondence Portion
- Both portions should be properly maintained in separate file covers, properly tagged, marked page and paragraph numbers and submitted in a file board.

TA/DA CLAIMS FOR REIMBURSEMENT

- TA/DA claims should be made on prescribed TA/DA claim Form
- Claim for the re-imbursement of actual expenditure incurred wholly and necessarily on the business of the commission, must be in accordance with the approved rates.
- TA/DA claims should be accompanied by approved tour program.
- Supporting vouchers duly verified by the officer concerned must be provided for the cost of accommodation, fares, and other major items of expenditure.
- All columns of the *TA/DA* claims should be completed in all aspects.
- If personal car is used then approval of the *Executive Director* may be obtained and also *car number* may be recorded on the *TA/DA* claim.

TA/DA ADVANCE

- Advance for travel is made according to approved daily rates.
- Request for advance should be made by giving details of dates and countries to be visited, and breakdown of the advance required duly vetted by Audit.
- Claimants must submit full documents within seven days of return and the process of the claims against advance must be completed within one month of the return date.
- Advance should not be outstanding for more than two months, it must be adjusted after the completion of activity for which the advance was drawn.

DEVELOPMENT PROJECTS

- For Scholarship Projects, Tuition fee invoice must be:
 - On the official letter head pad along with date of issue, amount for the period/semester, student names, and program under the signatures and official stamp of the Bursar/Finance Director.
 - Verified by the concerned *Project Director*.
- All releases are objective based. Approved **Scope/Targets (financial as well as physical)** prescribed in the PC-I, should not be overrun.
- **Periodic Progress Reports** are duly signed by *Supervisor* and *Head of Department*.
- **Statement of Expenditure** are signed by *Resident Auditor, Supervisor or Head of Department*.
- Minutes of Various Management Committees duly signed and approved by the competent authority are placed in the file.
- Each case is forwarded for payment on its permanent (main) file. Part-files/Multiple Files are avoided unless absolutely necessary.
- All documents in support of claims of individuals/parties sent for pre-audit are certified by concerned Project Director, failing which case will not be entertained in Finance section for Payment.
- The paragraphs (and pages) of noting portion are properly referenced.
- Head of Account from which payment is to be made and competent authority to sanction the remittance is invariably reflected in the noting by case initiating officer.

- In case of every new Scholarship Award, availability following information/documents is ensured through a suitably designed check list:
 - NTS Results with percentage
 - Copy of NSMC decisions
 - Application form duly attested by leave sanctioning authority
 - Name of the University / Institute (Job Place)
 - Job Status of Awardee & Designation
 - Subject Status
 - Acceptance Letter
 - **Deeds of Agreement** duly signed by Project Director/dealing officer of HEC.
 - Study Leave
 - Admission Letter
 - Registration Number with registration date
 - Consent of HEC approved supervisor
 - Recognized University / Institute
 - Date of start of course work
 - Copy of relevant pages of PC-I.
 - Installment Details.
 - Date of joining letter.
 - **Confirmed award and Acceptance** letters.

Following checklists may please be observed while submitting files to Finance Division for processing of payments:-

S No.	Description	Yes	No
1	The Budget Head (HEC recurring/ Development Project) from where the expenditure is to be met		
2	Balance available in Budget/Project (PSDP Allocation)		
3	Approval/Sanction of the Competent Authority		
4	In case of Scholarship payments, list of beneficiaries are provided giving details of the period for which the scholarship is to be released & copy of the minutes of NSMC Decision.		
5	In case of purchase, bills have been entered in the relevant stock register and verified by the concerned officer.		
6	Proper printed bills/invoices bearing number have been obtained		
7	in case of purchases exceeding Rs. 200,000/- and above tender requirements have been met		
8	In case of sole distributor of the firm, an authorized certificate has been obtained accordingly		
9	The firm from whom procurement is being made is registered with Income Tax and Sales Tax Department.		

GENERAL PROVIDENT FUND (GP FUND)

SUBSCRIBER'S ACCOUNT

An account is prepared in the name of each subscriber and the amount of his subscription with interest thereon is credited.

CONTRIBUTION

Contribution of General Provident Fund in respect of subscriber is made according to the prescribed rates as notified by the Government of Pakistan from time to time.

INTEREST

Account of subscriber is charged/credited with Interest rate as may be determined for each year according to the method of calculation prescribed from time to time by the Government of Pakistan.

Interest is credited with effect from last day of in each year in the following manner:-

- I. On the amount at the credit of a subscriber on the last day of the preceding year, less any sums drawn during the current year – interest for twelve months.

II. On all sums credited to the subscriber's account after the last day of the preceding year – interest from the date of deposit up to the end of the current year

Interest shall not be credited to the account of Muslim subscriber if he informs in writing that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

GP FUND ADVANCE

An advance may be granted to a subscriber from the amount standing to his credit in the Fund with the approval of the appropriate authority to the following reasons:-

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or object and not otherwise:-
 - i) for the repair & renovation of House 80% of the amount at the credit of the subscriber in the fund.
 - ii) any other purpose 50% of the amount at the credit of the subscriber in the fund.

NON REFUNDABLE ADVANCE

- a) 100% of the amount at the credit of the subscriber in the fund may also be advanced as Non-refundable to a Government servant, who has attained the age of 50 Years
- b) 80% of the amount at the credit of the subscriber in the fund may also be advanced as Non-refundable advance to a Government servant, who has attained the age of 45 Years.

RECOVERY

Recovery of the advance is made in maximum 48 equal installments from the monthly salary of the subscribers

HOUSE BUILDING ADVANCE

A competent authority may sanction the grant of advance to a Government servant for construction of house, purchasing a house, completely reconstruction a house or extending a house already owned by him.

The advance is granted only once in service for the construction of a new house and for the genuine residential requirements of the Government servants himself. In case of construction of a house at Islamabad, however a second advance may be granted provided that the previous advance drawn by him has been repaid in full together with the interest.

House Building Advance may be granted to the extent and subject to the usual conditions prescribed for the admissibility of house building advance. This shall be subject to the following further provision:-

- a) Before receiving the amount of advance, or payment of the amount to the construction agency direct, the Government servant concerned should be required to execute an Agreement in the prescribed Form, and after the purchase of the house is completed to execute and register the Mortgage deed in the prescribed Form as security for repayment of the amount advanced with interest.
- b) Satisfactory evidence will have to be produced within 3 months of the drawl of the advance to show that the amount has been spent on the purchase of house. This can be done by showing the valid legal receipt issued by the competent agency concerned in token of the purchase deed.

The advance should not exceed 36 months pay of Government servant. The advances should be paid in installments, the amount of the each installment being such as likely to be spent during the next three months. The borrower should produce satisfactory evidence before the sanctioning authority to the effect that the installment previously drawn has actually been utilized towards the construction of house and then only a second installment will be paid. All the bills for the drawl of advances, when presented should be duly supported by the following certificate from the controlling officer in respect of officer BPS-16 and above and from drawing officer in respect of others:-

"Certified that the amount Rs. _____ being _____
installment towards the house building advance granted to Mr.
_____ is likely to be required for expenditure in the next
three months, and that I am satisfied that the amount previously

advances (if any) had actually been utilized for the purpose for which it was drawn.

ADVANCE FOR PURCHASE OF CONVEYANCE

The Government servants may be granted advances for purchase of conveyance.

ADVANCE FOR THE PURCHASE OF MOTOR CAR

A Government servant drawing pay of Rs. 8,136/- p.m. (as notified by Govt. of Pakistan from time to time) or above may be granted advance for the purchase of motor car. The total amount of advance should not exceed Rs. 150,000/- or eighteen months pay of the Government servants or the anticipated price of the car whichever is less.

