



No.SO(S-VI)MISC/Directions-SSE/2019
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore the 8th March, 2019

To

The Director Public Instruction (SE),
Punjab, Lahore.

Subject: - **DIRECTIONS OF WORTHY SECRETARY SCHOOL EDUCATION REGARDING
PROMOTION PROCESSES**

Apropos the subject.

2. Worthy Secretary, School Education / Competent Authority is pleased to pass the following directions:-

- i. There should be targets given to DPCs for fortnightly submission of working papers. We should be able to promote 700 teachers per month or 350 / fortnight, and fill the vacant posts by 31.12.2019. All concerned to submit working papers, accordingly
- ii. DPC must be convened every fortnight.
- iii. Let everyone know about targets / plans / DPC schedule to expedite the process of submission of papers / documents.
- iv. Give targets of working papers, grade wise & directorate wise along with time lines.
- v. Fortnightly progress report must be submitted after every DPC.
- vi. Add these targets in performance entrants of every Head of Department. "

2. In view of above, a schedule for initiation / finalization of promotion cases is enclosed herewith for strict compliance / implementation, in letter and spirit.

3. I am further directed to request you to take all concerned field officers on board for the purpose, accordingly.


SECTION OFFICER (S-VI)

CC:-

- i. PS to Secretary, School Education Department, Lahore.
- ii. PS to Special Secretary (Operations), School Education Department, Lahore.
- iii. PA to Additional Secretary (Schools), School Education Department, Lahore.
- iv. PA to Director Monitoring, Chief Minister's Monitoring Force, with the request to upload the same on the official website of School Education Department.
- v. PA to DS (SE), School Education Department, Lahore.
- vi. All Chief Executive Officers (District Education Authority) in Punjab.
- vii. All District Education Officers (District Education Authority) in Punjab.

SCHEDULE / TIMELINE FOR DPC CASES

Fortnightly, 1 st meeting of DPC in a month				Fortnightly, 2 nd meeting of DPC in a month				REMARKS
DATE OF SUBMISSION OF W.P BY DPI (SE) TO SED	SUBMISSION OF WP TO REGULATION WING OF S&GAD BY SED	SCHEDULE DATE FOR DPC MEETING	PREPARATION OF MINUTS OF MEETING	DATE OF SUBMISSION OF W.P BY DPI (SE) TO SED	SUBMISSION OF WP TO REGULATION WING OF S&GAD BY SED	SCHEDULE DATE FOR DPC MEETING	PREPARATION OF MINUTS OF MEETING	
07 th of every month	08 th / 9 th of every month	14 th / 15 th of every month	16 th / 17 th of every month	21 st of every month	22 nd / 23 rd of every month	28 th / 29 th of every month	30 th / 31 st of every month	<ul style="list-style-type: none"> In case of holiday, on the scheduled date, next working day will be considered as scheduled date. For the month of February, meeting will be scheduled on 26th / 27th and minutes will be finalized on 27th / 28th. DPI (SE) will get FIR status from ACE and E&D/ punishment status of concerned officers on pro active basis, directly, to incorporate in the working papers, timely. DPI(SE) will establish close liaison with QAED, Lahore to expedite PLT process for availability of sufficient trained officers for preparation of working papers for promotion as per given time schedule.

SCHEDULE / TIMELINE FOR PSB CASES

Fortnightly, 1 st meeting of PSB(I&II) in a month			Fortnightly, 2 nd meeting of PSB(I&II) in a month			REMARKS
DATE OF SUBMISSION OF W.P BY DPI (SE) TO SED	REFERENCE TO ACE & E&D WING FOR FIR & INQUIRY / PUNISHMENT STATUS ON	SUBMISSION OF NOTE TO EDUCATION MINISTER FOR HIS MANDATORY APPROVAL	DATE OF SUBMISSION OF W.P BY DPI (SE) TO SED	REFERENCE TO ACE & E&D WING FOR FIR & INQUIRY / PUNISHMENT STATUS ON	SUBMISSION OF NOTE TO EDUCATION MINISTER FOR HIS MANDATORY APPROVAL	
05 th of every month	06 th of every month	07 th of every month	16 th of every month	17 th of every month	18 th of every month	<ul style="list-style-type: none"> Working papers will immediately be submitted to S&GAD after approval of Minister for Education and fulfillment of other codal formalities (Incorporation of FIR of ACE, Inquiry /Punishment status of E&D, PLT result etc in working papers) In case of holiday, on the scheduled date, next working day will be considered as scheduled date. DPI(SE) will establish close liaison with QAED, Lahore to expedite PLT process for availability of sufficient trained officers & ACE to get FIR status timely for preparation of working papers for promotion as per given time schedule.

Section Officer (S.VI)
 Govt. of the Punjab,
 Education Department