

FUNCTIONS OF DIRECTORATE OF PUBLIC INSTRUCTION (SE) PUNJAB PRIOR TO DEVOLUTION

1. Implementation of the policies of the Government and follow up.
2. Identification of educational needs of the community regarding secondary and higher secondary schools on the basis of locality and population.
3. Preparation of schemes for up gradation of Middle/High Schools to Higher Secondary level and opening of new schools.
4. Supervision of working of Divisional Directorates, District Education Officers (SE) and all institutions (Secondary and Higher secondary) under its administrative control.
5. Service matters, E & D, Pension, Leave, Retirement, GPF cases etc.
6. Preparation of cases for promotion of Headmasters, Principals and Subject Specialists from BS-17 to BS-20 (M&F).
7. To refer the cases for direct Recruitment in BS-17 & BS-18 through Punjab Public Service Commission.
8. Inter Divisional posting/Transfer of teaching and non-teaching staff on secondary side.
9. To deal with the issues relating to the utilization and re-appropriations of School funds.
10. To deal with the litigation matters and assist the lower formations in defence of cases against Department.
11. To act as Appellate Authority against the orders passed by the Divisional Directors of Education.
12. To initiate the ACRs of Divisional Directors and Countersigns the ACRs of the District Education Officers/Principals etc. of the province.
13. To expunge the adverse remarks contained in the ACRs of Assistant Directors, Headmasters, and Subject Specialists etc.
14. To scrutinize the dak relating to service matters from all over the Province coming from the field formations and onward submission to the Government for decision/orders.
15. To perform the special duties/assignments especially given by the government.

16. Preparation of working papers relating to Draft Paras relating to offices and educational institutions and its presentation before the Public Accounts Committee for settlement.
17. Scrutinization of the Working Papers relating to Audit Paras and Advance Paras and put up before the respective Departmental Accounts Committees and Special Departmental Accounts Committees for consideration & settlement.
18. To prepare replies to the Assembly Questions and consolidate the replies coming from field formations and onward submission to the Government in a consolidated form.

FUNCTIONS OF DIRECTORATE OF PUBLIC INSTRUCTION(SE) AFTER DEVOLUTION OF EDUCATION TO DISTRICT GOVERNMENTS

1. Implementation of the policies of the Department and follow up of implementation.
2. Inspection & Monitoring of Secondary & Higher Secondary Schools.
3. To perform duties/ assignments as are assigned by the Education Department.
4. To deal with the cases relating to Service Matters of officers from BS-17 to BS-20.
5. To decide the leave cases of all employees in BS-17 including study leave and Ex-Pakistan Leave.
6. To decide the leave cases of all employees in BS-18 except study leave.
7. Preparation and maintenance of seniority lists of all employees from BS-17 to BS-20 belonging to teaching and non-teaching cadre.
8. To prepare promotion cases of teaching and non-teaching staff from BS-16 to BS-20 and presentation before the respective DPC and PSB through School Education Department.
9. To Prepare working papers in respect of Draft and presentation before the Public Accounts Committee and consolidation of working papers relating to Audit Paras and Advance Paras of pre-devolution period.
10. Preparation of scheme of Internal Merit Scholarship and its transmission to the lower formation.
11. Preparation of budget of receipts and reconciliation of receipt figures with Accountant General, Punjab.

12. Defence of litigation cases from lower courts to Superior courts in service appeals and provide guidance to the lower formations in preparation of comments/defence.
13. To prepare replies to the Assembly Questions and consolidation of replies coming from field formation and onward submission to Government.
14. Coordination for in-service training of teachers with Directorate of Staff Development.
15. Coordination and cooperation with PMIU in collection of data.
16. Coordination with Punjab examination Commission in conduct of 5th & 8th class Examinations.
17. Revised all recruitment rules BS-9 (PST) to BS-20(DPI) and submitted to Govt. for further process.
18. Revised transfer Policy for all employees and submitted to the Government.
19. Conduction C.M's Speech, Essay Writing and Youth Festival's Competitions.