

GUIDELINES
FOR
LOCAL GOVERNMENT EDUCATION OFFICIALS ON
BLOCK ALLOCATIONS AND PROGRAMMES IN
ADP 2019-20

PLANNING WING
SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF PUNJAB

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Introduction

In the context of emerging challenges, obsolete & redundant past practices and cumulative past experiences, Planning Wing of School Education Department took up this arduous task to design a planning manual as a user-friendly reference and learning document for the practitioners/officials at the local/district government level. The manual has been structured in an easy to access manner so that the users may visit the contents as per their specific needs.

The purpose of this manual is to provide much needed hands-on guidance to the officials of District Education Authorities in Punjab on Block Allocations & Programmes in ADP 2019-20. This conscious effort will serve as a blueprint or guiding principle for new planning imperatives initiated through ADP 2019-20 so to diminish any chance of confusion, vis-à-vis specifications/criteria, roles and responsibilities, in the execution of ADP schemes at the local or grass root level.

This manual also provides certain statistics from secondary data sources to accentuate the importance of an evidence-based need assessment and introduction of targeted ADP interventions accordingly rather than addressing the challenges in void. The Concept Notes on each block allocations/programmes of ADP 2019-20 have been provided to underscore the need to understand and follow each and every step involved in the process of execution of the schemes.

CALENDAR OF EVENTS

In the 1st week of July:

Release of funds will be ensured to District Education Authorities in Punjab by School Education Department as per sharing formula devised by School Education Department within a week as and when the release of funds is made.

In the 2nd week of July:

The schemes will be identified on the basis of database of latest Census of PMIU-PESRP. PMIU-PESRP works in collaboration with School Education Department and regulates a data collection system at district level. Annual School Census is the key component of school monitoring system which is the cornerstone in identification of development schemes. Local Government (District, Tehsil, Union Council or Mouza etc) will use this database in consultation with MPAs & MNAs and other local bodies. This database will serve as a base for criteria setting for various schemes. Local government will not be allowed to deviate from the database.

In the 3rd week of July:

Consultation on identified schemes will be undertaken with elected representatives, MPAs, MNAs or others.

In the 4th week of July:

Cost estimates and PC-Is will be prepared by the District education authorities (DEAs) or tehsil authorities.

In the 1st week of August:

Schemes will be approved through competent forums i.e. district divisions or tehsil authorities whichever applicable.

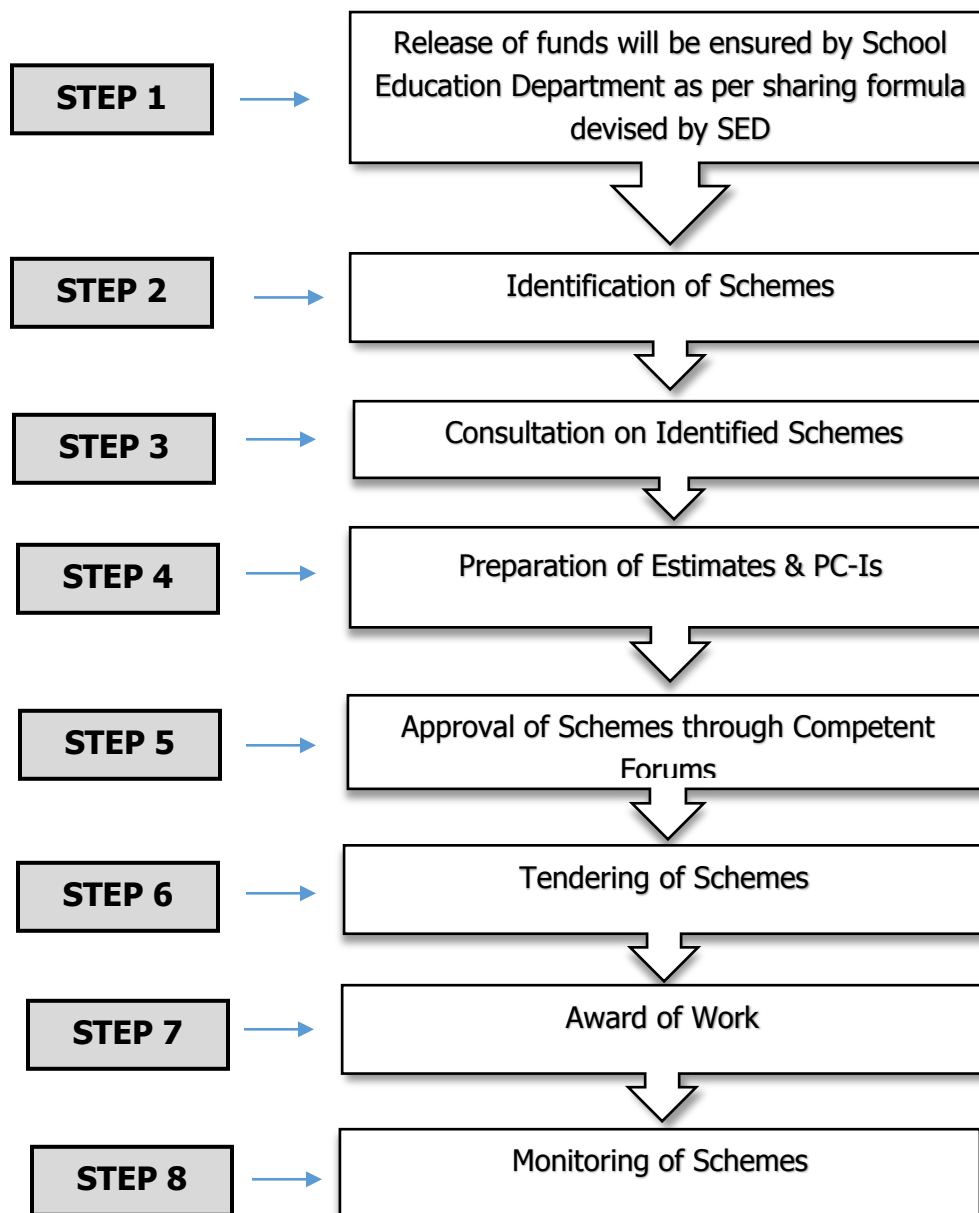
In the 2nd week of August:

Schemes will be tendered out through outsourcing model & deposit work as per PLGA 2013 or 2019 whichever applicable.

The work will be awarded in the last week of August.

Schemes will be monitored and evaluated by the district or tehsil authorities. The role of School Education Department in this regard will be as prescribed in rules of business.

PROCESS OF DEVELOPMENT PLANNING & FORMULATION OF ANNUAL DEVELOPMENT PROGRAMME:



ANALYSIS OF THE SCHOOL EDUCATION SECTOR IN PUNJAB

A sound development programme should be based on a thorough analysis of the sector, therefore, some secondary data sources have been consulted to pin point key challenges which can be addressed through the development programmes in ADP 2019-20. The data sources involve reports of PERI, 2018, Alif Ailan, 2018 and MICS, 2017-18.

Key findings of Punjab Economic Research Institute (PERI) report are stated hereunder¹:

- The school-age children in Punjab are 28.366 million or 28.4 percent of total population.
- Out of these 20.825 million or 74.3 percent were in school while the rest 7.541 million or 26.6 percent were out-of-school.
- From the out-of-school children, 4.477 million or 59.4 percent never attended school in the past and 3. 064 million or 40.6 percent attended school in the past but dropped out.
- From the in-school children, 8.475 million or 40.7 percent are those who are attending school but not at the right-age.
- By sex, 23.7 percent of boys and 29.3 percent of girls are out-of-school. However, more girls than boys go to school at the right-age.
- Further, 6.7 percent of the in-school children are at risk of dropping out-of-school and 45 percent from the out-of-school population never attended school again.
- One major improvement is the large decrease in the out-of-school children to 26.6 percent in 2014 from 31.0 percent in 2008, a decrease of 4.4 percent.
- Further, to bring all out-of-school children back to school, the Government of Punjab needs a big push in its commitment and efforts.

The challenges identified by Alif Ailan's report, 2018, in school education sector are² :

- **School Facilities and Infrastructure:**

¹ What Restricts Children's Educational Attainment in Punjab: A Framework of Analysis by PERI, 2018

² Alif Ailaan 2018. 2013-2018 Five Years of Education Reforms in the Punjab. Wins, Losses and challenges for 2018-2023. Islamabad: Alif Ailaan. 50 pp

The Primary & Middle school infrastructure index ranked all districts in the country based on cumulative scores on availability of satisfactory building, drinking water, electricity, boundary walls and toilets in schools. D.G Khan, Bahawalnagar, R.Y Khan etc. come at the lowest level for Primary level whereas D.G Khan, Nankana & Rawalpindi etc. rank the lowest for Middle level.

- **Retention and Primary to above Primary mobility:**

District Education Ranking (DER), 2017 included an index on the beyond primary readiness score of each district. Showing imbalance between primary and above primary schools available to students as well as the infrastructural health of middle schools in each district (Muzaffargarh, D.G Khan & Rajanpur require more attention).

- **Learning Outcomes**

Punjab Examination Commission (PEC) results and survey data shows a moderate level of improvement in learning outcomes since 2013. PEC scores in mathematics and science for grade 8 students show insignificant improvements (one and two points only, respectively) in student performance in three rounds of testing, since 2015.

- **Persisting Gender Gap**

Variation exists in terms of gender gap, female enrolment is the lowest in Khushab, Rajanpur, and Dera Ghazi Khan.

- **Enrolment**

Intra-district variation in terms of enrolment in Private and Public School exists. In Layyah, only 34% of all children attend private schools, whereas in Lahore, less than 34% attend government schools.

The MICS Report doesn't show encouraging statistics such as the following³:

1. Primary School Attendance & OOSC in Punjab:

Table.1 provides the percentage of children of primary school age 6-11 years who are attending primary or secondary school⁴, and those who are out of school. Similarly, the

³ Multiple Cluster Survey 2017-18 (Provincial Report Vol-I)

lower secondary school adjusted net attendance ratio is presented in table 2. For children age 12-14 years.

Male (Percentage of Children)		Female (Percentage of Children)		Total (Percentage of Children)	
Net Attendance Ratio (Adjusted)	Out of School	Net Attendance Ratio (Adjusted)	Out of School	Net Attendance Ratio (Adjusted)	Out of School
65.8	11.1	65.1	14.8	65.4	12.9

Table 1.

Table 2. Lower Secondary School Attendance

Male (Percentage of Children)		Female (Percentage of Children)		Total (Percentage of Children)	
Net Attendance Ratio (Adjusted)	Out of School	Net Attendance Ratio (Adjusted)	Out of School	Net Attendance Ratio (Adjusted)	Out of School
35.9	17.2	37.6	23.0	36.7	20.0

Table 3. Gender Parity Indices in Punjab:

Table.3 focusses on the ratio of girls to boys attending primary & secondary education. These ratios are better known as the Gender parity Index (GPI). The ratios included here are obtained from adjusted net attendance ratios rather than gross attendance ratios. The later provide an erroneous description of the GPI mainly because, in most cases, the majority of over-age children attending primary education tend to be boys.

Primary School			
Net Attendance Ratio (NAR),Girls	Net Attendance Ratio (NAR),Boys	Net Attendance Ratio (Adjusted) Total	GPI for Primary School adjusted NAR
65.1	65.8	65.4	0.99

⁴ Ratios presented in this table are “adjusted” since they include not only primary school attendance, but also secondary school attendance in the numerator.

