



**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**

NOTIFICATION:

NO. SO (SE-II)PF-1170/2011. During the period of awaiting posting, services of officers/Officials remain at the disposal of the School Education Department, till their adjustment/posting on new positions/station. It is, observed that at times, this administrative measure is misused to avoid duty/maneuvering for choiced posting. This is a clear negation of conduct Rules/requirement to be an Officer/Official of Punjab Government. In this context to streamline the matter of awaiting posting officials/officers, following parameters have been decided by the department:

- i. **All Officers/Officials, whose services are placed at the disposal of the department, will submit their report to the department promptly, through diary/dispatch branch and also intimate in person to Section Officer (Admn) of the department.**
- ii. **An attendance register of awaiting posting officials/officers will be maintained in the Admn Section of the department, who will give weekly report of attendance of these people to the concerned establishment section.**
- iii. **School Education Department, as per its own requirement, may entrust temporary assignments to the awaiting posting officers.**
- iv. **Awaiting posting officers may obtain casual leaves/other leaves with the prior approval of the concerned Additional Secretary/competent Authority.**
- v. **Any awaiting posting official not making his attendance will be considered absent from duty and will be treated accordingly. Also, he/she will not be allowed for adjustment for salary purpose for the period of non attendance, but only as leave due kind.**
- vi. **The relevant establishment section while issuing new posting orders of awaiting posting incumbents communicate leave account for the awaiting posting period, to the concerned DAO /authority.**

- vii. For the officers/Officials awaiting posting at different tiers of the field formation of the department, the parameters narrated above will also be followed.

SECRETARY SCHOOL EDUCATION

Dated Lahore, the
May 11th, 2011.

NO. & DATE EVEN.

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

1. The Accountant General Punjab Lahore.
2. All the Additional Secretaries, School Education Department.
3. The Director Public Instruction (SE/EE) Punjab, Lahore.
4. The Programme Director, Directorate of Staff Development, Lahore.
5. The Deputy Director (Monitoring), School Education Department.
6. All the District Coordination Officers, in the Punjab.
7. All Executive District Officers (Education) in the Punjab.
8. All District Education Officers (SE/W-EE) in the Punjab.
9. All the District Accounts Officers in the Punjab.
10. All the Deputy Secretaries in the School Education Department.
11. The P.S to Secretary School Education Department.
12. The Section Officer (Admn), (SE-I), (S-III), (S-IV), (SE-VI), School Education Department.
13. Office order file.


SECTION OFFICER (SE-II) 21/5/11