The recovery of the advance will start from the first issue of pay after the drawl of the advance and will be completed in 60 (sixty) equal installments. It may be recovered in smaller number of installments if the Government servant concerned so desires. The recovery of interest would commence from the month following the month in which the recovery of the principal amount is completed.

At the time of drawl of advance the Government servant should execute an agreement in Form G.F.R.16. The controlling officer should scrutinize the agreement and record a certificate on the bill that the agreement is in order.

ADVANCE FOR THE PURCHASE OF MOTOR CYCLE

An advance for the purchase of motorcycle may be granted to a Government servant drawing pay Rs. 2,926/- (as notified by Govt. of Pakistan from time to time) and above. The advance should not exceed eighteen months pay of the Government servant of Rs. 50,000/- or the anticipated price of the motorcycle whichever is less. Other conditions will be same as in the case of motor car.

ADVANCE FOR PURCHASE OF BICYCLE

Advance for purchase of bicycle may be granted to Government servants subject to the following conditions:-

- a) The amount of advance should not exceed Rs. 3,000/-
- b) Recovery to be made in 30 installments

INTEREST FEE LOANS

No interest should be charged on the house building and conveyance advance drawn by a Government servants whose deposits in the Provident Fund carry no interest subject to the following conditions:-

- a) The Government servant has not received on his Provident Fund accumulation prior to the drawl of the advance from Government.
- b) If at any time in future the Government servant who has availed himself of this concession chooses to take interest on his G.P. Fund deposits, he will be required to pay in full to the Government the amount of interest accrued on the advances drawn by him from Government.



HIGHER EDUCATION COMMISSION Finance Division

Ref : (File No.)

Dated: _____

From : Name of PM/PD
Official Designation
Higher Education Commission
Islamabad

To: Director General Finance
Higher Education Commission
Islamabad

Subject: **Release of scholarship funds under (Name of the projects/scheme)**

Please arrange to release an amount of Rs. 200,950/- (Rupees two hundred thousand nine hundred fifty only) in favour of _____ (by giving full particular of the payee) on account of _____ (purpose of the payment with full description) from the:-

Project : (Name of the Project)

**Head of expenditure _____ (according to
Administrative approval/cash plan provided)**

Signed/-

(Name & Designation of PM/PD)

Copy to :-

Concerned departments

Note: in case of funds are to remitted to abroad following information are prerequisites to materials the transfers:

Title of Account:

Account No.

Name of Bank

Bank Address

ABA/IBAN No.

Swift Code.

Any other additional information provided for safe transfer of funds

B.A.S / SAP Competence Centre

(Finance Division)

Higher Education Commission of Pakistan

17-Sep-2010
BAS Coordinator,
Khawaja Zahid Hussain

5. Introduction of BAS/SAP Competence Section

The purpose of this document is to introduce the SAP ERP and working activities in the SAP Competence Centre. This is a comprehensive, detailed, coherent and practical reference manual for all the stake holders on how SAP is Organized and Operates. SAP Competence Centre is a department of Finance division in Higher Education Commission of Pakistan headed by BAS Coordinator Mr. Khawaja Zahid Hussain. Its basic function is to Plan, Develop, Test and Implement different SAP modules with Support, Documentation and User's Training to establish HEC's best business practice and align Business Process's to support its strategy.

SAP BASED ENTERPRISE RESOURCE PLANNING (ERP)

ERP (Enterprise Resource Planning) is a package with the techniques and concepts for the integrated management of the organization as a whole. The SAP® ERP application has an extensive range of functionality –These include financial management, human capital management, project management, procurement, logistics, and corporate services.

SAP stands for Systems, Applications and Products (German: *System, Anwendungen und Produkte in der Datenverarbeitung*) in Data Processing. It uses the concept of modules ("individual programs that can be installed, and run separately, but that all extract data from the common database"). HEC has installed the upgraded package "SAP ECC 6.0" - ECC stands for ERP Central Component. It is designed to coordinate all the resources, information, and activities of each department and project of HEC to store and retrieve information on real-time.

The purpose of Business Automation Wing is to ensure smooth data entry into SAP and retrieval of objective oriented reports. The same is obtained through the systematic and well designed support of Operational, Functional and Technical human resource. With SAP ERP, HEC has improved process standardization, efficiency, and adaptability. The application enhances access to transactions, information, and collaboration functions across a broad community of users and makes it cost-effective to add new functionality as business requirements evolve.

In HEC's SAP ERP implementation, different SAP modules are implemented and integrated with each other in a single ERP database to facilitate the users and management in their daily processes. These modules are;

- FI/CO (Financial and Controlling)
- HR/HCM (Human Capital Management)
- MM (Material Management)
- Project System
- Solution Manager
- EP (Enterprise Portal)

With SAP Technical support modules;

- SAP BASIS (Business Application Software Integration System)
- SAP ABAP (Advanced Business Application Programming)

With Customized Applications;

Programs of IUAA & Promotion of Research

Scholarships Projects with data of scholars pertaining to HRD Division

SAP Web Portal has also been developed for On-line Applications and Tracking System for the following:

Post Doc Fellowships
Overseas PhD Scholarships
Indigenous PhD Scholarship

SAP Competence Centre is responsible for activities related to all SAP implementation projects in Hec. To give full support of all existing implemented SAP modules, changes, new developments / configurations, improvements, documentation and user trainings with manuals.

Key stakeholders of SAP Competence Centre are;