Lower Secondary School			
Net Attendance Ratio (NAR),Girls	Net Attendance Ratio (NAR),Boys	Net Attendance Ratio (Adjusted) Total	GPI for Primary School adjusted NAR
37.6	385.9	36.7	1.05

Upper Secondary School			
Net Attendance Ratio (NAR),Girls	Net Attendance Ratio (NAR),Boys	Net Attendance Ratio (Adjusted) Total	GPI for Primary School adjusted NAR
30.0	27.8	28.9	1.08

Some of the key challenges emerging from the analysis presented above are:

- Very high number of Out of School Children (OOSC)
- Low Retention
- Accessibility issues
- Gender Disparity
- Low Student Attendance
- Missing overarching infrastructural /physical facilities

Major NEW Block Allocations/ Programmes proposed in ADP 2019-20:

The above mentioned challenges require targeted interventions in the Annual Development Plan 2019-20. However it is felt that some amount of flexibility is essential in navigating through various options in terms of allocation of resources. It is felt that a “programme” approach rather than a “scheme” approach would yield the greatest dividends. Thus the following Block Allocations / Programmes, keeping in mind PMIU’s census data for 2018-19 are proposed.

1. Construction of Additional Classrooms in Schools having highest enrolment in DG Khan in Community Development Programme.
2. Punjab Action for Reading Habits, Access & Oversight (PARHAO).
3. Infrastructure for Early Childhood Education (IECE)
4. Establishment of IT Labs in Secondary Schools in Punjab.
5. Establishment of IT Labs in Elementary Schools in Punjab.
6. Construction of Additional Classrooms in Schools in Punjab.
7. Provision of Missing Facilities in Schools:
 - i. Boundary wall
 - ii. Drinking Water
 - iii. Electricity
 - iv. Toilet Blocks
 - v. Playgrounds
 - vi. Libraries
 - vii. Science Labs
 - viii. Student Furniture
8. Reconstruction of Dangerous School Buildings in Punjab (Tameer Programme)
9. Construction of Shelter-less Schools in Punjab.
10. Upgradation of Schools (Elementary, High & Higher) in Punjab.
11. Rehabilitation of Flood Affected & Vulnerable Schools.
12. Provision of Clean & Safe water Facility in Schools in Punjab.

Likely Outcomes of Block Allocations/Programmes introduced through ADP 2019-20:

On the basis of available database, School Education Department has identified following prioritized targets, goals and their likely outcomes to achieve during FY 2019-20 and even further.

SR. NO.	INPUT	OUTPUT (Approx. Requirement as per CENSUS, 2018-19)	LIKELY OUTCOME
1	Provision of Missing Facilities (Electricity, Drinking Water, Toilet, Boundary Wall)	2,722	1. Improved School Environment. 2. Improved Access. 3. Ownership of Community.
2	Infrastructure for Early Childhood Education (IECE)	10,403	1. Reduction in Dropout Rate. 2. Improved Enrolment. 3. Improved Environment of Schooling.
3	Up-gradation of Schools.	28,378	1. Improved Access 2. Fulfilment of Constitutional Obligation in Article 25-A. 3. Fulfillment of National & International Commitments/SDGs. 4. Gender Parity at all Levels.
4	Establishment of IT LABs (Elementary)	6,961	1. Improved base for Science, Technology, Engineering and Mathematics (STEM). 2. Productive workforce for society & industry. 3. Improved Research & Development at schools. 4. Quality Learning. 5. Competitiveness at school Level. 6. Quality Education.
5	Establishment of IT LABs (Secondary)	358	-do-
6	Play Ground	20,744	1. Healthier bodies lead to healthier minds. 2. Enhancement of environment of tolerance, healthy competition and good citizenship.

			3. Improved participation in co-curricular activities.
7	Construction of Additional Classrooms.	145,810	1. Improved Access. 2. Improved Retention. 3. Elimination of Overcrowding. 4. Improved Student to Teacher Ratio. 5. Enhancement of Capacity of Schools to enroll more Children.
8	Provision of Furniture for students.	2,464,948	1. Improved School Environment. 2. Improved safety.
9	Re-Construction of Dangerous Building.	2,477	1. Improved Access. 2. Improved Retention. 3. To address Disaster Risk Reduction (DRR) at schools and society at large. 4. Improvement in enrolment.
10	Re-Construction of Shelter-less Schools.	158	-do-
11	Schools Library	1,578	1. Improved Research & Development at schools. 2. Quality Learning. 3. Competitiveness at School Level. 4. Quality Education.
12	Schools Science Labs	12,187	1. Improved base for Science, Technology, Engineering and Mathematics (STEM). 2. Productive workforce for society & industry.
13	Provision of Additional Classrooms in D.G Khan	21,275	1. Eliminate Overcrowding. 2. Improved student to teacher ratio.
14	Provision of Clean, Safe Drinking Water	36,321	1. Improved health & hygiene conditions. 2. Improved access to clean water at school
15	Provision of funds to flood affected/vulnerable districts	463	1. Disaster risk reduction 2. Safety of life

Tentative Per Unit Cost:

Tentative per unit cost (incl. SNE) is given hereunder. However, Districts may exercise the exact unit cost as per existing rates. Moreover, standards and designs will be followed as prescribed by Provincial governments & Local bodies.

(Rs in Million)

Sr No.	Major Component	Sub Component	Category	Unit Cost
1.	Upgradation of Schools	Primary to Middle	Male/female	10.000
		Middle to High	Male/female	13.000
2.	Establishment of IT LABs	Schools without IT Lab	H.Sec, High	2.000
			Middle	0.800
3.	Provision of Furniture	Students without Furniture	H.Sec, High, Middle, Primary	0.006
4.	Schools Science LABs (Establishment/Upgradation)	Establishment	H.Sec.	5.000
		Upgradation	H.Sec.	2.000
5.	Provision of Missing Facilities	Without Electricity	H.Sec, High, Middle, Primary	0.250
		Without Drinking Water	H.Sec, High, Middle, Primary	0.250
		Without Toilet	H.Sec, High, Middle, Primary	0.150
		Without Boundary Wall	H.Sec, High, Middle, Primary	2.000
6.	Re-Construction of Dangerous Building	Partially Dangerous	H.Sec, High, Middle, Primary	3.000
		Fully Dangerous Schools	H.Sec.	15.000
			High	13.000
			Middle	10.000
			Primary	7.000
7.	Re-Construction of Shelterless Schools	Shelterless Schools	H.Sec, High, Middle, Primary	9.000
8.	Provision of Additional Classrooms	Additional Classrooms	H.Sec, High, Middle, Primary	1.300

9.	Schools Library (Establishment/Upgradation)	Schools without Library	H.Sec, High	3.000
		Schools with Library	H.Sec, High	1.000
10.	Play Ground (Establishment/Upgradation)	Schools without Play Ground	H.Sec, High	3.000
			Middle, Primary	2.000
		Schools with Play Ground	H.Sec, High	1.000
			Middle, Primary	0.750
11.	ECE Infrastructural Facilities in Primary Schools	-	Primary	0.300

CONCEPT NOTES ON PROPOSED PROGRAMMES

1.	CONSTRUCTION OF ADDITIONAL CLASSROOMS IN SCHOOLS HAVING HIGHEST ENROLLMENT IN DG KHAN IN COMMUNITY DEVELOPMENT PROGRAMME (CDP)	
1.1	Challenges	Overcrowding
		Increasing enrolment
1.2	Justification	In order to avoid overcrowding in classrooms, the provision of additional classrooms has been planned through ADP 2019-20. Improved infrastructure will create an incentive for parents to enroll their children in a safe and healthy learning environment. Additional classrooms will also resolve the issue of multi-grade teaching.
1.3	Project Duration	3 Years
1.4	Allocation in ADP 2019-20	Rs.250.00 Million
1.5	Sponsoring Agency	School Education Department
1.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
1.7	Location	Four (04) districts in D.G Khan Division i.e. D.G Khan, Layyah, Muzaffargarh & Rajanpur. Moreover, Additional classrooms will be provided to the schools where no up-gradation, re-construction of dangerous building programs is being implemented.

1.8	No.of Additional Classrooms Required	As per the latest Census, 2018-19, approximately 21,275 classrooms are required to be constructed in D.G Khan division of Punjab.
1.9	Criteria for identification	<p>For Primary < 6 CRs One classroom for each grade to meet minimum 6 classrooms criteria & if ≥ 6 CRs @ 1:50 Then Additional classrooms will be required as per Student to Classroom Ratio</p> <p>For Middle < 9 CRs One classroom for each grade to meet minimum 9 classrooms criteria. And if ≥ 9 CRs @ 1:50 Then additional classrooms will be required as per Student to Classroom Ratio</p> <p>For High < 11 CRs One classroom for each grade to meet minimum 11 classrooms criteria & if ≥ 11 CRs @ 1:50 then additional classrooms will be required as per Student to Classroom Ratio</p> <p>For Higher Secondary < 13 CRs One classroom for each grade to meet minimum 13 classrooms criteria & if ≥ 13 @ 1:50 Then additional classrooms will be required as per Student to Classroom Ratio</p>
1.10	Specifications	The additional classrooms will be constructed as per C&W's specifications i.e. 28' X 18' with 8' wide veranda. For details, layout plan for classrooms is annexed.
1.11	Monitoring & Evaluation	Tehsil or District Authorities.

2.	CONSTRUCTION OF ADDITIONAL CLASSROOMS IN SCHOOLS IN PUNJAB	
2.1	Challenges	Overcrowding
		Increasing enrolment
2.2	Justification	In order to avoid overcrowding in classrooms, the provision of additional classrooms has been planned through ADP 2019-20. Improved infrastructure will create an incentive for parents to enroll their children in a safe and healthy learning environment. Additional classrooms will also resolve the issue of multi-grade teaching.
2.3	Project Duration	3 Years
2.4	Allocation in ADP 2019-20	Rs.100.00 Million
2.5	Sponsoring Agency	School Education Department
2.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
2.7	Location	In all 36 districts except for Four (04) districts in D.G Khan Division i.e. D.G Khan, Layyah, Muzaffargarh & Rajanpur. Moreover, Additional classrooms will be provided to the schools where no up-gradation, re-construction of dangerous building programs is being implemented.
2.8	No.of Additional Classrooms Required	As per the latest Census, 2018-19, approximately 124,535 classrooms are required to be constructed in rest of the Punjab other than D.G Khan division.
2.9	Criteria for identification	Same as given in section 1.9.

2.10	Specifications	The additional classrooms will be constructed as per C&W's specifications i.e. 28' X 18' with 8' veranda. For details, layout plan for classrooms is annexed.
2.11	Monitoring & Evaluation	Tehsil or District Authorities.

3.	ESTABLISHMENT OF IT LABS IN HIGH & HIGHER SECONDARY SCHOOLS IN PUNJAB	
3.1	Challenges	Provision of quality education to children of the most deprived and marginalized segments of society with equitable access to learning and promotion of STEM are prime policy interventions of Punjab Government in the Education Sector. Establishment of I.T. Labs in school will further these s goals.
3.2	Justification	The overwhelming revolution in Information Technology (ICT) and its impact on society has been experienced in every sphere all over the world. This initiative will keep our young generation abreast of rapidly changing technological innovations.
3.3	Project Duration	2 Years Tendering = 3 months Procurement = 3 months Implementation & Support= 18 months
3.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.300.00 million.
3.5	Sponsoring Agency	School Education Department
3.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government. However, the procurement will be made by PITB.
3.7	Location	The project will be implemented in High/Higher Public Schools in Punjab.

3.8	No. of IT Labs Required	Approximately, the requirement of 358 IT labs in High & Higher Secondary schools in Punjab has been reported by PMIU-PESRP as per Census 2018-19.
3.9	Equipment	<ul style="list-style-type: none"> ▪ 1 – Content Server ▪ 16- Computer Systems ▪ 1 - Smart/Interactive Board ▪ 1 – Scanner ▪ 1 – Laser Printer ▪ 1 – UPS ▪ Networking Equipment
3.10	Specifications	Refer to Annex-A for specifications.
3.11	Monitoring & Evaluation	Tehsil or District Authorities to encourage the spirit of devolution.

