



**GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT**

## ORDER

SO(SE-II)17-22/2016. Consequent upon the recommendations of Punjab Public Service Commission vide letter No. PSC-RB-I/2016/281 dated 26.10.2016, for the post of Headmistress / Dy. Headmistress (Female) BS-17, the following selectees are hereby appointed as Headmistress / Dy. Headmistress (Female) BS-17, against **Disabled Persons Quota, on contract basis**, for a period of five years, against the post mentioned against their names :-

SR. NO	MERIT/ APP. NO.	NAME WITH PARENTAGE	PLACE OF POSTING
1.	188/83801077	HUMAIRA PARVEEN D/O MUHAMMAD ASLAM Aslam Soap Factory, Mohallah Alamabad, Bhakkar.	Headmistress (BS-17), GGHS Muzaffarpur, Mianwali.
2.	295/83809633	ATTIA MUNIR D/O MUHAMMAD MUNIR Muhalla Noor Pura, Pasrur District Sialkot.	Headmistress (BS-17), GGHS Chohan, Pasrur, Sialkot.
3.	321/83805810	UNSA RASHEED D/O RASHEED AHMAD H. No. 2426/B-III, Tahli Mohallah, Pakpattan.	Headmistress (BS-17), GGHS 83/D, Pakpattan.
4.	354/83800100	SHAHINA SIDDIQUE D/O MUHAMMAD SIDDIQUE House No. 514/J, Farid town, Sahiwal.	Headmistress (BS-17), GGHS 100/WM, Sahiwal.

### TERMS & CONDITION.

1. The appointment is subject to passing such medical test of the candidates as may be required under the Rules.
2. The appointment is subject to the condition that the candidates are not married to a foreign national.
3. The appointments are further subject to the condition that Executive District Officer (Education)/employer should get compulsory verification of credential/degrees/ certificates of the Commission's selectee from the Board of Intermediate and Secondary Education and the university which issued the certificates/degree in favour of the selectee. The Punjab Public Service Commission should be informed of the result of this verification within 90 days of the date of this recommendation, failing which it shall be presumed that the testimonials are genuine and in case any testimonial is found to be bogus subsequently, responsibility for the lapse shall lie on the concerned Executive District Officer (Education)/Employer.
4. If the degrees/certificates of academic qualifications/any other particular / documents or information submitted by the candidate are subsequently found to be bogus/forged/incorrect etc, the Punjab Public Service Commission shall exercise its legal right to withdraw the recommendations in respect of the candidate (apart from any other action on grounds of criminal offence\_ in terms of Regulation Nos.32 & 71 of the PPSC Regulation, 2000.
5. The appointment is subject to the condition that in case of disabled candidate, she should reappear before special medical board who should re-verify his/her disability and determine suitability to perform his/her job related duties/functions.