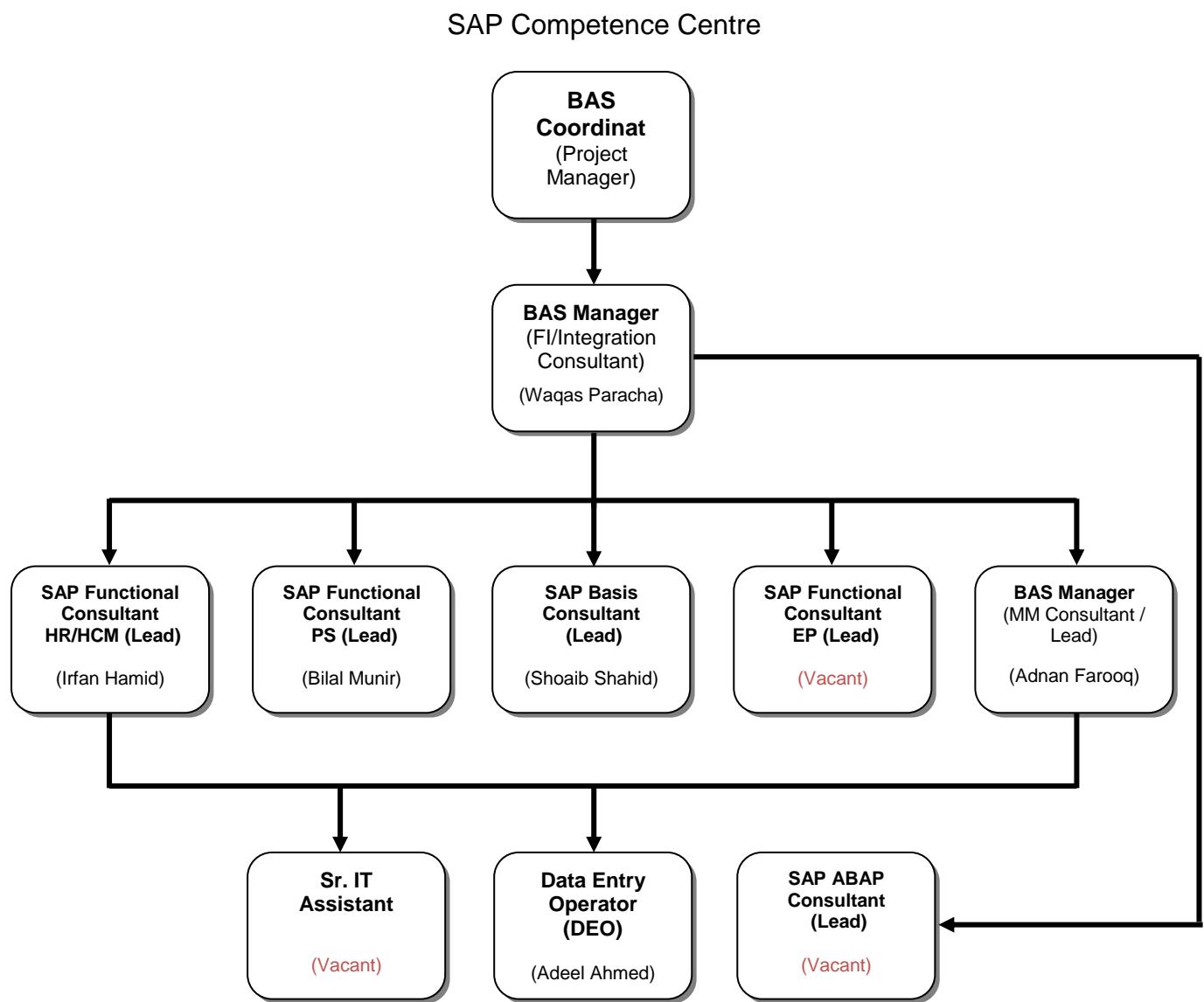
SAP Consultants
SAP Users
Process Owners
HEC's Scholars
HEC's Applicants
Universities
HEC's Departmental Heads
HEC's Higher Management
HEC's Members
Ministry of Education

5.1 DIVISIONAL RESOURCES

In SAP Competence Centre, is lacking for some resources to fulfill the requirement of a complete support team as per SAP best practices in the world. However the existing resources are very experienced and certified consultants and trying their best to cover all the areas and modules of SAP for their support, changes, improvements and user trainings. These divisional resource positions are as follows;

BAS Coordinator	(One Position)
SAP Functional Consultant HR/HCM	(One Position)
SAP Functional Consultant PS	(One Position)
SAP BASIS Consultant	(One Position)
BAS Manager	(Two Positions)
Computer Operator	(One Position)

ORGANIZATIONAL CHART



DETAILED JOB DESCRIPTIONS

Job descriptions of each employee in SAP Competence Centre are as follows;

BAS Coordinator (Overall Manager)

The job of BAS Coordinator is to provide professional level consultancy for handling and execution of all operational & financial matters in the SAP (ERP System) as well as at business process level. The position assesses the time and need based requirements of different departments and gets them developed in the ERP System for the improvement of business processes. The position coordinates with Senior Management on different issues of the Commission, Auditors, World Bank, and delivers their solutions.

Reports to: ED/Advisor Finance/DG Finance

Supervises: BAS Manager Finance
 BAS Manager HRM & Stocks
 SAP Technical Consultant BASIS
 SAP Technical Consultant ABAP
 SAP Functional Consultant PS
 SAP Functional Consultant HCM

KEY RESPONSIBILITIES:

 Liaison with HEC top management to incorporate their requirements in SAP based ERP system in line with HEC vision.

 Liaison with all Divisional Heads of HEC for the implementation of SAP based ERP to cater the needs and requirement of each division

 Supervise and oversee the SAP/BAS department and its working.

 Liaison & Correspondence with Consultant Firm for the improvement of efficiency of the SAP ERP System.

 Reporting Senior Management

PRINCIPLES FUNCTIONS:

1. Facilitate All Divisional/Department head for all type of queries, Auditor Requirement and Management Reporting.
2. Oversee the new business requirements implementation in the system.
3. Monitor the already developed business process and suggest necessary improvements.
4. Enable HEC management to monitor financial affairs through a system of periodic financial and operational reports.
5. Offer advice to the Finance Division and the ED on matters related to automation of Financial Transactions, funds, expenditure income generation, planning and control.
6. Provide inputs for policy formulation affecting financial management at HEC
7. Enquire into reported instances of system failure or non-compliance, and take steps to prevent recurrence.
8. Oversee imparting adequate training and SAP Academy nominations to enhance in-house capacity of HEC employees.

9. Prescribe systems and procedures designed to optimize benefit from SAP based ERP system.
10. Make plans for extending SAP based ERP solution to remaining departments of HEC, Regional Centre and Public Sector Universities.

BAS Manager (FI / Integration Consultant)

Technical Monitoring of the all Modules of SAP ERP System and provide service of the Principal Functional Consultant (FI/CO). Suggests improvements and let them developed by the Consultants for the enhancement of productivity and financial and operations control. Supervise the activities and roles of Principal Functional Consultant of Business Process of SAP ERP System i.e. HCM, PS, MM, ABAP, BASIS, Sol. Manager, EP. Coordinate and Monitor User Acceptance Test and finalize business processes in the System. Responsible for delivering all types of reporting to the Senior Management, Auditors and other stakeholders

Reports to: BAS Coordinator

Key Responsibilities:

1. Overall Technical Monitoring of SAP ERP Implementation Project
2. Designing of Process flow, change management and SAP module integration
3. Principal Functional Consultant Services in FI/CO Module and Configuration Changes in FI/CO (IMG)
4. Functional input for preparation of Financial & Management Reports in SAP
5. Monitoring day-to-day SAP Support Activities
6. Development of SAP training documentation and conduct training sessions for Key & End Users.
7. Supervising the developing of User Roles & Authorization Matrix in the System

SAP Basis Consultant (Lead)

SAP project lifecycle management. Provides technical support and leadership on SAP Basis systems including establishing standards and requirements, evaluating and directing enhancements, and implementing solutions for performance monitoring, and systems configuration, design and implementation. Designs and develops SAP architecture requirements and specifications to ensure the system is meeting corporate needs. System Installation, Kernel Upgrade, Apply Notes, Incident Management Root Cause Analysis, Performance Optimization, Interface Configuration (SCN, SSL), Day to Day Operations, Team Management, Planning and Tracking.

TECHNICAL SUPPORT ACTIVITIES BASIS CONSULTANT

- Monitoring the Production server, Development server, Quality Assurance server, Web portal server (EP), Solution Manager Server, Disaster recovery servers of both Production and Web portal servers and copy of Production, Development and Quality assurance servers of SAP.
- user administration by creating user accounts, user roles and give authorization of using SAP system to users in their designated area.
- Authorization Matrix for understanding the application of the right roles to the right users.
- Transport change request Management within the Landscape of SAP from Development server to Quality Assurance and Production servers.
- New servers on the requirement of users as well as update them time to time to provide accurate and up to date information on every SAP server.
- update Copy of Production server (TRN), IDES server on every second week of the month.
- online backups(Hot backups)on Hard disk of most critical servers of SAP that is Development server, Quality assurance server, Production server and Enterprise portal server on daily basis and then transfer that backup files to storage Area Network on daily basis.
- Offline backup(cold backup) on Tape drive of Development server, Quality Assurance server, Production server weekly so that complete information of week's work is saved on Tape Drive.
- To administrate and provide online support to all the scholarship applications and hiring programs which are running on SAP Web portal server (EP).
- Maintenance of Disaster recovery server of Production server, so that user can use the Production server even in any disaster scenario.
- Creation & Maintenance Web Portal (EP) Disaster recovery server so that all the online application of HEC can work even in any disaster.
- Parallel landscape Management of separate Development server, Quality assurance server and Production server where HEC SAP Certified employees can do their configurations without any fear of destroying the actual systems.
- Downloading and applying patches/SAP notes/Support packs which are related to SAP and oracle as they are required by the system.