4.	ESTABLISHMENT OF IT LABS IN ELEMENTARY SCHOOLS IN PUNJAB	
4.1	Challenges	Provision of quality education to children of the most deprived and marginalized segments of society with equitable access to learning and promotion of STEM are prime policy interventions of Punjab Government in the Education Sector. Establishment of I.T. Labs in schools at Elementary level will help foster the said goals. The use of ICT has made the world economies interdependent and competitive, therefore, IT labs in schools is the right of all children living in this digitized era.
4.2	Justification	<p>Fundamentally, it's a central tool that supports teaching and learning at all stages of education and across all areas of the curriculum. We live in a world consumed by technology: a world that provides incredible opportunities for young students who are just setting out on their educational journey and as such IT isn't just an essential component to the overall operation of the school, it can also help to improve achievement levels, inspire creative thinking and encourage the development of skills that will prove invaluable in the real world.</p> <p>Following are the reasons as to why establishment of IT labs in elementary schools is important:</p> <ul style="list-style-type: none"> • It extends the learning experience and expands the learning horizon. • It is equally important for teachers not only for their continuous professional development but it may also serve as a means to integrate their teaching processes. • It also enriches the curriculum as students may be exposed to a whole host of information which might help them in conceptual clarity.

4.3	Project Duration	2 Years Tendering = 3 months Procurement = 3 months Implementation & Support= 18 months
4.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.200.00 million.
4.5	Sponsoring Agency	School Education Department
4.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government. However, the procurement will be made by PITB.
4.7	Location	The project will be implemented in Elementary Schools in Punjab.
4.8	No. of IT Labs Required	Approximately the requirement of 6,961 IT labs in Elementary schools in Punjab have been reported by PMIU-PESRP as per Census 2018-19.
4.9	Equipment	<ul style="list-style-type: none"> ▪ 5 -Computer Systems ▪ 1 – Laser Printer ▪ 1-UPS ▪ 1-Scanner
4.10	Specifications	Refer to Annex-A for specifications.
4.11	Monitoring & Evaluation	Tehsil or District Authorities or any other designated personnel within or outside School Education Department.

5.	Punjab Action for Reading Habits, Access & Oversight (PARHAO).	
5.1	Challenges	<p>The shortage and small number of good Libraries has hampered the growth of one of the main sources of learning and development of reading habits, which equally provides the students, teachers and general public with the learning and instructional resources for continued mental discipline, development and academic excellence. The libraries foster life-long learning and a love for reading among people through exposing them to different educational and socio-cultural philosophies, environments, theories and ideas.</p> <p>It augments change which is not forced or imposed but helps it emerge from within. Libraries are vital to bring about positive and desired changes in dispositions, behaviors, performance, skills and other traits in students and teachers and all other regular users of the libraries.</p> <p>The libraries, irrespective of their location in schools or at any public place, serve as an effective tool to create among the users, habits of creative, innovative and analytical thinking and reflection on issues of their interest.</p> <p>The libraries address the needs of all users on equitable basis, regardless of their status, position and differences, through information and enlightenment. It capacitates the readers according to their interests and needs. It offers professional resources for teachers to update and keep them abreast with global trends on one hand and a variety of instructional and supplementary material for students on the other for their overall educational excellence.</p>

5.2	Justification	National Education Policy has recommended to make use of libraries as a tool to develop understanding, cooperation and harmony among public in general and students in particular and to further improve the quality of textbooks and learning materials. It is evident from general observation of our schools that the library facilities are very rudimentary and poor. Provision of such facilities will help implement this objective of the National Education Policy.
5.3	Scope	To provide libraries with adequate reading materials/resources and physical infrastructure to develop a supportive environment, enabling all readers and the community to make affective and efficient use of the library for their intellectual growth, life-long learning so as to be responsible and productive citizens.
5.4	Project Duration	02 Years Tendering = 6 months Procurement of books & other items = 6 months Implementation & Support= 12 months
5.5	Allocation in ADP 2019-20	Rs.100.00 Million
5.6	Sponsoring Agency	School Education Department
5.7	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
5.8	Location	Libraries will be established in High & Higher Secondary schools in Punjab.
5.9	No.of Libraries required	As per Census 2018-19, approximately 1,578 libraries are required in high & Higher secondary schools in Punjab.
5.10	Criteria for selection of books	It will involve teachers, students and relevant stakeholders in the selection of books by holding workshops to make recommendations for selection of books. The project would end up selecting 40% foreign books (an appropriate number/percentage of which will be got translated by the

		<p>project in Urdu) and 60% local books, the criteria will be set and used throughout the process of selecting and finalizing the books.</p> <p>The selection of foreign books will be made by a committee of senior professionals and educationists selected from the steering committee of the project. The donor agency will facilitate their visit to the country concerned and make arrangements with selected publishers for selection of books.</p>
5.11	Tentative Model	Approximate requirement for establishment of a New Library in High/Higher Secondary Schools of Punjab is at Annex-B .
5.12	Criteria to select & procure other items	The criteria to select and procure other items for libraries will be decided keeping in view the existing facilities, infrastructure and number of students in schools in consultation with experts and approval of the competent authority. The procurements will also be made considering rules of the Punjab Government and directions of the agency providing financial support.
5.13	Monitoring & Evaluation	A comprehensive coordination and monitoring mechanism will be developed with an aim to execute the programme effectively and make sure that the intended results are achieved and sustained beyond its set time period. The mechanism will entail a coordinated effort amongst different departments/ sections within or outside the School Education Department and regular monitoring of the facilities and their usage will be carried out by the designated personnel of the provincial and district education managers.

6.	Infrastructure for Early Childhood Education (IECE)	
6.1	Challenges	<p>Standalone incorporation of ECE in curriculum may not yield desired results without provision of adequate facilities in the form of ECE Infrastructure.</p> <p>Spacious and conducive environment for children to interact and play alone and in groups is the need of the hour. The condition of ECE facilities in public schools are found to be bleak; congested school environment has led to lack of interest and demotivation at the end of parents/teachers.</p>
6.2	Justification	<p>A child's early cognitive development, including language and communication skills, should be nurtured before the age of five. In this age, a child learns to speak, interact and understand the outer world. The provision of Early Childhood Education (ECE) within conducive environment to children below the age of five builds a solid foundation for children to cope with the demands of formal education.</p>
6.3	Scope	<p>To provide Infrastructure for Early Childhood Education having a complete standardized kit for children to play and learn. This program will help children enhance their attention, motivation and interest for learning and education, especially in the marginalized areas.</p>
6.4	Project Duration	<p>02 Years</p> <p>Tendering = 6 months Procurement = 6 months Implementation & Support= 12 months</p>
6.5	Allocation in	Rs.100.00 Million

	ADP 2019-20	
6.6	Sponsoring Agency	School Education Department
6.7	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
6.8	Location	In all Primary schools in Punjab.
6.9	No.of ECE facilities required	As per Census 2018-19, approximately 51,476 Primary schools in Punjab require ECE facilities.
6.10	Criteria to select & procure other items	The criteria to select and procure other items for ECE rooms will be decided keeping in view the existing facilities, infrastructure and number of students in schools in consultation with experts and approval of the competent authority. The procurements will also be made considering rules of the Punjab Government and Directions of the agency providing financial support.
6.11	Monitoring & Evaluation	A comprehensive coordination and monitoring mechanism will be developed with an aim to execute the programme effectively and make sure that the intended results are achieved and sustained beyond its set time period. The mechanism will entail a coordinated effort amongst different departments/ sections within or outside the School Education Department and regular monitoring of the facilities and their usage will be carried out by the designated personnel by the provincial and district education managers.

7.	Provision of Missing Facilities in Schools:	
7.1	Challenges	School Education Department has continuously been providing missing facilities to the schools where existing facilities require repair and maintenance like Boundary Wall, Drinking Water, and Toilets etc. With increasing enrolment, the requirement for facilities has also risen. Therefore, provision of a conducive environment having adequate facilities is deemed important to keep pace with international best practices.
7.2	Justification	<p>Up-gradation of primary & Middle schools and provision of additional classrooms necessitate the provision of quality furniture and other facilities ensuring the safety/comfort of students.</p> <p>Physical activity is as important as mental activity. Participation in extracurricular activities may have positive effects on overall health of students. Therefore, playgrounds are planned to be established and upgraded where required. For better learning and conceptual understanding science labs are deemed important in high and higher secondary schools. This will facilitate scientific experimentation for the students and will develop interest for scientific research. Science labs for physics, chemistry and biology will be established and rehabilitated where required in high and higher secondary schools.</p>
7.3	Scope	Provision of overarching facilities such as Boundary wall, Toilet blocks, Drinking water, Electricity, Furniture, Play Grounds, Science Labs & Libraries etc.
7.4	Project Duration	60 months
7.5	Specifications	The specifications for science labs (Physics, Chemistry & Biology) is at Annex-C . The tentative model of Libraries is

		already given at Annex-B .
7.6	Allocation in ADP 2019-20	Rs.750.00 Million
7.7	Sponsoring Agency	School Education Department
7.8	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
7.9	Location	All schools in Punjab requiring such facilities.
7.10	Monitoring & Evaluation	The mechanism will be based on a coordinated effort amongst different departments/ sections within or outside the School Education Department and regular monitoring of the facilities and their usage will be carried out by the designated personnel by the provincial, district & tehsil authorities.

8.	Up-gradation of Schools (Primary, Elementary & High) in Punjab	
8.1	Challenges	The existing schools must be up-graded to next level of schooling in order to address challenges such as accessibility, high attrition/dropout rate at primary level
8.2	Justification	Article 25-A of the constitution of Islamic Republic of Pakistan 1973, holds the State of Pakistan responsible for provision of free and compulsory education to all children ,from the age group of five to sixteen years. This programme places paramount importance to this constitutional provision along with other multiple interventions, which will be undertaken to impart quality education to the children at their doorstep. Consequent to the obligation of compulsory education and retention of school children, it has been planned to upgrade existing Primary and Elementary Schools.
8.3	Project Duration	Implementation & Support= 12 months
8.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.750.00 million.
8.5	Sponsoring Agency	School Education Department
8.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
8.7	Location	The project will be implemented in existing elementary, High & Higher Secondary Schools in Punjab.
8.8	Criteria	The criteria for up-gradation is at Annex-D .

8.9	Monitoring & Evaluation	Tehsil or District Authorities or any other personnel deployed from within or outside School Education Department.
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9.	Reconstruction of Dangerous School Buildings in Punjab	
9.1	Challenges	Undertaking reconstruction of critically dangerous schools/ repair of all the dangerous school buildings in the Punjab Province is essential to ensure safety of children, teachers and allied staff.
9.2	Justification	To ensure the provision of adequate infrastructure facilities that support a conducive learning environment. One of high priority programmes of Government of the Punjab is reconstructing dilapidated school buildings to promote a safe learning environment for students, teachers and school staff against natural and man-made disasters. The status of buildings and the physical space available in schools is not ideal.
9.3	Project Duration	Implementation & Support= 12 months
9.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.750.00 million.
9.5	Sponsoring Agency	School Education Department
9.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
9.7	Location	The project will be implemented in all schools where reconstruction of dilapidated buildings is required.
9.8	Monitoring & Evaluation	Tehsil or District Authorities or any other personnel deployed from within or outside School Education Department.

10.	Construction of Shelter-less Schools in Punjab (A ROOF FOR EVERY SCHOOL (ARES))	
10.1	Challenges	Shelter-less Schools pose a health hazard for students besides providing an environment that is not conducive to learning. Punjab Government is fully aware of the fact that Education is the foundation for every child's development and supports achievements of school reforms, Road Map targets of 100% enrollment, 100% retention of students and quality education. To achieve these targets, Government of Punjab has made various commitments and taken a number of measures to provide quality educational institutes/schools throughout the province. As per data, provided by PMIU on the basis of Census 2018-19, 158 schools are Shelter-less that immediately require building/shelter infrastructure.
10.2	Justification	Under this initiative, schools will be provided new building/classrooms with associated facilities to cater to the growing needs of schools and to retain students.
10.3	Project Duration	Implementation & Support= 12 months
10.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.200.00 million.
10.5	Sponsoring Agency	School Education Department
10.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
10.7	Location	The project will be implemented in all shelter less schools in Punjab. Approximately 158 (reported).

