



To

1. All the District Coordination Officers, in Punjab
2. All the Executive District Officers (Edu), in Punjab

Subject: **ADJUSTMENT OF PSTs OF HANDED OVER PRIMARY SCHOOLS TO PUNJAB EDUCATION FOUNDATION**

The Competent Authority has pleased to decide the handing over the low performer Primary Schools to Punjab Education Foundation under the Punjab School Support Program for improvement of quality education because these Schools have been shown poor results in PEC Examination, 2015. Further it has also decided that sanctioned PST posts and incumbents will be shifted in understaffed Primary Schools or primary portion of higher level schools.

2. Following **guidelines** for adjustment of PST posts / incumbents as per their desire in understaffed schools for reducing multigrading may be observed by the Committee:

- i. Incumbents may be adjusted against vacant sanctioned posts of Primary School Teacher (PST) in understaffed primary schools or primary portion of higher level schools;
- ii. Unadjusted incumbents with post may be shifted in understaffed Primary Schools or primary portion of higher level schools which are functioning with two posts of PST and having enrollment is more than 60;
- iii. Unadjusted resultant PST posts may be shifted in understaffed Primary Schools or primary portion of higher level schools which are functioning with two posts of PST and having enrollment is more than 60;

- iv. Vacant two PST posts / incumbents along with posts may be adjusted in purpose built school building whose SNE is awaited (if any);
- v. In case of shifting of two or more interested incumbents competing against one post in the school, the senior most among them will be given preference; and
- vi. All posts of handed over schools will be adjusted in the jurisdiction of Deputy District Education Officer concerned.

**3.** The Committee comprising of the following officers is hereby constituted for observing guidelines for adjustment of teaching staff and vacant PST posts of low performer Primary Schools in PEC Examination, 2015 on case to case basis:

- |   |                              |
|---|------------------------------|
| a) District Coordination Officer                        | <b>Chairman</b>              |
| b) Executive District Officer (Edu)                     | <b>Member</b>                |
| c) District Monitoring Officer                          | <b>Member</b>                |
| d) District Education Officers (EE)<br><b>Concerned</b> | <b>Member/<br/>Secretary</b> |

TORS OF THE COMMITTEE

- i. The Committee shall ensure head count of enrolled children in understaffed Primary Schools or primary portion of higher level schools on case to case basis;
- ii. Only one vacant post of PST or incumbent along with post may be shifted in under staffed primary school or primary portion of higher level schools;
- iii. The Committee shall be furnished Adjustment Plan after observing head count of enrolled students in the school

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on case to case basis and accordingly the EDO (Edu) shall notify the Adjustment Plan;

- iv. The DEO (EE) and Deputy DEO (EE) concerned shall ensure the reflection of adjusted PST posts in the budget book; and
- v. **The EDO (Edu) shall ensure that salary of teaching staff shall not be stopped.**


4. The Adjustment Plan for adjustment of all sanctioned PST posts in handed over Primary Schools to Punjab Education Foundation will be finalized by March 15, 2016 and implemented before accordingly under intimation to the Department.

  
(Imran Sikandar Baloch)  
**SPECIAL SECRETARY SCHOOL**

**No. & Date Even**

A copy is forwarded for information and necessary action to:

1. All Divisional Commissioners, in Punjab
2. Program Director, PMIU, Lahore
3. Managing Director, Punjab Education Foundation
4. The Director Public Instructions (SE), Punjab, Lahore
5. The Director Public Instructions (EE), Punjab, Lahore
6. Deputy Director (Monitoring) with the request to upload the same on the website of School Education Department ([www.schools.punjab.gov.pk.com](http://www.schools.punjab.gov.pk.com)) and send through e-mail to all the DCOs, EDOs (Edu) and all others.
7. PS to Minister for Education, Lahore

  
(Mushtaq Ahmad Sial)  
**DEPUTY SECRETARY (EE)** 2/3/2016

**CC:**

1. PS to Secretary School Education
2. PS to Special Secretary School
3. PA to Additional Secretary (Schools)