- To advise on increasing the Landscape of SAP. As well purchasing new hardware for better performance of SAP servers.
- Configuration and enhancement in the Solution Manager server by implementing the user help desk, Central Monitoring System (CMS) and SAP router configuration.
- To provide online support to issues related to BASIS module to both SAP users and consultants of HEC and Siemens.
- User Support for handling issues e.g. printer settings, SAPGUI installations, domain configurations, networks and website designing.

ABAP CONSULTANT

A SAP ABAP Programmer applies advanced technical knowledge in the programming, testing, and debugging of SAP modules, related to the implementation of SAP in any organization. However, the role of ABAPer is not limited to, or completely covered under the programming umbrella. An ideal ABAPer is able to satisfy many of the customer requirements through system provided provisions of configuration and enhancements, with minimal transgression from standard, while keeping in mind true system limitations.

- S/W Development
- Principles and techniques of systems analysis, design and testing
- Logics required to translate the functional requirements into logical language of pseudo code and ultimately required code. Strong logical thinking is mandatory.
- Strong structural and Object Oriented Programming
- Enhancements options provided by the SAP system (i.e. screen enhancements, field enhancements, code enhancement etc), along with techniques to get around glitches of insufficient functionality that inevitably come with every standard enhancement.
- Modifications through standard provided modification techniques like field exits etc.
- Forms Development
- SAP Script, Smart Forms and Adobe forms.
- Codes SAP modules and complex functions using ABAP programming language.
- Creates specialized reports for SAP modules using ABAP programming language.
- Designs forms for SAP modules using SAP Script.

- Troubleshoots and corrects SAP module problems by using ABAP programming language to implement OSS notes.
- Modifies system screens to provide default values and eliminate unnecessary fields using transaction variants.
- Interfaces with business analysts to ensure the proper integration of business processes and procedures to information technology.
- Assists in defining technical requirements for on-going systems maintenance and future functionality.
- Provides technical support to users on matters related to the programming of SAP modules.
- Prepares comprehensive and thorough technical program documentation including specifications, test conditions, test plans, test data etc
- Trains users on programming of forms and reports, defining authorization roles, custom workflows, and other related areas.
- Maintains effective and cooperative working relationships with process owners, District staff, project consultants, and vendors.

SAP Functional Consultant HR/HCM (Lead)

Responsible for all SAP implementation project phases like; Project Preparation, Business Blueprint, Realization/Configuration, Development, Testing, Implementation or Go-Live of SAP HR/HCM modules.

To translate business scenarios to SAP system and customization thereof. Provide support to recurring processes such as Organization Management, Personnel Administration and Payroll. Integration between different sub modules of SAP HR/HCM. Developing reporting formats and liaison between technical and non-technical functionaries and support requirement. Responsible for handling issues and application support to the end-users managed the uploading of data from legacy to SAP system. Attend meeting and communication with stake holders.

SAP Functional Consultant PS (Lead)

Responsible for all SAP implementation project phases like; Project Preparation, Business Blueprint, Realization/Configuration, Development, Testing, Implementation or Go-Live of SAP PS modules.

Will be responsible to translate business scenarios to SAP system and customization thereof. Developing reporting formats and liaison between technical and non-technical functionaries and support requirement. Responsible for handling issues and application support to the end-users managed the uploading of data from legacy to SAP system

BAS Manager (HRM and Stocks)

Configure and create, Purchase Process, Purchase Requisition, Purchase Order, Goods Receipt, Invoice posting, Inventory Count, Vendor master records and Inventory Management in SAP. Process flow, change management and SAP module integration. Impact of Financial Commitments thorough understanding SAP user functions and reporting.

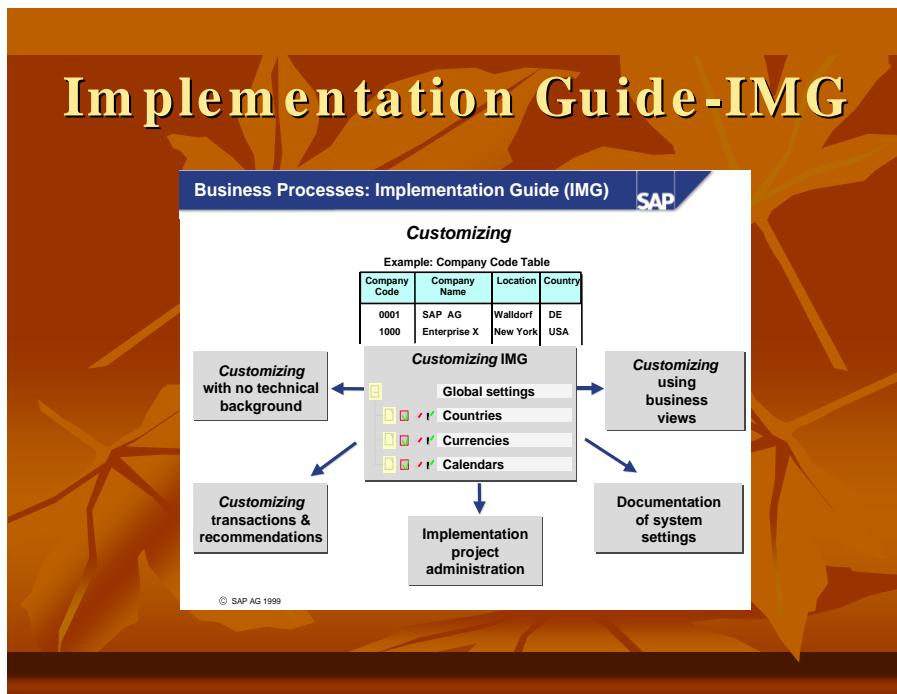
SAP Payroll processing, reconciliation, posting procedures, Provident funds, compensation, wage clearing, loans and advances and pension processes.

Adjustment and reconciliation of development account with Bank.

Data Entry Operator

To Create the Development Projects and update Budget, As Well as maintain the Scholars Data in SAP.

FUNCTIONAL SUPPORT ACTIVITIES:



- **IMG ACTIVITES:**

The IMG acts as a **checklist of the Customizing activities** that enterprise should complete for SAP System implementation project. The IMG is hierarchically structured. The structure of the IMG and the IMG management tools (such as resource management and the MS Project interface) help your SAP team to work through the Customizing activities in a rational sequence.

- **Organizational Structure and General Setting**

- Responsible for User Maintenance / Authorizations
- Examine system support problems, correct or delegate to respective consultants
- Creation and execution of test plans/cases to ensure proper testing of business processes and participates in UAT

ROLE OF A FUNCTIONAL CONSULTANT IN AN END TO END IMPLEMENTATION:

The functional consultant has to understand the modules they are implementing and the set up and configuration options available, the key skill is being able to map the requirements of the organization to the capabilities of the ERP system. It is to try and configure or customize the ERP system to match exactly an existing business process, as well as to look to improve the processes.

A functional consultant is to generate knowledge about the current business process, design current business flows, study current business processes and its complication - in all we can say that this is getting through with the current business setup. Flow diagrams (DFD's) are prepared, all this forms the part of the AS IS document.