10.8	Monitoring & Evaluation	Tehsil or District Authorities or any other personnel deployed from within or outside School Education Department.
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11.	Provision of Clean & Safe water Facility in Schools in Punjab.	
11.1	Challenges	Unsafe drinking water can lead to several diseases such as diarrhea, typhoid, malaria, intestinal worms and hepatitis. Drinking water, if found contaminated with arsenic and bacteria, becomes lethal and hazardous for human consumption.
11.2	Justification	In order to protect children from diseases and other harmful bacteria, installation of water purification /filtration plants are mandatory to be installed so that children can have healthy, safe and clean water for consumption.
11.3	Project Duration	Implementation & Support= 12 months
11.4	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.10.00 million.
11.5	Sponsoring Agency	School Education Department
11.6	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
11.7	Location & Scope	Safe clean drinking water facility/ RO Plants will be provided in all Primary Schools wherever water is found contaminated. School administration will be bound to conduct water testing by any certified laboratory.
11.8	Monitoring & Evaluation	Tehsil or District Authorities or any other personnel deployed from within or outside School Education Department.

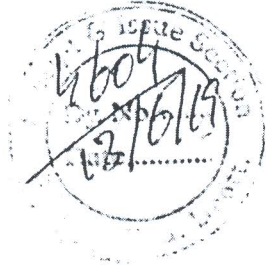
12.	Rehabilitation of Flood Affected & Vulnerable Schools.	
12.1	Challenges	Since its inception, Pakistan has been periodically hit by floods due to improper risk management mechanism and poor ex-ante flood preparedness. Punjab has been amongst the worst hit province where floods in years 2010& 2013, not only affected crops but houses, schools and associated infrastructure.
12.2	Justification	This project will retrofit vulnerable schools in Punjab to help the target communities ward off damage associated with floods, seismic jerks, torrential rains and other catastrophes. The Project will also uplift target community/school children by retrofitting the hazard prone schools which might be affected by floods in future so that they may continue to function and impart education to the children without fear of being hurt. However, the local administration as implementing partner may play a major role in identification of these vulnerable districts and carrying out activities during implementation stage. Therefore, a survey has been conducted through DEAs to verify flood prone areas.
12.3	Project Objectives	<p>The project will contribute to the economic and social retrieval of vulnerable/seismic zone areas in Punjab Province through retrofitting of school infrastructure which might get damaged and weakened during the floods/seismic waves in future. The project will not only retrofit flood/ seismic vulnerable school buildings in Punjab but also support ex-ante disaster risk management activities. Vulnerable infrastructure in the flood/seismic prone areas shall be upgraded to incorporate considerations for resilience to mitigate the potential impact of future flood and other catastrophic events.</p> <p>15. The project is multi-dimensional and is targeted to achieve following distinct outputs/outcomes for the School Education sector involved:</p> <p>Output 1: Retrofitting of flood/seismic prone schools in 18</p>

		<p>districts of Punjab mentioned earlier, will be ensured. Moreover, during the retrofitting of flood/ other hazard prone schools, if needed, makeshift/ temporary structures will be provided where necessary so that children can continue their education until retrofitting of the buildings are completed without any hindrance.</p> <p>Output 2: Retrofitting of hazard prone/vulnerable Girls' schools in Punjab will help girls continue their education and fulfil their potential to the fullest without facing any difficulty.</p> <p>Output 3: Strengthening disaster risk management through:</p> <ol style="list-style-type: none"> 1. Enhancement of resilience and development of human and institutional capacity and strengthening of the interface with the districts (downward) and other mandated institutions/entities(horizontal and upwards) that have a key role in flood management; and, 2. Multi-hazard risk assessment data and system development; and 3. Effective project management. <p>Output4: Assist & Strengthen District Administration in effective project management and evaluation through the provision of technical, financial and human resource support during project implementation.</p> <p>Output 5: Improved regional capacity and preparedness for emergency response.</p>
12.4	Project Benefits	<p>This project will yield multitude of benefits such as:</p> <p>The retrofitting includes improving infrastructure of the school building to protect human and material assets against any hazard or loss. Similarly, school improvement plan includes Disaster Risk Reduction Trainings, formation of School Management Committees and Student Representative Councils for improved governance and accountability as part of ex-ante disaster response. All such efforts will warrant education/ learning of the local community as well as society at large. Within project</p>

		<p>context the restoration, retrofitting, capacity building and disaster resilience shall impart financial safety (indirectly) for population residing in flood prone areas with far-reaching economic dividends for the province, Thereby, contributing significantly to national economy that suffers enormously due to recurring flooding.</p> <p>Other associated benefits include improved structural and nonstructural resilience technical skills of personnel at concerned departments and working to improve the early warning system. Pakistan is a developing country and most of the floods-affected population is poor. The project will indirectly address the issues of poverty, vulnerabilities and will create distributional effects.</p> <p>While costs of the project are directly observable, the benefits are difficult to estimate as there will be multi-dimensional and multiplier effects. The project will result in improved infrastructure, reduced income inequality, resilient infrastructure, skilled human resource to better manage the disasters, reduced risk of deaths and injuries in the future, improved early warning system and fiscal resilience.</p>
12.5	Project Duration	Implementation & Support= 12 months
12.6	Allocation in ADP 2019-20	Allocation in ADP 2019-20 amounts to Rs.200.00 million.
12.7	Sponsoring Agency	School Education Department
12.8	Executing Agency	District Education Authority of concerned district or any other devolved model (in future) of District Government.
12.9	Location	<p>A total of 10 districts in Punjab have been identified/reported where schools are found to be in floods /seismic prone areas (Annex-E). The impacts are found to be concentrated in districts of southern region. The flood prone/vulnerable districts are as follows:</p> <ol style="list-style-type: none"> 1. Muzaffargarh, 2. Attock, 3. Gujrat,

		<ol style="list-style-type: none"> 4. M.B Din 5. Layyah 6. Jhang 7. Hafizabad 8. Rajanpur 9. Khanewal 10. Chiniot <p>Schools in abovementioned districts are reported to be seriously prone to hazards, therefore, to avoid any future losses to infrastructure an emergency retrofitting of schools is needed. Government of the Punjab, thereof, is committed to retrofit those vulnerable areas by providing conducive and safe environments/ physical infrastructure to the children. Moreover, the flood vulnerable districts have been brought to the fore in order to prepare the local community against any disastrous repercussions/ catastrophes.</p> <p>.</p>
12.10	Monitoring & Evaluation	Tehsil or District Authorities or any other personnel deployed from within or outside School Education Department.

ANNEXES



PUNJAB INFORMATION TECHNOLOGY BOARD

Government of the Punjab
11th Floor, Arfa Software Technology Park,
346-B, Ferozpur Road, Lahore-Pakistan
Phone: 92-042-35880062, Fax: 92-42-99232123

Ref: PITB/Admin/ 102
Dated: 12/06/2019

To,
Section Officer (ADP-III)
School Education Department,
Lahore.

Subject: **SPECIFICATIONS OF IT LABS EQUIPEMENTS IN PUBLIC SCHOOLS PUNJAB**

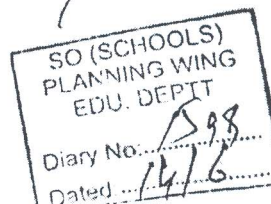
With reference to your letter no. SO (ADP-III) 9-3/2017 dated 17th April 2019, specifications are being shared for the establishment of IT LABs at High/Higher Secondary/Elementary schools from IT LABs block during ADP 2019-20. Specs have modified as per requirements provided by School Education Department.

Sr No.	Name of Scheme	Allocation(2019-20)	Criteria	
1	Provision of IT Labs in High/Higher Secondary Schools of Punjab(Rs.2 Million Per Lab)	Rs.800 Million	Computer System	16
			Content Server	1
			Interactive Smart Board/Screen/Panel (Teaching/Learning)	1
			Printer Laser- Scanner	1-1
			Networking Equipment	
			UPS	1
2	Provision of IT Labs in Elementary Schools of Punjab(Rs.0.5 Million Per Lab)	Rs.300 Million	Computer System	5
			Printer Laser- Scanner	1-1
			UPS	1

2. Change in foreign exchange rates may apply on the procurement of items/hardware that shipped from international market.
3. Please refer to the Annexure A for specifications of said IT Equipment.

Noreen
Noreen Anwer
(Assistant Program Manager, PITB)

CC:
1. Additional Secretary, School Education Department, Lahore
2. PS to Secretary, School Education Department, Lahore
3. Ms. Fatima Abbas, Staff Officer, School Education Department
4. Director (IT), PITB



Annexure A:

DESKTOP COMPUTER Core i5 (Estimated Budget in Rs.100,000/-)			
Sr. #	ITEM	DESCRIPTION (Minimum Specifications)	Quantity
1.	Processor	Intel® 8 th Generation Core™ i5 2.8 GHz(Base Frequency) , or higher	16
2.	Mother Board	Intel Chipset	
3.	Memory	4 GB DDR-4, or higher	
4.	Hard Disk Drive	Min 500 GB SATA or higher	
6.	Video/Display Card	Integrated	
7.	Sound Card	Integrated	
8.	Network Adapter	Built-in Gigabit Ethernet card (Microsoft Windows, Linux Supportive) Wake on LAN (WOL) support	
9.	LCD Display	18.5" LED Backlit Monitor. Low radiation, 1024x768 Resolution Supportive of Higher.	
10.	Integrated I/O Interfaces	Six USB Ports 2.0/3.0 etc. one or more PCIe Slots. 1 HDMI/VGA Port	
11.	Wireless LAN	Wireless 802.11a/b/n or ac.	
12.	Mouse & Key Board	USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll (Same Brand).	
12.	O/S	Windows 10 Home Edition	

External DVD/CD PLAYER (Estimated Budget in Rs.6,500/-)			
#	ITEM 1	DESCRIPTION (Minimum Specifications)	Quantity
1	DVD Player	Type: remote control, Supported Digital Audio Standards, MP3 Supported, Digital Video Standards: MPEG-2, MPEG-4, WMV	1

Laser Printer (Medium Duty) (Estimated Budget in Rs.40,000/-)			
S.#	Item I	Description (Minimum Specifications)	Quantity
1	Print Speed	30 ppm or higher	1
2	Duty Cycle	80,000 pages or higher. 4,000 pages/month or higher	
3	Processor	800 MHz or higher	
4	Internal Memory	128 MB or higher	
5	Resolution	600 x 600 dpi or higher	
6	Paper Type	Legal, A4, Letter,	
7	Paper Supply	Two Trays (One Multipurpose)	
8	Interface	Network Ready (Gigabit Ethernet) , Connectivity 10/100/1000T Ethernet; Built in wifi	
9	Other Features	Full Duplex, Windows and Linux supported Drivers, management software , USB 2.0 Cable with standard features like print cancel button, LCD display etc.	

Content Server (Estimated Budget in Rs.85,000/-)			
Sr. #	ITEMS	DESCRIPTION	Quantity
1	Processor	Intel® Processor 1.4 GHz or higher	1
2	RAM	2 GB, DDR3 or higher	
3	Storage	500 GB, 8GB eMMC or higher	
4	Wireless Service	WiFi 802.11 a/b/g/n/ac Wired Gigabit Ethernet	
6	OS	Open source / Ubuntu 64 bit	
7	Power Backup	Battery Backup 4 hours or higher	
8	Customization	Customized installation of Digital Content	
9	Maintenance free OS and device, single button boot. No display or keyboard input required		

Note*: Functions of content server

- Digital content for K-12 has developed on popular web based format (PHP and MySQL). Therefore, Linux OS is required.
- In future open source Learning Management System (LMS) may be deployed on these content servers.
- Content server is a compact machine, therefore no Linux experienced person is required to operate.

