



No. SO(SE-III)5-49/2013  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore the June 23<sup>rd</sup>, 2014

To

1. All the District Coordination Officers, in Punjab.
2. All the Executive District Officers (Edu.), in Punjab

**Subject: RE-ALLOCATION OF TEACHING POSTS**

In continuation of this Department's letters of even No. dated 24.06.2013, 21.03.2014, 03.04.2014, 28.04.2014 and 17.06.2014 on the subject cited above. Implementation of the Policy of Re-allocation of Teaching Posts in districts was required to be completed on the prescribed format issued vide letter of even number dated 17-6-2014 but compliance from most of districts is still awaited.

2. In the recent Stock take meeting, it has been noticed with serious concern that implementation in proper spirit has not be carried out. The Chief Minister, Punjab has taken serious note of the lapse and taken up the issue with Secretary Schools. The issue was also discussed in Executive District Officers (Edu.) meeting held on 21-6-2014 under the chairmanship of Secretary, School Education and it was conveyed that complete implementation must be ensured by 30<sup>th</sup> June, 2014. Any lapse or delay would not be tolerated as issue has already caused embarrassment at the highest level. All Executive District Officers (Edu) will be personally responsible and would held accountable in case of failure in implementation of policy.

3. The surplus Elementary School Teachers (ESTs), if not yet been adjusted in Middle, High and Higher Secondary Schools, can also be adjusted as per STR in understaffed Primary Schools.

4. The available surplus SST incumbents can also be adjusted in Middle, High and Higher Secondary Schools where SST posts are vacant as per workload / policy. However, equal number of vacant posts of SST from these schools will be shifted to surplus pool at district level.

5. The available surplus PST incumbents can also be adjusted in Primary, consolidated Model Primary, Community Model, Middle, High and Higher Secondary Schools where PST posts are vacant as per policy. However, equal number of vacant posts of PST from these schools will be shifted to surplus pool.

6. The above said information shall be submitted through **special messenger (hard and soft copy)** on the prescribed format issued vide letter of even number dated 17-6-2014. The same information shall also be sent through e-mail at [deputysecretary\\_ee@hotmail.com](mailto:deputysecretary_ee@hotmail.com) by **30.06.2014 at 10.00 AM**, without fail.

  
UNDER SECRETARY (SE-III)

23-6-2014

No. & Date Even.

A copy is forwarded for information and necessary action to:

1. All the Chairmen, Complaints Redressal Cells, in Punjab.
2. The Accountant General, Punjab, Lahore.
3. The Programme Director, PMIU, Punjab, Lahore.
4. All the Divisional Commissioner, in Punjab.
5. The Programme Director, DSD, Punjab.
6. The Director Public Instruction (SE), Punjab, Lahore.
7. The Director Public Instruction (EE), Punjab, Lahore.
8. All the Executive District Officers (F&P), in Punjab.
9. All the District Accounts Officer, in Punjab.

  
UNDER SECRETARY (SE-III)

23-6-2014

- CC:
1. PS to Secretary School Education
  2. PA to Addl Secretary (Schools)



NO. SO (SE-III) 5-49/2013  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
 Dated Lahore, the June 17, 2014

To

All the Executive District Officers (Edu), in Punjab.

Subject: **RE-ALLOCATION OF TEACHING POSTS**

In continuation of this Department's letters of even No. dated 24.06.2013, 21.03.2014, 03.04.2014 and 28.04.2014, on the subject cited above.

2. I am directed to request you to furnish the information regarding completion of Re-allocation of Teaching Posts (SSTs, ESTs and PSTs) on the following format:

**Form-A List of shifted incumbents / vacant posts of SSTs (all categories)**

No. of incumbents shifted : \_\_\_\_\_  
 No. of vacant posts shifted : \_\_\_\_\_  
 No. of unadjusted surplus incumbents : \_\_\_\_\_  
 No. of unadjusted vacant posts : \_\_\_\_\_

Sr. No.	EMIS Code of surplus overstaffed schools	Name of incumbents / vacant posts shifted	EMIS Code of understaffed schools	Name of understaffed schools in which incumbents/ posts shifted	Order No. with date	Implementation status
	<b>Total</b>					