### THIS APPOINTMENT IS SUBJECT TO FOLLOWING TERMS AND CONDITIONS

1.	Pay Package	i) Package of pay and allowances as per pay scale of the post. ii) 30% of the minimum of pay scale as social security benefit in lieu of pension. <b><i>Provided that persons who are already retired and getting pension shall not be eligible for this benefit when re-employed on contract.</i></b>
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		<p>iii) Any ad-hoc/special relief etc., given to regular government servants shall also be admissible to the contract employees.</p> <p>iv) Annual increment as per pay scale of the post.</p>
2.	Contribution towards GPF etc.	The employee will not contribute towards G.P. Fund etc. Group insurance and Benevolent Fund.
3.	Pension Period of contract	The appointment/service of employee on contract basis shall be non-pension able. The contract shall be initially for a period of five years from the date of joining subject to satisfactory performance. The term of contract may be extended after overall performance is judged to be satisfactory.
4.	Leave	<p>Leave on the following scale shall be permissible: -</p> <p>a) Casual leaves not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed;</p> <p>b) 90 days Maternity leave with pay (in case of female employees only), once in the tenure of five years, shall be admissible.</p> <p>c) Leave on medical grounds without pay shall be admissible on production of Medical Certificate by the Competent Authority as per Punjab Medical Attendance Rules, 1959. However, if medical leave continues beyond 3 months, her contract shall liable to be terminated.</p> <p>d) Study leave will not be allowed during the contract period of five years.</p> <p>e) Hajj leave for 45 days with full pay once during term is admissible.</p>
5.	Medical Facilities	Medical facilities as admissible to the regular employees of her scale under the rules.
6.	Traveling/Daily Allowance.	TA/DA on journeys performed for official duty shall be the same as admissible to BS-17 officers of Government of the Punjab.
7.	Transfer	The contract appointment shall be post specific and non-transferable. However, transfer can be made in accordance with the approved policy of the Government.
8.	Training	Employee will undertake and participate in training when and where required by the Head of Institution, District Government, Directorate of Staff Development and Department of School Education, Government of the Punjab. Successful completion of such training shall be one of the pre-requisite for continuation in contract appointment.
9.	Performance	<p>The employee's performance shall be assessed evaluated on the basis of:-</p> <p>i) Quality of learning of students on the basis of satisfactory results viz a viz overall result of the relevant board/examining body/examining body for the classes especially of secondary level (ix-xii).</p> <p>ii) Punctuality.</p> <p>iii) Discipline</p> <p>iv) Efficiency</p> <p>v) Conduct.</p>
10.	Medical Fitness Certificate	The selected candidate will appear before the competent medical authority/board, for medical examination and on having been declared medically fit, will be able to join service. The selectee candidates will submit their medical fitness certificate to this department within 15-days positively, after their posting.
11.	Verifications of degrees/certificates	The appointment is further subject to the condition that the selectee candidate will submit compulsory verification of credential/ degrees/certificates from the Board of Intermediate and Secondary Education and the university which issued the certificates/degree in her favour, within 30-days, so that the Punjab Public Service Commission should be informed of the result of this verification within the stipulated period as prescribed by the Commission in the recommendation letter, failing which Punjab Public Service Commission will be informed to

		<p>exercise its legal right to withdraw the recommendations in respect of the candidate (apart from any other action on grounds of criminal offence) in terms of Regulation Nos.32 &amp; 71 of the PPSC Regulation, 2000.</p> <p>If the degrees/certificates of academic qualifications/any other particular / documents or information submitted by the candidate are subsequently found to be bogus/forged/incorrect etc, the Punjab Public Service Commission shall exercise its legal right to withdraw the recommendations in respect of the candidate (apart from any other action on grounds of criminal offence) in terms of Regulation Nos.32 &amp; 71 of the PPSC Regulation, 2000.</p>
12.	Appointment though fake/bogus documents.	If at any stage, it is discovered that the contract appointee obtained this appointment on the basis of forged / bogus documents or through deceit by any means, the appointment shall be considered void ab-initio and the appointee shall be liable to refund all amounts received from the govt. as a consequence of his/her appointment in addition to such other actions as may be taken against him/her under the law/rules.
13.	Recovery of loss	The employee will be liable to recovery of any pecuniary loss caused to the employer.
14.	Performance of other duties.	The employee will be liable to perform all/any duties in public interest as may be entrusted by competent authority from time to time.
15.	Joining period.	The employee will be liable to join duty within 15 days after the issuance of order of appointment otherwise the order shall stand cancelled automatically.
16.	No right of regular appointment	The contract appointment service of employee shall not confer any right of regular appointment.
17.	Termination of contract.	Contract of appointment shall be liable to termination on one month's notice or payment of one month's salary in lieu thereof by either side without assigning any reason. A contract employee of Federal or Provincial Government, who has applied through proper channel for this appointment, shall not be required to deposit one-month pay in lieu of one month notice to quit the job. The appointing authority has a right to terminate contract at any time by giving a notice / personal hearing in case of poor performance or misconduct.
18.	No marriage certificate to a Foreign National	The selectee candidate is liable to submit an affidavit on the stamp paper certifying that she is/will not marry to a Foreign National and if at any stage, it is discovered that she got married to a foreign national, the appointment shall be considered void ab-initio and the appointee shall be liable to refund all amounts received from the govt. as a consequence of his / her appointment in addition to such other actions as may be taken against him under the law/rules.