Everything configured has to be documented according to their categories in the form of predefined templates; these then have to be approved by the team leads or who ever the consultant is reporting to.

Mapping and GAP analysis is done for each module."

Before starting configuring future business processes in SAP, the Data Flow Diagram (**DFD's**), Entity Relation Diagram (**ERD's**) are prepared, this documentation is called TO BE, which can be also said as the result of mapping and gap analysis.

Functional consultants to prepare test scripts for testing the configured scenarios. Testing may also include Unit testing, System Integration Testing, Performance Testing, User Acceptance Testing, Regression Testing or any client specific software testing.

A configuration document showing all the setting done by the consultant also comes under the area of role & responsibilities of consultant.

End user manual and user training to be prepared by Functional Consultants.

There will also be interaction with other modules consultants.

Updating of project status to Project Manager & other concerned persons.

Interaction with core team members, end users & other team members (consultants)

A Functional consultant has to communicate with Organization ERP core team, implementing team, Technical consultant and project leader. Written communication skill is to be demonstrated by a functional consultant to e-mail to different groups, documentation about the ERP, reports generation. Verbal communication is to understand the requirement, interact with customer, to explain and convince the customer.

FUNCTIONAL CONSULTANT ROLE OF AS SUPPORT CONSULTANT

Support Consultant are primarily responsible for Handling tickets/tasks and application support to the end-users.

When an issue comes, Support Consultant has to diagnose, analyze and solve it.

Responsible for enhancements.

Writing functional specifications and interacting with "ABAP Developer" to develop any user exits.

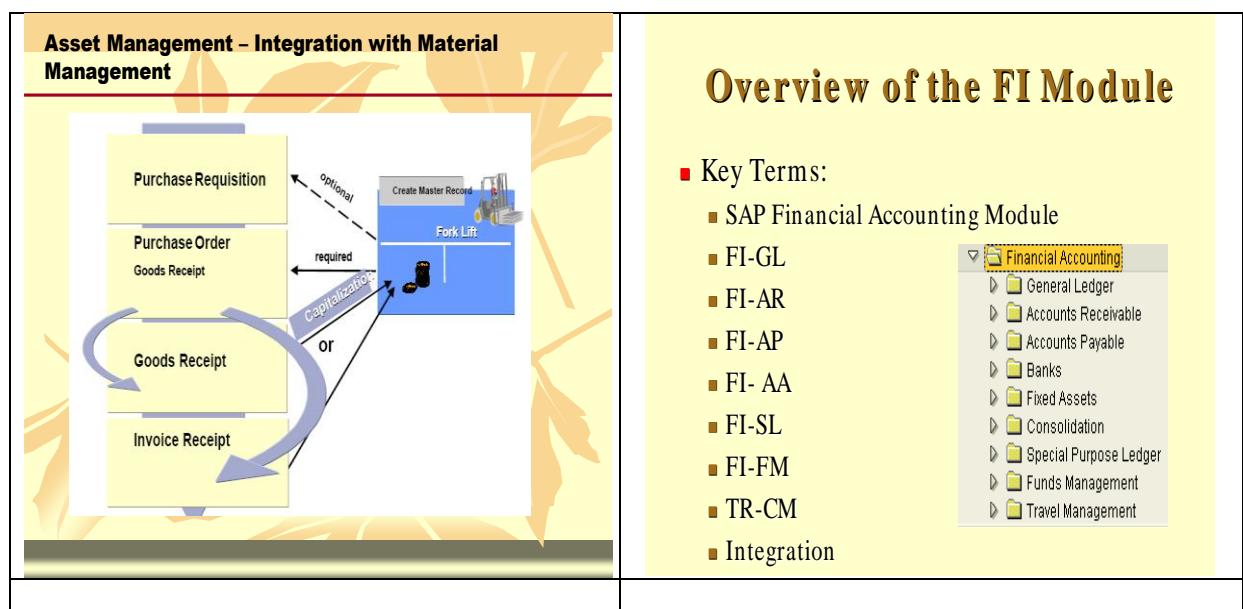
Raising Change Request Notes (CRNs) and preparing Test Data & its testing.
Interaction with key/end users & updating the status.

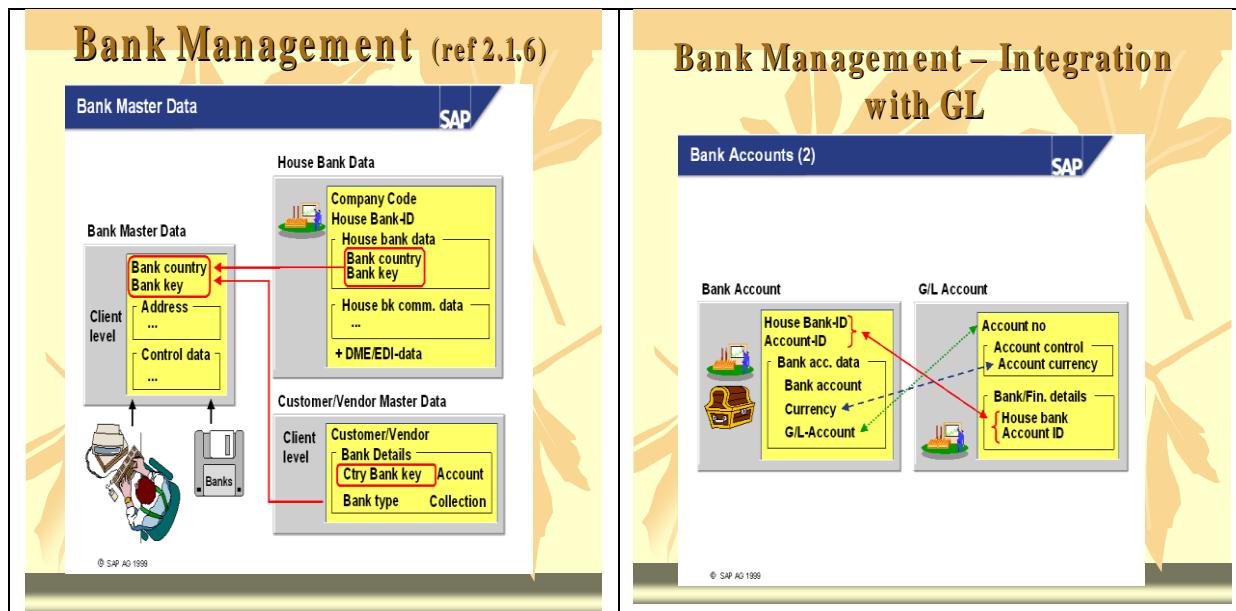
Training the end users and preparing end user training material.

There will also be interaction with other modules consultants.