UPS (5 Computers) (Estimated Budget in Rs.200,000/-)			
#	ITEM 1	DESCRIPTION (Minimum Specifications)	Quantity
1	UPS	3 KVA UPS, 24 volt operated, Long backup, regulated output, low voltage charging, over under voltage protection; Short circuit protection, Over Heating Protection, Single Phase, 50Hz out frequency, Two batteries minimum 200AH or above, along with battery bank rack, with other standard features, power cabling for UPS. UPS batteries warranty 6 months/ as per manufacturer standard.	1

UPS (16 Computer Systems) (Estimated Budget in Rs.300,000/-)			
#	ITEM 1	DESCRIPTION (Minimum Specifications)	Quantity
1	UPS	5 KVA UPS, 24 volt operated, Long backup, regulated output, low voltage charging, over under voltage protection, Short circuit protection, Over Heating Protection, Single Phase, 50Hz out frequency, Two batteries minimum 200AH or above, along with battery bank rack, with other standard features, power cabling for UPS. UPS batteries warranty 6 months/ as per manufacturer standard.	1

Access Switch 24-Port: (Estimated Budget in Rs.30,000/-)			
#	ITEM 1	DESCRIPTION (Minimum Specifications)	Quantity
1	Network Switch	24 x10/100/1000Base-T Ethernet ports, Switching capacity at-least 56Gbps or higher, forwarding throughput 40Mpps or higher, 16K or higher MAC address tables, 256 or higher active VLAN, Voice VLAN or equivalent, IGMP snooping v1/v2/v3, MLD Snooping, Traffic shaping based on interfaces and queues, flow mirroring, port-based ACL, VLAN-based ACL, DHCP Snooping feature, SNMPv1/v2c/v3, Telnet, RMON, SSHv2, web management. Support in-service patching and upgrade.	1

Flatbed Scanner Light Duty (Estimated Budget in Rs.30,000/-)			
#	ITEM 1	DESCRIPTION (Minimum Specifications)	Quantity
1	Scanner	Document feeding: Flatbed. Document Size: A4, Scanning Resolution: 1200 by 1200 or higher. Scanning modes: B/W & Color @200dpi, With other standard features along with USB cable. Drivers: Microsoft windows 7/8/10 and other Supportive.	1

Interactive Screen/Smart Board	
Smart Screen	DESCRIPTION (Minimum Specifications)
Display	65" Full HD 1080p or higher (1920 x 1080 px @ 60 Hz) TFT LED or Higher
Built in Connectivity	USB,HDMI In, HDMI Out, VGA, MIC, Headphone, Speaker, [Camera(Built in or external)]
Power	Power Consumption : < 300W, Power requirement: 100v-240v AC
Operating System	Built in computing: Windows 7 or higher Equipment should be able to work with Microsoft Windows (7 or above) & Android (5 or higher)
Storage	128GB SSD or Higher
Content View	2D display, 3D, Virtual Reality
Application Software /main features including	Multicolor pen/finger writing, text input, eraser, zoom in/out, smart tools (calculator, clock, ruler, etc.), shape recognition, gesture recognition
Interactivity	Continuous Touch Points: 10, Touch Technology: Infrared, Gestures and Edge Swipes: Windows
Pen	Pens Included: x1, Pen Type: Battery-Less, Pen Tip Diameter: 8 mm
Packed Contents	Touch Screen along with minicomputer, wireless keyboard, wireless mouse, Pen x1 Remote control x1, HDMI cable x1 , USB cable x1

Annex-B

Approximate Requirement for Establishment of a New Library in High/Higher Secondary Schools of Punjab									
Sr · N o	Component s	Where Enrollment 500-700 and Above 50-70 student at a time in Library				Where Enrollment 700-800 and Above 70-80 student at a time in Library			
		Size specificatio n	No of Ite ms	Per unit Cost	Total Cost	Size specification	No of Ite ms	Per unit Cost	Total Cost
1	Library Room/Hall	750 Sq.(ft) 27X27	1	30,00000	30,00000	900 sq(ft) 30X30	1	40,0000 0	40,00000
2	Racks(6-7 Shelves per Rack	Height: 5'-9" Width: 8'	10	20,000	2,00000	Height: 5'-9" Width: 8'	15	20,000	3,00000
3	Books	3 per student 700*3	210 0	400	840,000	3 per student 800*3	2400	400	960,000
4	Tables	One round table for 8 student	8	25000	2,00000	One round table for 8 student	10	25000	250,000
5	Chairs	One chair for each student	70	12000	840000	One chair for each student	80	12000	960,000
6	Computers		10 set	60,000	6,00000		15 set	60,000	9,00000
7	Server Installation +UPS backup		1	24,50000	24,50000		1	24,5000 0	24,50000
Total					8,130,000				9,820,000

**NOTIFICATION**①
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No SO(ADP)MISC-354/2010. Competent Authority has been pleased to notify the Standardized Specifications of Science Lab Equipments for **Chemistry, Physics** and **Biology** to be procured by I.T Labs Project (after expiry of IT Project) by the relevant School Councils. The details of equipments as recommended by the Technical Advisory Groups (TAG) are as under:-

Chemistry : (Upto 10th Class as per National Curricula and Standards)
Based on Group of 40 Students Required Apparatus and Chemicals

Sr. #	Description	Specification	Qty.
GLASS WARE:			
Common specifications for all glass apparatus:			
Borosilicate glass with 80% silicon content, heat resistant-upto 300 °C, uniform bore, uniform bends and joint, permanent graduation where required, clear glass			
1.	Beakers 50 cm ³	Common specification for glass apparatus	20
2.	Beakers 100 cm ³	Common specification for glass apparatus	25
3.	Beakers 1000 cm ³	Common specification for glass apparatus	10
4.	Beakers 250 cm ³	Common specification for glass apparatus	100
5.	Beakers 500 cm ³	Common specification for glass apparatus	10
6.	Spirit Lamp 150 ml (local)	Common specification for glass apparatus	15
7.	Test tubes (16x150mm)	Common specification for glass apparatus	400
8.	Burettes	Common specification for glass apparatus	25
9.	Capillary tubes	Common specification for glass apparatus	5-Packets
10.	China dishes	Common specification for glass apparatus	60
11.	Conical flask (250 cm ³)	Common specification for glass apparatus	25
12.	Delivery tubes	Common specification for glass apparatus	01 kg
13.	Droppers (local)	Common specification for glass apparatus	50
14.	Funnels	Common specification for glass apparatus	25
15.	Fusion tubes	Common specification for glass apparatus (Germany)	100 pec
16.	Glass plates	Common specification for glass apparatus	50
17.	Glass rods	Common specification for glass apparatus	01 kg
18.	Glass stirrer	Common specification for glass apparatus	50
19.	Graduated cylinders 100 m ³	Common specification for glass apparatus	25
20.	Graduated cylinders 50 cm ³	Common specification for glass apparatus	25
21.	Magnifying Glass with handle	Common specification for glass apparatus	5
22.	Measuring Flasks 100 cm ³	Common specification for glass apparatus	50
23.	Measuring Flasks 1000 cm ³	Common specification for glass apparatus	20
24.	Measuring Flasks 250 cm ³	Common specification for glass apparatus	50
25.	Regent bottle 250 ml	Soda glass Transparent, shock resistant glass	50
26.	Pipettes 10 cm ³	Common specification for glass apparatus	25
27.	Round bottom distillation flasks with side arm	Common specification for glass apparatus	25 set
28.	Thermometers	-10 to 100 °C	20
29.	Water Condenser with straight inner jacket	Common specification for glass apparatus	1
30.	Watch Glasses 100 mm	Common specification for glass apparatus	25
31.	Wide Mouth reagent bottle	Soda glass Transparent, shock resistant glass	50
METAL WARE			
32.	Battery cells with two Electrodes		20
33.	Bunsen burners	Non-rust metal with air / gas inlet control	20
34.	Iron stands (with copper clamps)	(1m high) (1/2)"-did. heavy base Pak. made	20
35.	Magnets		20
36.	Physical Balance / Electronic digital Balance	1 gm to 2 kg. Dual-Electric & Battery operated, Overload protection above 2kg capacity, Can be calibrated with external weight, AC Adaptor for 220 V	2
37.	Platinum Wired	Pak. Made	50 (iron15)
38.	Sand baths	Pak. Made	25
39.	Spatulas	Non-rust, non-magnet	25
40.	Test tube holders	Wooden handle, non-rust tube holder	50
41.	Test tube racks	Non-rust steel or powdered coated	25
42.	Test tube stands	Non-rust steel or powdered coated	25
43.	Watch Glasses 100 mm	Pak. Made	25

44.	Bar Magnet	100 mm x 18 mm x 7mm	1
45	Wire guaze	Pak, made	50

WOODEN WARE AND OTHERS

46	Blue Litmus Paper	Lab / reagent quality	10 Packet
47	Filter papers	Packet of 100 pieces	20 pack
48	PH papers (1-14)	Lab / reagent quality	20 pack
49	Red litmus paper	Lab / reagent quality	10 pack
50	Rubber tubing	Pak. Made	50
51	Cotton (big roll)	Pak. Made	05 pack
52	Match Box	Pak. Made	25
53	Rubber corks	Assorted	01 pack
54	Test tube brush	8" long nylon	20

CHEMICALS: (All liquid chemicals should be in specified glass bottles) (All dry solid chemicals should be in plastic bottles)

55	Acetic Acid / vinegar	90 %	04 Liter
56	Acetone	90 %	01 Liter
57	Aluminum Foil	90 %	1 Sheet
58	Aluminum Nitrate	90 %	100 gm
59	Aluminum Chloride	90 %	400 gm
60	Ascorbic Acid	90 %	500 gm
61	Barium Chloride	90 %	400 gm
62	Benzene	90 %	200 ml
63	Bromo Thymol blue solution	Lab / Reagent Grade	100 ml
64	Calcium Carbonates	90 %	400 gm
65	Calcium Chloride	90 %	400 gm
66	Calcium Sulphate	90 %	400 gm
67	Cinnamic Acid	90 %	25 gm
68	Citric Acid	90 %	250 gm
69	Copper Sulphate	90 %	400 gm
70	Ferric Chloride	90 %	400 gm
71	Formaline	90 %	2.5 L
72	Hydrazine 2-4 di-nitro phenyl hydrochloride	90 %	50 gm
73	Hydrochloric Acid (Conc)	37 %	5 L
74	Hydrogen carbonate indicator	90 %	450 ml
75	Iodine	90 %	250 gm
76	Iron Dust	Local Pack	400 gm
77	Litmus Solution	Local Pack	500 ml
78	Magnesium Hydroxide	90 %	400 gm
79	Methanol	90 %	500 ml
80	Methyl Orange	90 %	25 gm
81	Mustard Oil	Local pack	01 Liter
82	Naphthalene	90 %	200 gm
83	Nitric Acid	65 %	1000 ml
84	Oxalic acid	90 %	400 gm
85	Phenolphthalein	90 %	25 gm
86	Phenol	90 %	400 gm
87	Potassium chloride	90 %	400 gm
88	Potassium Hydroxide	90 %	500 gm
89	Potassium Permanganate	90 %	400 gm
90	Powder Zinc	90 %	400 gm
91	Silver Nitrate	90 %	25 gm pk
92	Soap	90 %	1 kg
93	Sodium Bicarbonate	90 %	400 gm
94	Sodium Carbonate	90 %	500 g.
95	Sodium Chloride	90 %	1 kg
96	Sodium Hydroxide (Pallets)	90 %	500 gm
97	Sodium Metal	Lab / Reagent quality	200 gm
98	Sodium Sulphate	90 %	400 gm
99	Strontium Chloride	90 %	250 gm
100	Sulphur	90 %	400 gm
101	Sulphuric Acid Conc	85 %	5 L
102	Tollen's Reagent	Local prepared solution with expiry date	500 ml
103	Benedict's solution	5 %	2.5 L
104	Chloroform	90 %	2.5 L
105	Crystal violet	Lab / Reagent quality	100 gm
106	Distilled water	Commercial Grade	10 L