**ADDITIONAL TERMS FOR REGULAR GOVERNMENT SERVANTS WHO ARE APPOINTED ON CONTRACT BASIS IN GOVERNMENT SECTOR.**


19.	Pay and allowances	As per policy of the Government.
20.	Terms and conditions of contract	<p>i) Contract appointment of a civil servant shall be governed by the terms and conditions as provided in the contract, including issues of leave, TA/DA, medical facilities etc.</p> <p>ii) A civil servant when appointed on contract against any post shall not be entitled to claim any benefit as allowed to the civil servants, under any rules, unless such rules are specifically applicable to him under the terms and conditions of his / her contract.</p>
21.	Retention of lien	A confirmed civil servant when appointed on contract basis against any Government post in connection with the affairs of the province shall retain her lien against her original substantive post as per rules in vogue.

22.	Pension for the period spent on contract.	Period spent on contract basis shall not be counted towards pension.
23.	Contribution towards General Provident Fund.	A civil servant, when appointed on contract basis, shall not contribute towards G.P. Fund.
24.	Contribution towards Benevolent Fund	A civil servant when appointed on contract basis shall contribute towards Benevolent Fund and Group Insurance as per prevailing rules. The rate of contribution of Benevolent Fund/Group Insurance will be the same as was applicable to him against his/her substantive post just before appointment on contract basis. She will also be entitled to the benefits admissible under the Benevolent Fund and Group Insurance rules, applicable to him.

If above mentioned terms and conditions of contract appointment are acceptable to selectee then she is hereby directed to report to the Chief Executive Officer, DEA, concerned who shall verify all the credentials and particulars above within **15 days**. On receipt of medical fitness certificate issued by the concerned Medical Superintendent, The Chief Executive Officer, DEA, concerned shall allow the selectee to assume the charge of the post mentioned against her name. In addition, prior to acceptance of joining The Chief Executive Officer, DEA, will personally ensure that name of candidates is given in the notification uploaded on School Education Department website. However, pay will be released after verification of credentials / degrees / documents by the concerned Board of Intermediate & Secondary Education and University. The Chief Executive Officer, DEA, is also requested forward/send your charge assumption/joining report of appointed candidate duly countersigned, to this department and Director Public Instruction (SE) Punjab, Lahore.

**NOTE:-**

1. *The existing incumbents posted/adjusted against erratic positions reflected above are hereby directed to report School Education Department for further posting/adjustment.*
2. *The selectees who have not previously participated in the Pre-Service Training earlier shall have to attend the same as and when arranged by Directorate of Staff Development. No exemption shall be allowed in any case.*
3. *All CEOs are directed to submit report to School Education Department and DPI (SE), Punjab, Lahore regarding verification of credentials/ degrees / documents of the newly appointed officers by the concerned Board of Intermediate & Secondary Education and University within one month positively.*



SECRETARY SCHOOL EDUCATION

Dated Lahore, the  
29<sup>th</sup> March, 2017.

**NO. & DATE EVEN.**

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

1. The Director Public Instruction (SE/EE) Punjab, Lahore.
2. The Accountant General Punjab Lahore.
3. The Secretary, PPSC, Lahore, w/r to his letter referred above.
4. The All Deputy Commissioners, Punjab.
5. The All Chief Executive Officers (District Education Authority), Punjab.
6. The All District Education Officers (SE), Punjab.
7. The All District Accounts Officers, Punjab.

8. The Deputy Director (Monitoring), School Education Department with the request to upload the same on School Education Department's website.
9. P.S to Secretary School Education.
10. PA to Additional Secretary (Schools), School Education Department.
11. PA to Deputy Secretary (SE), School Education Department.
12. Officers Concerned.
13. Order file.



29/03/2017

(SAARYA HAIDER)  
SECTION OFFICER (SE-II)