Creation of process documents & its Updation

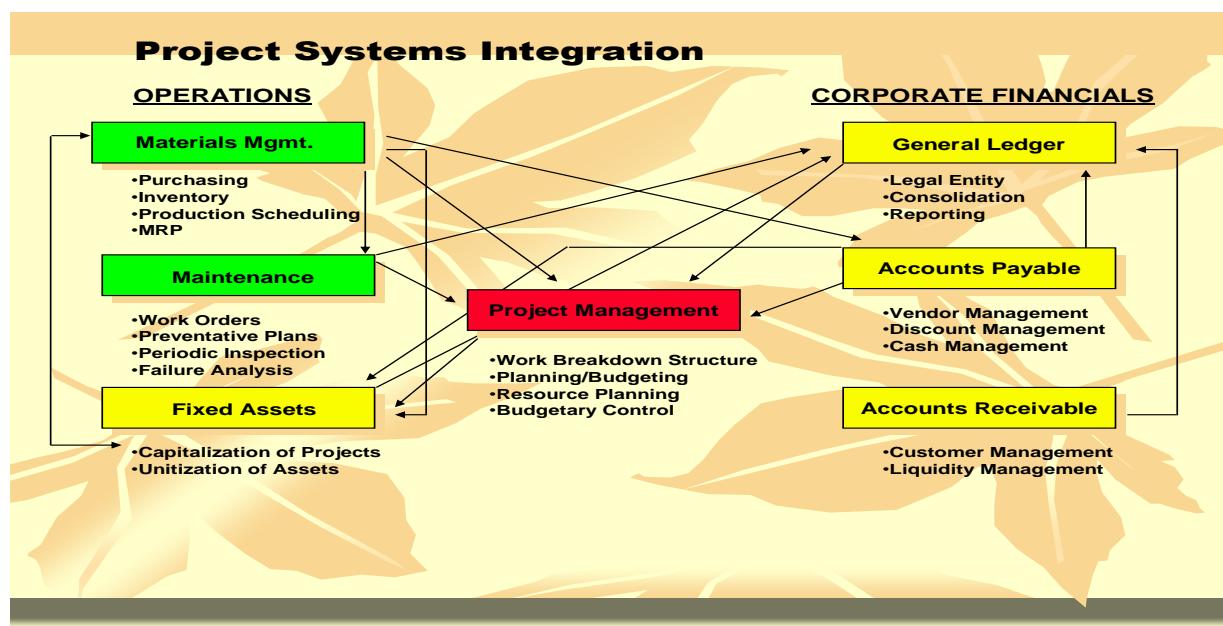
FI/CO FUNCTIONAL CONSULTANT SUPPORT:





- House Banks Management
- Utilize SAP Reporting functionality – report painter/writer
- Financial Statement Versions
- Maintenance of master data (GL, Profit/Cost centers, etc.,)
- Support for Month/Year end financial reporting and audit schedules

PROJECT SYSTEM FUNCTIONAL CONSULTANT SUPPORT ACTIVITES:



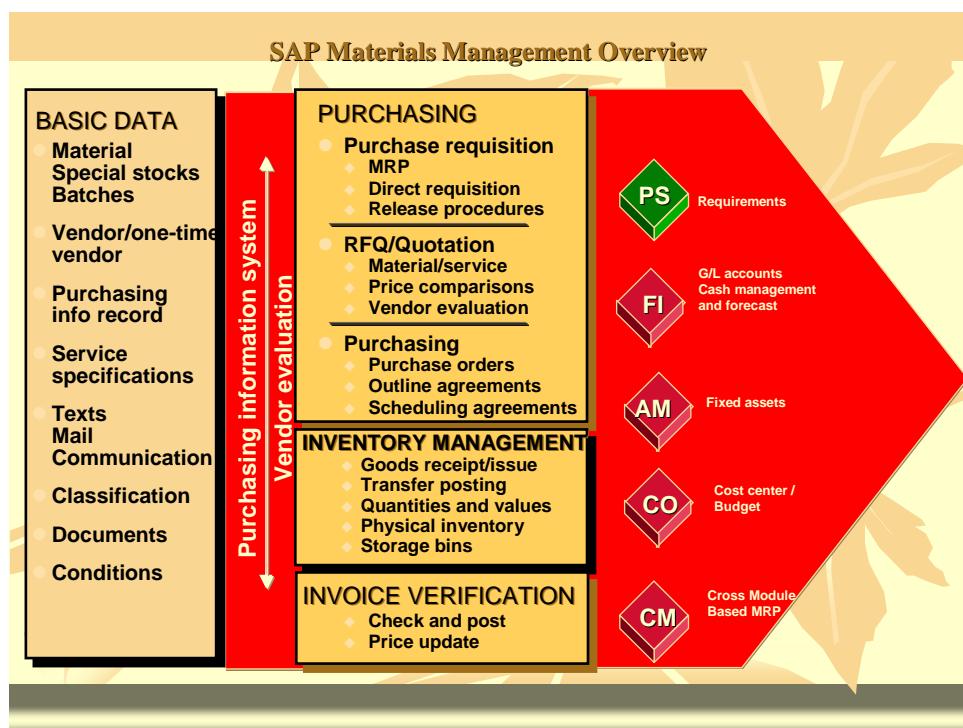
A SAP PS functional consultant has to perform different functions related to the configuration as well as non-configuration areas.

In configuration

1. Maintain tolerance limits if required
2. Create different versions for budgetary needs

3. Reconstruct availability control
4. Maintain person responsible List for projects
5. Create project profile
6. Define coding mask for projects
7. If any cost elements are to be exempted from budget check
8. Maintain Validation and Substitution
9. Maintain field selection for Project & WBS Element
10. Maintain Number ranges, Budget Profile for budgeting
11. Writing functional specs and interacting with ABAP team to develop any user exits.
12. Development/Editing of customized reports in collaboration with ABAP

MATERIAL MANAGEMENT FUNCTIONAL CONSULTANT SUPPORT ACTIVITES:



- HEC (as Plant) Maintenance
- Material Valuation Settings
- Integration with FI/CO and Assets Accounting
- Documents types and Document Number Management
- Purchasing Activities Workflow Management
- Purchase requisition settings
- Quotations/Tender settings
- Purchase order and maintain ace
- Receiving\Good Receipt GL Assignment

- Vendor Analysis and Performance Measurement
- Integration with Financial Module
- Inventory Management.

HUMAN CAPITAL MANAGEMENT FUNCTIONAL CONSULTANT SUPPORT ACTIVITIES:

What HRM offers

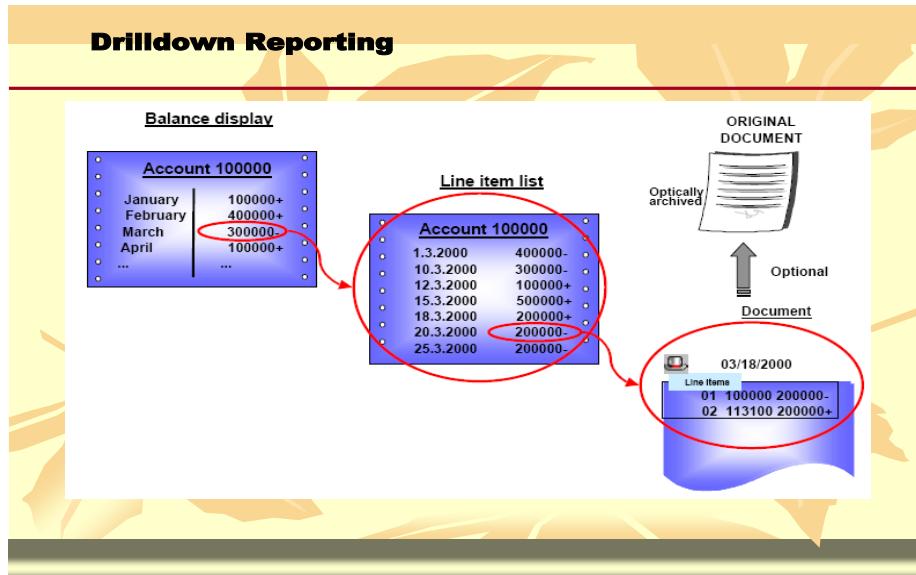
EXPERIENCE, KNOWLEDGE, AND TECHNOLOGY



- Organization management
- Recruitment
- E-Recruitment
- Training and Event Management
- Compensation Management
- Personnel Administration

- Personal Area Management
- Personnel Development
- HR Hierarchy Maintenance
- Standard & Customized Infotypes Maintenance
- Payroll Settings
- Employee Grouping & Cost Object Assignment
- Wage Types and GL Accounts Assignments
- Employees Life Cycle Maintenance
- Employee's Loan & Advances Management.
- Training & Event Management Settings
- Employee Leaves and Leave Quotas Generation Management
- Pay Structure , Schema and Collective Agreement Provision Setting
- Integration with FI, Payroll posting to accounting

REPORTING: NEW & MODIFICATIONS:



- Standard Reporting
- Report writer & Report Painter Reports
- Info-set Query
- SAP Query
- ABAP Report (Customized Reports)

5.2 TASKS/EVENTS

In SAP ERP Implementation, Support, Migration and Improvement Projects, tasks schedules can vary from daily to weekly and from weekly to monthly. It depends on the project deadline and support issues. However the manual covers the most frequent occurring of the given tasks according to schedule.