**Form-B List of shifted incumbents / vacant posts of ESTs (all categories)**

No. of incumbents shifted : \_\_\_\_\_  
 No. of vacant posts shifted : \_\_\_\_\_  
 No. of unadjusted surplus incumbents : \_\_\_\_\_  
 No. of unadjusted vacant posts : \_\_\_\_\_

Sr. No.	EMIS Code of surplus overstaffed schools	Name of incumbents / vacant posts shifted	EMIS Code of understaffed schools	Name of understaffed schools in which incumbents/ posts shifted	Order No. with date	Implementation status
	<b>Total</b>					

**Form-C List of shifted incumbents / vacant posts of PSTs**

No. of incumbents shifted : \_\_\_\_\_  
No. of vacant posts shifted : \_\_\_\_\_  
No. of unadjusted surplus incumbents : \_\_\_\_\_  
No. of unadjusted vacant posts : \_\_\_\_\_

Sr. No.	EMIS Code of surplus overstaffed schools	Name of incumbents / vacant posts shifted	EMIS Code of understaffed schools	Name of understaffed schools in which incumbents/ posts shifted	Order No. with date	Implementation status
	<b>Total</b>					

3. I am directed to request you <sup>that</sup> above said information shall be submitted through special messenger in hard and soft copy by **19.06.2014 at 10.00 AM** without fail.

4. The Secretary School Education shall discuss the exercise of rationalization in detail in the meeting held on 21.06.2014 at 08.00 am at DSD, Lahore.

  
UNDERSECRETARY (SE-III)

**No & Date Even:**

A copy is forwarded for information and necessary action to the Program Director, PMIU, Punjab, Lahore.

  
UNDERSECRETARY (SE-III)

**CC:**

1. P.S to Secretary School Education Department.
2. PA to the Addl. Secretary (Schools).



NO. SO (SE-III) 5-49/2013  
GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT  
Dated Lahore, the April 28, 2014

To

1. All the District Coordination Officers, in Punjab.
2. All the Executive District Officers (Edu), in Punjab.
3. All the District Monitoring Officers, in Punjab.

Subject: **RE-ALLOCATION OF TEACHING POSTS**

In continuation of this Department's letters of even No. dated 24.06.2013, 21.03.2014 and 03.04.2014, on the subject cited above.

2. The surplus available ESTs with incumbents be adjusted in Middle, High and Higher Secondary Schools, having numbers of vacant posts of ESTs as per workload / policy. However, the equivalent number of vacant posts of ESTs available in these schools will be shifted to surplus pool at district level.

3. The surplus Elementary School Teachers (ESTs), if not yet been adjusted in Middle, High and Higher Secondary Schools, may be adjusted in Primary Schools as under:

- i. Having more than enrollment of 20 but functioning without teachers;
- ii. Functioning with single teacher having enrollment more than 40;
- iii. Functioning with two teachers having enrollment 90 or above; and
- iv. As per STR understaffed Centre Primary Schools.

4. In case of adjustment of two or more interested surplus EST incumbents, competing against one post in the primary school, the senior most among them will be given preference. Further, male surplus ESTs shall be adjusted in Boys Primary Schools and female surplus ESTs shall also be adjusted in Girls Primary Schools and Model Primary Schools.

5. The Seniority of surplus EST incumbents adjusted in Primary Schools shall remain intact in their cadre and their nomenclature shall not be changed.

## SECRETARY SCHOOL EDUCATION

### No & Date Even:

A copy is forwarded for information and necessary action to:

1. All the Chairmen, Complaints Redressal Cells, in Punjab.
2. The Program Director, PMIU, Punjab, Lahore.
3. All the Divisional Commissioners, in Punjab.
4. The Program Director, DSD, Punjab.
5. The Director Public Instruction (SE) Punjab, Lahore
6. The Director Public Instruction (EE) Punjab, Lahore.
7. All the Executive District Officers (F&P), in Punjab.
8. All the District Accounts Officers, in Punjab.

UNDERSECRETARY (SE-III)

### CC:

1. P.S to Secretary School Education Department.
2. PAs to all the Addl. Secretaries.
3. PAs to all the Deputy Secretaries.