2

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107	Ethanol	90 %	05 L
108	Fehling Solution A+B	Local prepared solution with expiry date	500 ml
109	Fructose	90 %	500 gm
110	Glucose	90 %	500 gm
111	Glycerine	90 %	250 gm
112	Iodine Solution	1 %	250 ml
113	Sugar	90 %	500 gm
114	Ascorbic Acid	90 %	500 gm
115	Diastase (Amylase)	Lab / Reagent grade	100 gm
116	Eosin (Dye)	Lab / Reagent grade	100 gm
117	Methylene blue (Dye)	Lab / Reagent grade	100 gm
118	Sudan III solution	5 %	100 ml
119	Cobalt Chloride paper	Lab / Reagent grade	2 pack
120	Safranin	Lab / Reagent grade	100 gm
121	Starch	Lab / Reagent grade	250 gm

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PHYSICS:- (Upto 10th Class as per National Curricula Standards)
(Based on Group of 40 students- Required Apparatus)

Sr. #	Description	Specification	Qty
1	Ammeter	(0-0.6 A & 0-3A), Dual Range, China made with glass screen (Non-electrostatic)	15
2	Angle Iron	2 meter long Graduated at each 5 cm Hard (Extrude Aluminum 3 mm thick with stopper at the end. With V-clamp attachable steel ball (Diameter not less than 16mm) with zero at lower end mark Local made	10
3	Atwood Machine's Pulley	Aluminum Pulley, Spoke type, Diameter: 75 mm, Having 1-inch ball bearing fitted on steel shaft & with G clamp & slotted weights (5 x 10g = 50 g), 2-set with hanger Local made	12
4	Bar Magnet	Cobalt steel-Size: 10 mm x 10 mm x 5 mm	25
5	Candle	6" Long & 1" Diameter	50
6	Cell	Rechargeable of "A" size, Nickel-Cadmium	25
7	Cell Holder	Brass Terminals with heavy Thermoplastic Base of two cells capacity with three terminals option	12
8	Cell Charger	(Multimode) for rechargeable cells	2
9	Circular coil	With enameled insulated copper wire (24 SWG), Wounded gradually (50,75 & 100 turns) on a plastic ring (inner diameter 100 mm) fitted on a farmica base with 4 Brass terminals mounted on Chemically treated wood	12
10	Common pins	1.5" with plastic beaded top	10 pack
11	Compass needle	18mm Diameter	25
12	Concave mirror	Optically true Focal Length (10cm to 15cm) & (16cm to 20cm) having aperture 75mm	15 each
13	Connecting wires	Single soldered plastic covered standard copper wire (40/76) & length 0.5 m with crocodile clamps as both ends	100 wires
14	Convex lenses (long aperture)	Optically true of grounded edge glass 10cm focal length (Aperture 2")	15
15	Convex lenses (Short aperture)	Optically true of grounded edge glass 6cm Focal Length (Aperture 1")	15
16	D.C. Power supply	1.5 V-12V(D.C) Variable valued 2 Ampere with both ammeter & Voltmeter with short circuit protection / tripper	15
17	Drawing Board	Soft Ply wooden, Size: 13" x 16" Bordered with chemically treated wood, Hollow type & 16mm thick	30
18	Drawing pins (thumb pins)	Pack of 50 pieces	5 packets
19	Aluminum Calorimeter with lagging	With Balelite lid, stirrer & Thermometer holder	10
20	Standard Resistances	Resistances of 2.2 Ω , 2.7 Ω , 3.3 Ω , 4.7 Ω , 6.8 Ω , 10 Ω , Each mounted in an plastic enclosure with two Brass terminals, power tolerance 10 watts set of six	12
21	Free Fall Apparatus (Complete)	Pendulum length 1.2, made of 9mm x 9mm square cross-section, Mild Steel pipe with adjustable pendulum weight & Brass pulleys (No-2), Bob of 1" diameter, Support column of ms pipe (47 mm x 22mm), All metal (powder coated) heavy gauge, heavy base & leveling screws	12
22	Galvanometer	Centre Zero (30 Div) Bench type, three terminals with glass screen china made	15
23	Geometry Box	Standard plastic made foam packing for Lab. Use	4

24	Glass Prism	Size: 1.5" x 1.5" x 1.5" Soda glass with blind top & bottom	20
25	Glass slab (Rectangular)	Size (75mm x 50mm x 15mm) soda glass	20
26	Glass slab (Semi circular)	Size 15mm thick & 75mm soda glass	20
27	Graph paper	Centimeter Graph paper A-4 size, (70g paper (Pad of 40 leaves)	20 pads
28	Horizontal force table with pulleys	Circular soft wooden board of 40cm diameter, 2cm thick & 30cm high mounted on three legs, Circular Aluminum scale fitted on the board with finished level along the boundary of the table. {slotted weights + hanger} [5x50g=250g, 3-sets], & Horse Aluminum pulleys (diameter 40mm) with clamping screws, pulley height not more than 1cm above board level	12
29	Helical spring Apparatus	Aluminum spring of winding length 23mm & diameter 1.5mm Wire thickness 0.6mm + 5 slotted weight + hanger with screwed pointer with nut at its back (6x50g=300g set)}, having steel scale (adjustable)	12
30	High Resistances Box	0-5000 Ω , fine quality with plug key type 17 keys including ∞ - key (infinity key), Coil wound with wax coating on black plastic sheet (9.5" x 4") & thickness 5mm with red wood box	25
31	Horizontal plane with pulley	Wooden (plane surface) (size 20" x 4" x 16mm) with pulley of 25mm diameter & steel pin (diameter = 60mm & 26 SWG)+ Wooden Block with hook (75mm x 10mm x 16mm)	12
32	Steel Roller	Steel roller (1" diameter & 3" long with double clamps & hooks at both sides)	12
33	Iron Stand	Heavy Base size (20cm x 12.5 cm x 1.5cm) powder coated, ROD size (75cm high, 1cm diameter) powder coated, Funnel holder, Burette clamp & boss head with screws all made of Brass	20
34	Key plugs	13mm thick brass strip & brass terminals fitted on Bakelite base (5mm thick)	30
35	Knitting needle	Chrome plated (15cm long x 1.5mm diameter)	15
36	Lead pieces / shot	500g packing	1 kg
37	Lens up right Metal Stand	Dicasted Aluminum base with two needle & one square screen (set of 3)	15
38	Pendulum Metallic bobs with hooks	Diameter 12mm, 18mm, 25,, (set of three) brass	12 each
39	Meter Rod	Lasani, 8mm thick & width 25mm	30
40	Logic Gates (Set of six)	Individual Gated (5-logic Gates) installed on plastic transparent case (4"x4") with power supply (5 Volts) with electric Piezo buzzer	12
41	Physical Balance	TG-928 A having marble Base with weight box	5
42	Plane mirror strip	Size (25mm x 75mm, 3mm)	30
43	Rheostat	50 Ω with Porcelain pipe	12
44	Sand paper	China made	5
45	Screw Gauge (L.C=0.01MM)	Super Quality (Tri-circle), pitch 0.5mm, 50 divisions on circular scale, with lock & key plastic casing, Rust free	20
46	Small wooden bench	Size: 12.5cm x 5cm Made of treated wood	15
47	Solid cylinder	Brass (12mm, 18mm, 25,,) all of 8mm diameter (set of 3)	15 set
48	Spring balance	Transparent plastic with adjustable scale (upto 500gm)	25
49	Stop watch	Digital Q & Q	20
50	Styrofoam Cup	Disposable cup size	200
51	Thermistor	Covered with metal pipe, NTC type	15
52	Thread	Un stretchable fine quality No-* j&p (in cone form)	3 cones
53	Vernier Caliper(L.C=0.1MM)	Tri circle rust free steel	20
54	Voltmeter	Dual Range (0-3 V & 0-15 V) Bench type	12
55	Weight box	Red plastic weight box ss level with fractional weights	10
56	White sheets	Legal size rim of 500 pages (80g)	3 Rims
57	Wooden wedge with metal strip at top	Heavy upright level size (15cm 10cm x 5cm) with copper strip at the top edge	10
58	Ray box	Operated at 220v with thin slit option	20
59	Low Resistance boxes	1-500 Ω fine quality with plug key type 13 keys including ∞ - key (infinity key), coil wound with wax coating on black plastic sheet (9.5" x 4") & thickness 5mm with red wood box	21

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BIOLOGY:- (Upto 10th Class as per National Curricula Standards)

Based on Group of 40 students required Apparatus, Specimens, Chemicals, Prepared Slides, Charts & Models (Glass Equipment common with Chemistry).

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Sr. #	Description	Specification	Qty
APPARATUS / EQUIPMENT			
1.	Aquarium	Size 3' x 2' x 2' Transparent acrylic Sheet 4.7 mm thick, Air Pump, Tubing Polythene, Joints--Two way, Three Way, Straight Diffuser Bubbler Stone, Air Control Clamp, Water Filter, Aquarium Heater Submergible 100 Watts, Aquarium Thermometer, Aquarium Compound, Aquarium Decoration Sets, Fish, Aquatic plants, (Hydrilla, Vellisenaria), Aquarium Net 4" Diameter	1
2.	Bell jar	Glass 150 x 300 mm [3] 250 x 300 mm [3]	6
3.	Safety Razors	Packet of 5 pieces	05
4.	Cotton Wool	[Large] 200 gm Packet	4
5.	Dissection board	[1 x 1 ½ ft], Soft wood single piece	4
6.	Dissection box	12 pieces [Stainless steel 2 Forceps, 2 Scissor, 2 scalpels, 2, 2 needles, Blow pipe, plastic Ruler, 2 Dropping Pipettes]	4
7.	Inoculating loop	Metal handle with brass pin	10
8.	Insect net	Wooden handle 3 ft long with 8" Diameter, Brass ring and nylon net	5
9.	Lens paper	Does not scratch glass, Lint free [100 sheets packet]	6
10.	Microscope	Compound microscope with monocular non inclined or inclined which can be rotatable at 360 degree, 10X wide field eye piece according to DIN standard. Revolving nosepiece with positive click stop, three objectives [4X, 10X, 40X] which should be parfocal, parcentered and coated to resist reflection. Plain stage with locked on clips, Disc diaphragm, Reflecting mirror, with standard electric microscope LAMP, with blue condenser [optional]	10
11.	Dissecting Microscope	20x in Wooden Box with reflecting mirror	10
12.	Microscope cover slip	Pack of 100 pieces, Thickness: 0.13-0.17 mm, Size: 18 x 18 mm	4
13.	Microscope Slide	Pack of 72 pieces, Ground edge Thickness: 1-1.2 mm	4
14.	Petri dish	Standard 90-100 mm Glass, Withstand repeated sterilization, Non reactive with chemicals	20
15.	Plant presser	Seasoned wooden 12" x 18" With 4 tightening brass screws	4
16.	Ganong's Potometer	With Wooden Stand with rota flow [PTFE] Stopper	15
17.	Specimen jars with lids	60 x 120 mm Clear glass with shock and heat resistance	10
18.	Syringe	[10cc] Disposable [plastic]	20
19.	Dripping Bottle	100 ml, Clear glass with shock and heat resistance, With glass dropper	20
20.	Clinical Thermometer	Mercury	10
21.	Stethoscope	Good quality	5
22.	Thermos Flask	1 liter, Steel casing, Borosilicate glass with 80% silica content or stainless container lining and Polythene foam lid.	1
23.	Surgical Gloves	Standard Size	12
24.	Staining Rack	Wooden 10 Holes	4
SPECIMENS OF ANIMALS AND PLANTS			
25.	Sponge, Jelly fish, Coral, sea anemone, Liver fluke, Tape worm, Ascaris, Hook worm Earth worm, Neries, Snail, Freshwater mussel, Squid Prawn, Crab, Scorpion, Fish Frog, Toad	Plastic embedded W.M, Reflecting details of animals, Durable polyester resin	1-each
26.	Lizard, Snake	In glass museum jar with formalin as Preservative Minimum 3 years shelf life	1-each
27.	Parrot, Dove, Pigeon, Bat Rabbit, Squirrel	Stuffed animal mounted on red wood	1-each
28.	Mushroom, Funaria, Equisetum, Fern		

	adiantum, Pinus male, Pinus female, Hydrilla, Seleginella, Thuja [dry Pinus female cone not embedded]	Plastic embedded W.M, Reflecting details of plants Durable polyester resin	1 set
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PREPARED SLIDES