In below given tasks responsibilities are abbreviated as;

BAS Coordinator	= BC
SAP Functional Consultant	= SFC
SAP Basis Consultant	= SBC
SAP ABAP Consultant	= SAC
All Team Members	= All

DAILY TASKS

Performs these tasks on daily/ as and when required basis

Tasks	Description	Responsibility	SOPs
1	Define issue resolution procedures for SAP related matters – Requirement Specification Document.	BC	Anex-1
2	Document and reports debugging	All	- do -
3	Handling user Complaints/Queries	SFC	
4	Refine Reports, Interfaces, Conversions and user requirements	SAC	
5	Assess detailed ABAP requirements and approve with stakeholder in a separate document also approved by ABAP Track Lead	SAC	
6	Power users / end-users to be familiarized with SAP screens (transactions, processes and functionality).	SFC	
7	Configure system functionality, develop Reports, Interfaces, Conversions, and enhancements where demanded by user	SFC	
8	Conduct detailed power-user training to enable user team to conduct testing	SFC	
9	Test production readiness	SBC	
10	Legacy Data migration	SFC	
11	Check whether the SAP Servers are up	SBC	
12	Monitoring Bank Reconciliation Process	SFC	
13	Legacy Data (Expenditure and Release)	SFC	
14	Check for alerts in CCMS monitors	SBC	
15	Check for hanging or stopped work processes	SBC	
16	Installation of SAPGUI and printers in SAP	SBC	
17	Check system log for errors/warnings	SBC	
18	Check for excessive swaps and buffer statistics	SBC	
19	Check database for space critical objects	SBC	
20	Vendor ,Employee, Scholar etc Creation	SFC	Annex-III
21	Vendor ,Employee, Scholar etc Changes	SFC	Annex-IV
22	Take online backup of all SAP servers	SBC	
23	Transports requests to QAS and PRD/TRN Servers	SBC	

WEEKLY TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Attend SMC Meeting	Fridays	BC	
2	Determine number of users required in each category	Tuesdays	SFC	
3	Identify and evaluate key implementation over-run/failure risks	Fridays	SBC	
4	Resource Commitment Plan / deployment calendar	Monday	All	
5	Assist system with hardware sizing and network requirements. Conduct technology infrastructure assessment	Monday	SBC	
6	Training plan for nominated teams in SAP reports and reporting / query tools		SAC	
7	Review of tasks in hand	Fridays	All	
8	Collect 'hard copies' of all reports and forms. Collect key metrics data – volumes, numbers, frequency for all repo rts and forms		All	
9	Implement Change Management and Communication plan activities for different stage		All	
10	Test system security and controls		SFC	
11	Migration strategy approved. Data ready for migration		SFC	
12	System Tuning/Archiving/Systems Operations		SBC	
13	Clean up Spool	Tuesdays, Fridays	SBC	
14	Clean up transport buffers	Fridays	SBC	
15	Run database statistics	Weekends	SBC	
16	Check Disaster recovery servers accuracy	Mondays, Wednesday, Fridays	SBC	
17	Antivirus updates	Tuesdays.	SBC	
18	Reconstruct availability control		SFC	

MONTHLY TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Up-dation and review of Annual tasks and Plans	15th	BC	Annex-4
2	Identify and document key business needs and requirements – at the operational and strategic levels. Analyze financial data	30th	BC	Annex-5
3	Identify technology and infrastructure requirements	10th	SFC	
4	INSTALL IDES system for client internal user training and practice		SBC	
5	Finalize and approve customizations plan and agree on work-arounds		SFC	
6	Establish authorization requirements, document and implement system security requirements		SFC / SBC	Annex-V
7	Cycle the SAP system to defragment memory	1 st weekend of the Month	SBC	
8	Analyze the database growth and plan for storage	1 st	SBC	
9	Review directory structure and need to move data files	10 th	SBC	
10	Cleanup old logs	15 th	SBC	
11	Run Database compression	2 nd weekend of the month	SBC	
12	Test the backup by restoring	Quarterly Task	SBC	
13	Archive the old transport files	Quarterly Task	SBC	
14	Communication Strategy and meeting schedule creation		All	
15	Posting of Payroll results to FI module with GL Assignment	Monthly after Payroll	SFC	Annex-II

ANNUAL TASKS

Tasks	Description	Schedule	Responsibility	SOPs
1	Academy Level Training Needs analysis -Agree on nominations training, participation	July, December	BC	
2	Recurring Budget preparation in SAP	December	BC	
3	List of Annual Tasks prepare	January	BC	
4	Annual increment to regular employees and contract renewal for project and other staff	December	All	
5	Closing process Review of Parked Documents Pending Purchase orders Budget Carry Forward	June	BC / SFC	
6	Opening of New Financial Year New Document Number Ranges Budget Entry and Releases Opening new period in MM,HCM,PS and FI/CO	July		
7	Developed User Authorizations and system security policies and planning document	July	SBC	
8	Data conversion and migration Plan to be finalized	July	BC / SFC	
9	Incorporating new Government rules regarding taxes, purchase procedures etc	July	SFC	
10	Issuance of Annual Income Certificate and Tax Return	September	SBC	
11	Check workbench organizer settings	On Demand	SBC	
12	Applying database patches	When available on SAP service market place.	SBC	
13	Change Management /applying notes	On system requirement	SBC	
14	hardware sizing for adding new servers in the Landscape of SAP	Subject to Requirement	SBC	

DIVISIONAL EVENTS

Tasks	Description	Schedule	Responsibility	SOPs
1	Workshops for SAP users development training	Annually	BC / SFC	
2	Meetings with divisional heads for online submission of Performa's	Weekly	BC / SBC	
3	Presentation of SAP Modules with their implementation plans	Monthly	SFC	
4	Presentation of new servers development and their maintenance plans	Annually	SBC	
5	Meetings with different stakeholders for implantation of new SAP modules	Monthly	SFC	

5.3 BROAD TARGETS/GOALS PLANNED

Target	Description	Responsibility	Detailed Plan
1	Project Management Procedures and installation/implementation of Solution Manager – Set-up of project	SBC	
2	Project Team Training Strategy (complete roadmap) and delivery of planned SAP Training	BC/SFC/SBC	
3	change request process and forms	All	
4	Set-up project IMG in Solution Manager	SBC	
5	Conduct QA of all deliverables and documentation	All	
6	Planing, documenting, configuring / developing, Go-Live / implementation and supporting new SAP modules and sub modules with complete trainings of SAP users	SFC	
7	Change management workshops to educate client on our methodology, deliverables templates, approval requirements, critical success factors, risks, need for adoption of SAP standard processes and reports	All	
8	Quality Assurance/Control processes	All	
9	Review operation of re-engineered business processes	All	
10	Make presentation to Management on GO LIVE achievement	All	
11	Benefits Realization Plan	All	
12	Undertake business process realignment workshops. Ensure that business processes “inside and outside SAP” are properly linked	All	
13	Obtain Completion Certificate	BC	
14	Post Implementation “Celebrations”	BC	