29.	Bacteria [Bacillus, Spirillum, Cocci, mixed]: [set of 4 slides]	Europe/USA/China	3
30.	Onion epidermis	Europe/USA/China	5
31.	Hydrilla leaf (T.S)	Europe/USA/China	5
32.	Paramecium [W.M and Conjugation]	Europe/USA/China	3+2=5
33.	Mitosis in onion root tip [all phases]: (set of 12 slides)	Europe/USA/China	3
34.	Meiosis in plants [anther]: (set of 12 slides)	Europe/USA/China	3
35.	Nerve cell	Europe/USA/China	5
36.	Rhizopus sporangia	Europe/USA/China	5
37.	Mushroom gill [T.S]	Europe/USA/China	5
38.	Mammal kidney [T.S]	Europe/USA/China	5
39.	Mammal artery [T.S]	Europe/USA/China	5
40.	Mammal vein [T.S]	Europe/USA/China	5
41.	Mammal capillary	Europe/USA/China	5
42.	Human Small Intestine	Europe/USA/China	5
43.	Brassica leaf [T.S]	Europe/USA/China	5
44.	Brassica root [T.S]	Europe/USA/China	5
45.	Brassica stem [T.S]	Europe/USA/China	5
46.	Mammal air sacs (T.S)	Europe /US/China	5
47.	Woody stem (T.S)	Europe /US/China	5
48.	Amoeba (W.M)	Europe /US/China	5
49.	Euglena (W.M)	Europe /US/China	5
50.	Spirogyra (W.M)	Europe /US/China	5
51.	Chlamydomonas (W.M)	Europe /US/China	5
52.	Diatoms (W.M)	Europe /US/China	5
53.	Monocot Stem (T.S)	Europe /US/China	5
54.	Monocot root (T.S)	Europe /US/China	5
55.	Monocot leaf (T.S)	Europe /US/China	5

COLOURED CHARTS (Size 23" x 36") (Card Board Laminated)

56	Animal Cell	3 dimensional labeled image of the cell, With detailed view of important organelles	1
57	Bacteria	Labeled diagrams showing the 3 forms and cell division (optional)	1
58	Bio- diversity	Reflecting community and both animal and plants	1
59	Biogeochemical cycles	Water cycle	1
60	Brassica root, stem, leaf (T.S)	Labeled diagrams	1
61	Cell division	Mitosis, Meiosis , (2 Charts)	1 set
62	Frog	All system	1 set
63	Germination	Epigeal / Hypogeal	1
64	Human Body System	All systems	1 set
65	Life cycle of Angiosperms	Labeled flow chat / diagram	1
66	Life cycle of Mushroom	Labeled flow chat / diagram	1
67	Life cycle of Pinus	Labeled flow chat / diagram	1
68	Life cycle of Rhizopus	Labeled flow chat / diagram	1
69	Mendelian Genetics	Law of segregation, Law of independent Assortment, (2 charts)	1 set
70	Monocot stem, leaf root (T.S)	Labeled diagrams	1
71	Plant cell	3 dimensional labeled image of the cell, with detailed view of important organelles	1
72	Reflex arc	Labeled flow chat / diagram	1
73	Transport in plant	Labeled diagram showing the section of root, stem and leaf and the movement of water and food	1
74	Vegetative propagation in plants	Showing methods of Cuttings, Layering and Grafting	1

MODELS (All 3 Dimensional)

75	DNA	Large size in transparent plastic box	1
76	Human Brain	Medium size, Plastic made	1
77	Human Diaphragm	Medium size, Plastic made	1
78	Human Ear	Medium size, Plastic made	1
79	Human Eye	Medium size, Plastic made	1
80	Human Kidney	Medium size, Plastic made	1
81	Human Skeleton	Standard size 85cm, Plastic made	1

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82	Intercostals Muscles	Medium size, Muscular, Torso	1
83	Nerve Cell (Neuron)	Medium size, Plastic made	1
84	Pitcher plant	Medium size, Plastic made	1
85	Sundew Plant	Medium size, Plastic made	1

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NOTE:- THE STANDARDIZED LISTS OF EQUIPMENTS AND CONSUMABLES ARE BASED ON EXISTING CURRICULUM BEING FOLLOWED BY THE PUNJAB TEXT BOOK BOARD. THESE EQUIPMENTS AND CONSUMABLES MAY CHANGE SUBJECT TO ANY VARIATION IN CURRICULUM AND STANDARDS.

**Dated: Lahore the
18th May 2011**

SECRETARY, SCHOOL EDUCATION

No & Date Even:

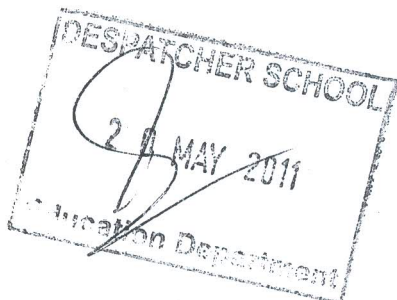
A copy is forwarded for information and necessary action to:-

1. The Chairman, P&D Board/Ex-Officio Project Manager, I.T Labs Project Lahore.
2. The Secretary, Government of the Punjab, Finance Department Lahore.
3. The Secretary, Government of the Punjab P&D, Lahore.
4. The Secretary, Government of the Punjab, Literacy & Non-Formal Basic Education Punjab.
5. All the Chairman, B. I. S. Es in Punjab.
6. The Director Public Instructions (SE & EE), Punjab, Lahore.
7. The Project Director PMIU, PESRP, Muslim Town, Lahore.
8. The Additional Project Director, IT Labs Project.
9. The Additional Secretary (Acad), Higher Education Department
10. The Chairman, Punjab Text Book Board Lahore.
11. The Programme Director, DSD Punjab, Lahore.
12. All the District Coordination Officers in the Punjab.
13. The Director GTZ, DSD Lahore.
14. The Director NEEC, near DSD Lahore.
15. Dr. Hamid Saeed, Groups Leader (TAG), Registrar F. C. College, Feroze Pur Road, Lahore.
16. All Executive District Officers (E&P and Education) in the Punjab.

C.C.

- PS to Secretary to Chief Minister Punjab.
- PS to Secretary School Education Department.
- PA Addl. Secretary (P&B), School Education Department.

(S. M. SAHIB-E-ALAM)
UNDER SECRETARY (ADP)
18.5.11





**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
(PLANNING WING)**

Dated Lahore, the 17th April, 2019.

NOTIFICATION

NO.SO(ADP-III) Poclly/2019. The Competent Authority has been pleased to approve the Criteria/Upgradation Policy for School Education Department. The Policy shall be effective forthwith.

1. INTRODUCTION:

I- To make the up-gradation hassle-free and conducive for promoting the objectives of New Deal 2018-2023 transforming School Education in Punjab, the process for up-gradation of schools henceforth, shall be a regular activity coinciding with the Academic Sessions and Budget Calendar. Accordingly, a new policy of up-gradation of the existing Government schools is being circulated. The policy covers the steps right from initiation of the request for up-gradation of a school till the start of new classes with new criteria of up-gradation without adversely affecting the curricular, co-curricular, and extra-curricular activities of schools.

II. The functionaries of the SED, District Education Authority and all other stakeholders are advised to adhere the timeline of the process and criteria for up-gradation.

III. The new policy is also being placed on web site of the SED for guidance of all stakeholders.

Types of Up-gradation:

I. Primary to Elementary:

- i. Outside Municipal Limits
- ii. Within Municipal Limits

II. Elementary to High:

- i. Outside Municipal Limits
- ii. Within Municipal Limits

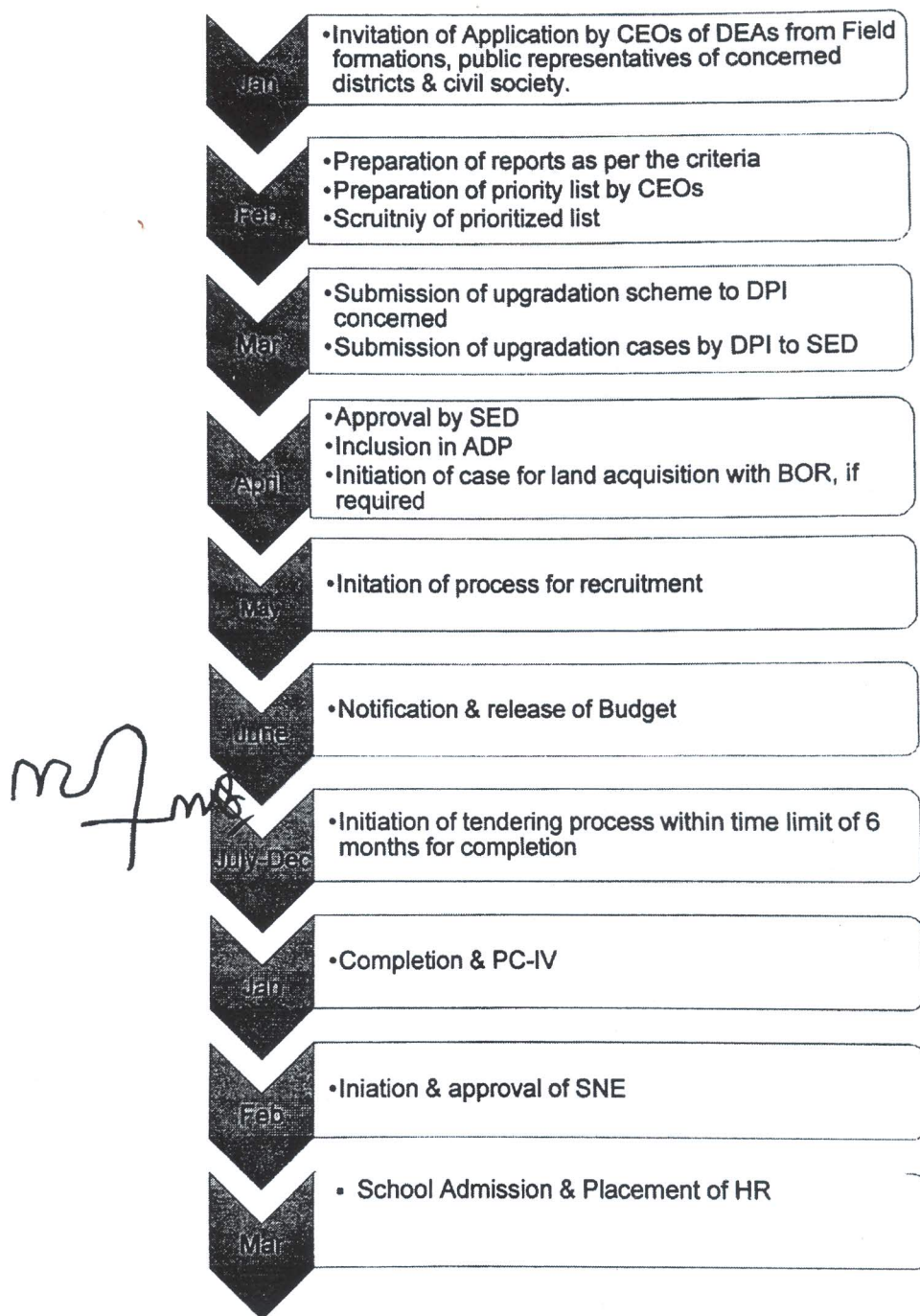
III. High to Higher Secondary:

1. Outside Municipal limits

2. THE PROCESS:

- **In January,** Application will be invited by the Chief Executive Officers (CEOs) of District Education Authority (DEAs) from Field formations, Public representatives of concerned districts and civil society/ Institutions.
- **1-15 February,**
 - Feasibility Reports will be prepared as per the criteria annexed as **A, B, C (i, ii, iii, iv, & v) & D** by DEOs concerned.
 - Priority list will be prepared by CEOs in consultation with Deputy Commissioners.

ANNEXURE-A
PROCESS FLOW: UPGRADATION OF SCHOOLS WITH TIMELINES



ANNEXURE-B
FEASIBILITY REPORT FOR THE UPGRADATION OF GOVT. SCHOOLS

Name of School		EMIS Code	
Name of UC			
Name of Markaz			
PP No.			
Name of Tehsil			
Population of UC/Village			

School Level		School For:		Existing Number of Teachers
Primary	<input type="checkbox"/>	Boys	<input type="checkbox"/>	PTC
Middle	<input type="checkbox"/>	Girls	<input type="checkbox"/>	EST
High	<input type="checkbox"/>			ESE
STR of the School				SSE
				SESE

Characteristics of the School					
Total Area (Sq ft)		Covered Area		Area of Lawn/ Playground	
Total Number of Rooms		Rooms used for Teaching		Rooms used for Office or Store	
Complete Boundary wall	Yes <input type="checkbox"/> No <input type="checkbox"/>	Functional Electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>	Functional Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Toilet Blocks					

Enrolment (Last 3 Years)							
Year	20__	20__	20__		20__	20__	20__
K				6			
1				7			
2				8			
3				9			
4				10			
5				Total Enrolment			

Nearest Govt. Schools															
School Name	EMIS Code	Enrolment										Distance	UC	Markaz	
		K	1	2	3	4	5	6	7	8	9				10

School recommended for Up-gradation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
School to be Up-graded from				
Primary to Middle (outside Municipal limits)	<input type="checkbox"/>			
Primary to Middle (within Municipal limits)	<input type="checkbox"/>			
Middle to High (outside Municipal limits)	<input type="checkbox"/>			
Middle to High (within Municipal limits)	<input type="checkbox"/>			
High to Higher Secondary	<input type="checkbox"/>			
Detailed Remarks				

- **15-28th Feb**, Prioritized list will be scrutinized as per the criteria by District Education Officers.
- **1-15th March**, Upgradation Scheme will be submitted to DPI concerned by the CEO of concerned DEA.
- **15th -30th March**, Upgradation cases will be submitted by Directorate of Public Instruction (DPI) to School Education Department.
- **In the month of April**, School Education Department will :
 - Approve the proposal for up-gradation of a school.
 - The scheme will be included in ADP.
 - If required, case will be initiated for land acquisition with BOR.
- **By May each year**, the process for recruitment will be initiated.
- **By June each year**, Notification will be issued and budget will be released.
- **By July each year**, tendering process will be initiated with time-limit of 6 months for completion.
- **By January each year**, the scheme will be completed and PC-IV will be developed.
- **By February each year**, SNE will be moved to Finance Department for approval.
- **By March each year**, the Head Teacher may complete the process of admission of students in newly introduced higher class/es. SED may complete the process of recruitment of the HR essentially required for up-graded schools.

**MUHAMMAD MAHMOOD
SECRETARY SCHOOL EDUCATION**

D.A.

As Above

NO. & DATE EVEN

A copy is forwarded for information to:-

- i) The Minister for School Education Department.
- ii) The Chairman, Planning & Development Board, Government of the Punjab, Lahore.
- iii) The Secretary to the Government of the Punjab, Finance Department, Lahore.
- iv) The Secretary to the Government of the Punjab, Higher Education Department, Lahore.
- v) The Secretary to the Planning & Development Department, Lahore.
- vi) The Programme Director, PMIU-PESRP, Government of the Punjab, Lahore.
- vii) Director Public Instruction (SE,EE), Punjab, Lahore.
- viii) The Director (Monitoring), School Education Department with the request to upload the same on the official website of the Department.
- ix) All the Deputy Commissioners in Punjab.
- x) All the Chief Executive Officers (DEAs) & District Education Officers (SE, EE-M, EE-W) in Punjab.


Muhammad Zeeshan 17.04.19
SECTION OFFICER (ADP-III)

ANNEXURE-C**CRITERIA FOR UPGRADATION OF SCHOOLS****1. From Primary to Elementary School Outside Municipal Limits, C (i)**

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	20 students in Class IV & V for Boys schools 15 students in Class IV & V for Girls schools	
2.	Land Requirement	40 Marlas (2 Kanal)	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest Middle School	3 Km for Boys schools and 1 Km for Girls, Where the population is less than 10,000. No criteria of distance in villages where the population is more than 10,000. Latest census data with growth rate of 1.3 % per annum will be calculated.	
6.	Building Structure	8 classrooms (including Library, IT Lab, Office Room) = 8 marlas 3 Toilets with Drinking water arrangement =2 marlas 1 Lawn for gardening & sports activities =24 marlas 1 store room and 1 canteen =2 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to High level in future within 5-8 years.

2. From Primary to Elementary School within Municipal Limits, C (ii)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	20 students each in Class IV & V for Boys schools 15 students each in Class IV & V for Girls schools	
2.	Land Required	Categories: 1. All big cities/ Div Headquarter= 1 Kanal 2. All other Districts= 30 marlas	
3.	Land Available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest Middle School	2 Km for Boys schools 1 Km for Girls	
6.	Building Structure	8 classrooms (including Library, IT Lab, Office Room) = 8 marlas 3 Toilets with Drinking water arrangement = 2 marlas. Assembly area & sports activities= 14 marlas 1 store room and 1 canteen =2 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to High level in future within 5-8 years.

3. From Middle School to High School Outside Municipal Limits , C (iii)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	40 students in each class VII & VIII for Boys schools. 30 students in each class VII & VIII for Girls schools	
2.	Land Required	100 Marlas (5 Kanal)	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest High School	5 Km for Boys schools 2 Km for Girls	
6.	Building Structure	10 classrooms (including Library, IT Lab) = 10 marlas Drinking water arrangement with 1 Toilets block= 4 marlas 1 Lawn for gardening & sports activities=70 marlas 2 store rooms= 2 marlas 1 staff room and 1 office room (4 marlas required), 1 canteen= 1 marla, 4 laboratories= 4 marlas, 1 library =1.5 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to Higher secondary level in future within 5-8 years.

4. From Elementary School to High School within Municipal Limits, C (iv)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	40 students in each Class VII & VIII for Boys schools 30 students in each Class VII & VIII for Girls schools	
2.	Land Required	i. 60 Marlas for Big cities ii. For other districts 100 marlas	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest School to High	Not required	
6.	Building Structure	10 classrooms (including Library, IT Lab)= 10 marlas Drinking water arrangement with 1 Toilets block= 4 marlas 1 Lawn for gardening & sports activities=70 marlas 2 store rooms= 2 marlas 1 staff room and 1 office room (4 marlas required), 1 canteen= 1 marla, 4 laboratories= 4 marlas, 1 library =1.5 marlas	

Note:
Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to Higher secondary level in future within 5-8 years.

5. From High School to Higher Secondary School outside Municipal Limits, C (v)

Sr. No.	Conditions/ Requirements	Boys & Girls Schools	
1	Enrolment	25 students in each class IX & X for Boys schools 20 students in each class IX & X for Girls schools	
2	Land Required	16 Kanals 12 marlas required for 12 classrooms	
	Land available	Yes	No
	Land has to be acquired	Yes	No
3	Distance from nearest Higher Secondary School/College	Where no college exists in the radius of 20 km for boys and 12 km for girls.	
4	Building Structure	12 classrooms (including IT Lab)= 12 marlas 2 office rooms=4 marlas, 1 staff room= 2 marlas, 2 store rooms= 2 marlas, 1 canteen= 2 marlas, 10 toilets with Drinking water area= 8 marlas, 4 laboratories= 4 marlas, 1 library= 4 marlas, 1 cycle/ motorcycle parking= 214 marla Sports activities=80 marlas	

mfmb

ANNEXURE-D
PRIORITY CRITERIA FOR APPROVAL OF UP-GRADATION BY SED

The SED may follow the criterion for final approval of up-gradation of those schools which already meet the approved criteria for up-gradation **Annexure-C (I, II, III, IV, & V)**, by assigning the priority as under: -

Priority	Factor	Description of Criteria
First	Cost	A-Up-gradation sans (without) additional cost on infrastructure as well as teaching staff may get precedence over the up-gradation of schools requiring additional class rooms and teaching staff on up-gradation
		B- Up-gradation sans (without) additional cost on infrastructure may get precedence over the up-gradation of schools requiring additional class rooms on up-gradation
		C- Up-gradation sans (without) additional cost of teaching staff may get precedence over the up-gradation of schools requiring additional teaching staff on up-gradation
Second	Area	A-District with low literacy rate in Elementary School Education (ESE) may get precedence over the District with comparatively higher rate in ESE level
		B-District with low literacy rate in Secondary School Education (SSE) may get precedence over the District with comparatively higher rate in SSE level
		C- Schools with long distance (exceeding the limits identified in school up-gradation criterion) from the nearby existing higher grade schools may get precedence for up-gradation over the schools having short distance from the nearby higher grade schools
		D- Schools out-side Municipal limits may get precedence for up-gradation over the schools inside Municipal limits
Third	Gender	Girls school may get precedence over boys school
Fourth	Level of Schools	Primary School's up-gradation may get precedence over Middle School's, up-gradation, Middle School's up-gradation may get precedence over Secondary School's up-gradation and Secondary School's up-gradation may get priority over Higher Secondary School's up-gradation
Fifth	Enrolment	A- Continuity in enrolment in highest two classes in the schools exceeds the approved criteria, in number of students as well as duration of more than 3 previous years in class IV & V or in class VII & VIII or in class IX & X, as the case may be
		B-Continuity in enrolment in highest two classes in the schools exceeds the approved criteria, in number of students in class IV & V or in class VII & VIII or in class IX & X, as the case may be
Sixth	Performance	Pass Percentage of students in PEC and / or BISE examination is above average and comparatively better than the rival applicant/s

ANNEX-E

Sr.No	District	Flood Affected		Vulnerable	
		No.of Schools	RCE in Million	No.of Schools	RCE in Million
1	Attock	27	18.75	1	0.50
2	Bhakkar	2	4.63	0	-
3	Bahawalpur	2	5.25	0	-
4	D.G Khan	11	19.71	0	-
5	Hafizabad	103	553.50	20	3.54
6	Layyah	12	50.05	2	0.80
7	Sahiwal	6	21.49	0	-
8	Rajanpur	12	13.22	3	1.25
9	Mianwali	17	31.22	0	-
10	Gujrat	3	5.41	3	1.10
11	Gujranwala	33	107.86	0	-
12	Muzaffargarh	14	50.20	1	-
13	M.B Din	12	58.11	4	1.35
14	Multan	8	31.11	0	-
15	Jhang	94	256.87	3	1.12
16	Narowal	3	32.16	0	-
17	Chiniot	103	404.98	5	1.34
18	Khanewal	1	6.48	27	-
	Total	463	1,671.00	69	11.00