5.4 SUPPORTING DOCUMENTS

Annex-I (SAP Related Issues and Resolution Standard Document)

Higher Education Commission

Finance Division

SAP Competence Centre



SOP for Communication and

Resolution

of SAP related Issues

User ID

Name

Designation

Department

Title of Issue if any

Define issue and its Transaction code if any:

Requirements Specification:

Report Output Structure

- (i) Format of required report (attach in Excel)
- (ii) Key fields for analysis

Prepared by

Approved by

For SAP Department Only

Assigned to

Probable date of Completion

Remarks

Annex-II (General Check List for Posting to General Ledger)

General Checklist for Posting to GL Process

TASKS	✓
1. Enter payroll area. For example AD for Abbottabad	
2. Enter payroll period. For example 08-2002, for Feb, 2003	
3. Enter payroll area. For example AD for Abbottabad	
4. Enter 'S' for simulation run in the field of 'Type of Document Creation'	
5. Mark 'Acc. to Paydate'	
6. Enter current date in the field of 'Document date'	
7. Press functional key F8 for execution	
8. You will find Document Creation status 'Error Free'	
10. If the Doc. Creation is 'Incorrect'	
12. Double click on 'Incorrect' message or press Shift + F2	
13. Double click on the document number or press Shift + F1	
14. Now by double clicking on the error message for this document, you can find out the exact error found in the document	
15. You can also find out the details of the relevant error by double clicking on the red line of that particular account number.	
16. After rectifying the error, you need to execute the process again	
17. Once you have simulated this process and you are ensuring of its accuracy, you need to Exit Payroll first	
1. Enter payroll area. For example AD for Abbottabad	
2. Enter payroll period. Example 08-2002, for Feb, 2003	
3. Enter payroll area. For example AD for Abbottabad	
4. Enter 'P' for live run in the field of 'Type of Document Creation'	
5. Mark 'Acc. to Paydate'	
6. Enter current date in the field of 'Document date'	
7. Press functional key F8 for execution	
8. You will find Document Creation status 'Error Free'	
9. Click on 'Document Overview' or press 'Shift +F2'	
10. Mark the Document number and press F9 functional key to release the document	
11. Click on 'Yes' against the message "Do you want to release the document for posting?"	
12. Press back button once	
13. Now click on 'posting run overview' button	
14. Mark the released document for posting purpose	
15. Now click on 'post document' button or press shift + F6	
16. Press enter on 'immediate' button	
17. You will find a message 'document posted successfully'	

Annex-III (Vendor Creation Form)

VENDOR CREATION FORM

1 Vendor Group: _____

Select one vendor group from
following groups

AGNT	Agents/Embassy
EMPL	HEC-Employee
OTHS	Others-HEC
REGC	Regional Centres
SCLR	Scholar
SUPP	Suppliers
UNIV	Universities

<input type="checkbox"/>

Note :

(*)Field is compulsory for vendor
(*A)Field is compulsory
for scholars and suppliers
vendor
(*B) Field is compulsory for Suppliers
vendor

Title :

2 _____

3 Name : _____

4 Search Term :
4 _____

5 **Addresses**

Street/House number:

District :

Postal Code/City : _____

/ _____

PO Box : _____

Mobile : _____

Telephone : _____

Fax : _____

Email : _____

5 *A) CNIC No : _____

6 *A) Personal Number _____

7 *B) NTN No : _____

8 *B) GST No : _____

*) Bank Name & Branch:

9 _____

1 Bank Branch Code: _____ Bank Account Number:

0 _____

Select one code from following codes

1 *A)Withholding Tax Code for Suppliers _____ *B)Withholding Tax
1 Code for Scholars _____

	Travel Agents (Domestic)-5% of 5%	<input type="checkbox"/>	S0	0% deduction of Sales Tax
Y1	Amount <input type="checkbox"/>			
	Travel Agents (International)-5% of 9%	<input type="checkbox"/>	S1	20% of 15% Deduction of
Y2	Sales Tax <input type="checkbox"/>			
	Withholding Tax Exempt	<input type="checkbox"/>	S2	20% of 16% Deduction of
Z0	Sales Tax <input type="checkbox"/>			
Z1	Payment for Supply of Goods- 3.5%	<input type="checkbox"/>		
Z2	Payment to Contractors-5% (Up To 30M)	<input type="checkbox"/>		
Z4	Payment for Services-6%	<input type="checkbox"/>		
Z5	Transportation of Goods-2%	<input type="checkbox"/>		
Z6	Commission Agents-5%	<input type="checkbox"/>		
Z7	Rent-5%	<input type="checkbox"/>		
Z8	Advertisement Bills (principal)-5% of 85	<input type="checkbox"/>		
Z9	Advertisement Bills (agent)-5% of 15%	<input type="checkbox"/>		

Name

Designation

Signature & Stump

For SAP OFFICE USE ONLY

Vendor No : _____

Dated : _____

Created By : _____

Annex-IV (Vendor Change Form)

VENDOR CHANGE FORM

VENDOR NO: _____

Name (Old): _____

Name: (New) _____

Search Term (Old) : _____ Search Term (New) _____

Street/House number (Old) : _____

Street/House number (New) : _____

District (Old) : _____ District (Old) : _____

Postal Code/City (Old) : _____ / _____

Postal Code/City (New) : _____ / _____

PO Box (Old) : _____ PO Box (New) : _____

Telephone (Old) : _____ Telephone (Old) : _____

Mobile (Old) : _____ Mobile (New) : _____

Fax (Old) : _____ Fax (New) : _____

Email (Old) : _____ Email (New) : _____

CNIC No (Old) : _____ CNIC No (New) : _____

NTN No (Old) : _____ NTN No (New) : _____

GST No (Old) : _____ GST No (New) : _____

Bank A/c Number (Old) : _____ Bank A/c Number (New) : _____

Bank Name & Branch (Old): _____

Bank Name & Branch (New): _____

Bank Branch Code (Old) : _____ Bank Branch Code (New) : _____

Withholding Income Tax Code (Old) : _____ Withholding Sale Tax Code (Old) : _____

Withholding Income Tax Code (New) : _____ Withholding Sale Tax Code (New): _____

**Signature
and Stamp**

Annex-V (SAP User's Authorization Request Form)

SAP Users and Authorization Request Form

<u>Basic Information</u>															
New User															
First Name:		System :	PRD	<input type="checkbox"/>	QAS	<input type="checkbox"/>	DEV	<input type="checkbox"/>	TRN	<input type="checkbox"/>					
		Client:													
Last Name:		Function:	<input type="checkbox"/>	HR	<input type="checkbox"/>	FI	<input type="checkbox"/>	PS	<input type="checkbox"/>	MM	<input type="checkbox"/>	ABAP	<input type="checkbox"/>	BASIS	<input type="checkbox"/>
Official email:		Department:													
		Dated:													
Module		Authorization													
Existing Users															
User Name	Module	Transaction Code/Reports													
Users Requesting Authorization for reports are requested to give the complete Menu path below:															

Signatures

_____ User	_____ Dept. Head
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Remarks:
