

- i. Retired teachers
- ii. Shopkeepers
- iii. Retired/ serving overseers/ technicians or any correspondent of local news paper
- iv. Village Numberdar

Sr.#	Category	Number of Members	Position
1.	Head Teacher	1	Chairperson
2.	Parents	9	Members
3.	General Members	7	Members

Constitution of SC in Lahore District:

- a. City District Government Lahore re constituted the SC with the inclusion of concerned UC Nazim as Chairperson of SC. In Girls Schools the UC Nazim will nominate a lady to act as Chairperson.
- b. The concerned Head Teacher will act as co-signatory as well as general secretary of his/ her SC.
- c. In the adopted schools the Head Teacher will be the Chairperson of SC while a representative of the relevant NGO will act as co signatory.
- d. The UC Nazim will Head of SC of High School as a Chairman however, will not in any case head more than 3 schools.
- e. In all other schools he will recommended a notable of the area for notification as a chairperson of SC.
- f. All the cheques will be signed by the Head of School on the advice of School Council.
- g. In case of any dispute between the chairperson of the SC and the Head Teacher the same will be referred in writing to concerned District Education Officer whose decision will be final.

4. Qualification:

- a. Preference will be given to the educated members in all sectors.
- b. If the children of some parents are studying in various schools they shall take part in all School Councils/ Electoral College of these schools.
- c. If the parents wish they can nominate the child's grandfather/ grandmother, parental uncle or uncle as their guardian. In that case that nominee shall be considered a parent.

Procedure of Election/ Selection of SC Members

General body meeting of the SC will be held twice a year. EDO education or his representatives are to ensure his/ her presence on both these occasions along with concerned staff of Schools Education Department of districts dealing with the representatives SC.

Primary and Elementary Schools

General body: The AEO concerned, Head Teacher, Parents and notables will be considered general body members.

- a. The concerned AEO presides over the meeting of general body meeting and inform the participants regarding the objectives and importance of meeting. Thereafter the willing persons are determined for becoming members.
- b. If there are more willing persons from the prescribed seats then election is held for selection of members.
- c. The parents of only bonafied students who are present at that time, have right to vote, however AEO or the Head Teacher and the respectable citizen have no right to vote but AEO has right to casting vote to select a member in case two have same votes for election of members. AEO can adopt any way for voting method; show of hand or through secret balloting.

Procedure of Issuance of SC Notifications

- a. AEO prepares the minutes of meeting and issue the notification of SC according to the prescribed Performa on the same day of meeting.
- b. The duration of working of SC is two years from the date of issuance of notification.
- c. A copy of minutes of meeting and notification of the council is forwarded to the Dy. DEO/ EDO (Education) for information and record.
- d. The concerned AEO is responsible for change of any member under the rules.

High and Higher Secondary Schools: The Head Teacher will call general body meeting at own level to elect or select SC members. He and she will use the powers of AEO and intimate the whole affairs of SC to DEO (SE) and EDO (Education).

Monthly Meetings

- a. The first meeting of SC shall be held on the day of election.
- b. The staff of re structure programme shall impart training and briefing about the method of meetings, preparation of agenda, duties and powers, awareness about the terms and conditions of purchase.
- c. SC Members addresses/ID number, signature shall be verified.
- d. SC will have to hold the meetings at least once in a month and 10 in a year.
- e. Emergency meeting maybe called by Head Teacher at any time.

Quorum

SC quorum shall be comprised of half the members. Only those decisions will be valid in which half of the total members have taken part.

Tenure

- a. SC shall be elected/ selected for two years.
- b. It is the responsibility of Head Teacher to convene the meeting of stakeholder after the completion of tenure to elect or select the new school council members.

Monitoring of School Council

The Monitoring of SC is performed through the following ways:-

- a. MEA check the record of SC every Month through the prescribed Performa.
- b. EDO (Edu)/DEO/ Dy. DEO / AEO check the record of SC during his visit / inspection of School.

- c. D.MO or any other mechanism prescribed by Government may also check the record of the School Council and interact with the members of the SC as well.
- d. Higher authorities can also check the accounts.

Removal of Difficulties

In case of any ambiguity in application of the SC Policy in any given situation, the orders of the EDO (Education), unless over ridden by the Provincial Government by any specific or general order, will be final.

Revocation of Nomination/ Cancellation of the SC Members

- a. Any member who remains absent from three consecutive meetings, or he/ she shows no interest in school problems or creates hindrance in the plans/ affairs of school council the member will be revoked by 2/3 majority opinion with the intimation of deputy DEO and DEO.
- b. In case of death of a member or he/ she gives up his/ her residence from that area or in case of his/ her no availability for any reason that membership shall be revoked by the mutual agreement of other members.
- c. In case of transfer of Head Teacher the most senior teacher shall perform his/ her duties as in charge Head Teacher until the appointment of new Head Teacher.
- d. Member who acts against contravention of SC code/ rules, if he/ she is convicted, or if his/ her reputation is tarnished, his/ her membership shall be cancelled or revoked.

Accountability of School Council

- a. School Council shall be called to account in case of unsatisfactory performance according to the Chief Minister Roadmap or any instructions issued by School Education Department.
- b. The satisfactory or unsatisfactory performance of School Council members shall be weighed with its annual performance.
- c. School council members shall be impeached by the parents and District Education Department.
- d. The method for impeachment shall be adopted according to the report of Head Teacher/ Chairperson of School Council.

Collective Responsibilities of School Council

- Community support for uplift of schools.
- Promote liaison between students, teachers and parents.
- To increase the enrolment of students and decrease the dropout rate of students of the school.
- Ensure to act upon the compulsory Primary Education Ordinance 13th May 2014.
- To disseminate the importance of education to parents so that they may get admitted their children in the schools.
- To support and persuade the school administration for curricular & co-curricular activities like parent teacher meeting, cleanliness day, literacy day, world teachers days, enrolment campaign.
- To make such arrangement by which the rights of teachers and students may be saved and tendency of corporal punishment may be stopped.

- Provision of textbooks and distributions of scholarship amongst the students.
- To take necessary steps for removal of ill-legal occupation of school building or land.
- To monitor the attendance of teachers/staff.
- To inform the AEO/MEA in case of long absence of teaching/Non teaching staff.
- To hold the meeting of SC at least once in a month and 10 within a year .
- To utilize the school funds.
- To maintain the accounts of SC and record related to SC. i.e. Receipts, Cash Book, Stock register , bank Accounts, Record, Development plan and projects etc.
- Appointment of temporary teachers
- Sport facilities

Schools Council's Record and Documents

EDO Office should maintain an upto date contact/ telephonic database of SC members, and notify any changes on quarterly bases to PMIU. A quarterly meeting at PMIU will be held on this account.

Farogh-E-Taleem Fund

The School Education Department has approved Rs. 20 / month per student from all classes in English Medium schools in order to improve the quality of education by meeting the requirements of teaching learning process.

- a. The existing balance of funds including the fine fund will be utilized for the welfare of the students as per policy laid down.
- b. The expenditure will be incurred through School Councils, whose minutes of the meeting will be kept on record for justification of expenditure.
- c. The Head of the institution should maintain a record of receipt and expenditure of the funds for audit, which will be carried out by the audit department on yearly basis.
- d. The rate mentioned at para 2 above will remain effective for a period of 3 year and no increase / decrease will be affected without the prior approval of Education Department.
- e. As regard enhancement in the fine fund (from Rs.0.25 per absence to Rs.1.00 per absence) being charged from the High and Middle School students, Chief Minister has desired that the issue would be considered next year after standard improvement in educational infrastructure is completed.
- f. Financial powers already laid down in the financial regulations will be adhered to strictly.
- g. All funds out of Farogh-e-Taleem Fund may only be incurred after observing all codal and procedural formalities.
- h. Any other collection apart from the funds allowed above in any form from the students is strictly disallowed.
- i. A unified Account for Farogh-e-Taleem Fund may be opened / operated in the name of Head Teacher and expenditure incurred with the approval of School Council.
- j. DPI (SE & EE) will also carry out necessary scrutiny during their tour program.

Usage of Farogh-e-Taleem Fund

Farogh-e-Taleem Fund should be utilized for the following purposes:

1. Purchase of Science Equipments of all types
2. Purchase and repair of sports articles of all types
3. Expenses to hold games contest, refreshment of players, conveyance expenses of sports, accommodation and meals expenses for sports
4. Minor work of play ground (cleanliness & leveling, etc. if required), availability of water for ground
5. Purchase of Library Books, Magazines, News Paper and periodicals, Library and Reading Room related expenses
6. Expenditure of Examination – printing of question papers, purchase of duplicating machine and related material
7. Purchase of Audio Visual aids
8. Installation of telephone/ internet (subject of Computer Science) for 9th 10th, and ICS classes
9. Purchase of Geometry Box, Chart, Maps, Black Boards / White Boards, Duster, Display Boards
10. Purchase of Plants for Tree Plantation / Flower Pots
11. Expenses for holding of competitions of Co-Curricular Activities i.e. Drama, Debates, Speech, Essay Writing
12. Expenses of Students & Class Incharge for trip to historical and geographical places. (no subscription will be taken from students)
13. Fee for scouting / Girl Guiding, Expenses of related items and accommodation of Students, Incharge Teacher, Headmaster
14. Purchase of Medicines
15. Appointment of part time Doctor & Dispenser
16. Treatment of Poor and deserving students
17. Purchase of sanitation related articles
18. Health related charts
19. Weight machine
20. Holding of parents Day expenses
21. National & Islamic celebration day's expenses
22. Furniture of Library and related items
23. Annual Prize Distribution Ceremony expenses
24. Educational distinction and sports prizes
25. First Aid and related articles
26. Articles relating to cleanliness in the school
27. Purchase of equipment relating to First Aid

28. Books for deserving poor students, stationary, purchase of uniform and shoes, payment of fee etc.
29. Purchase optical aids and toys for poor students
30. Purchase of seeds and plants for school ground and other ordinary purchase
31. Help for Students of SOS Village and Hospital
32. Prize in form of articles (Towels/vests) or prize bonds on occasions like Eid Milad ul Nabi / Pakistan Day, etc.
33. Printing the Certificates etc. for giving to students on the above occasions
34. Expenditure required in the form of repair, etc. in the libraries/purchase of fans, curtains and any other type of expenditure required in the libraries
35. Binding of Books of Libraries
36. Purchase of National Leader / National Heroes Photos

Any other type of expenditure required for the welfare of the students and upkeep of the school with permission of School Council.

SC Fund Expenditure

The expenditures on temporary appointment of teachers (part time) will be paid rupees 2500/- per month. The SC, however, cannot engage more than two temporary teachers (part time) at one time.

Provision of Refreshment Allowance

Tea, biscuits and smosas etc for SC monthly meeting only will be provided under this allowance which will not exceed the limit of rupees 300/- per meeting.

Procedure of Temporary Appointment of Teacher (Part Time)

- i. The minimum qualification for a temporary teacher (part time) is FA but FSc will be preferred.
- ii. The maximum per month salary for a temporary teacher (part time) shall be 2500/- per month.

The SC funds shall be spent for the achievement of the objectives. SC shall be authorized to spend up to a maximum of 4 (04) lacks of rupees in one financial year i.e. from July to June as per the notification number, IT (FT) 3-13/2002 dated January 7, 2004 and January 29, 2005 issued by the finance department or any other order subject to the finance department.

Financial Procedures for Schools Council (SC)

- a. The City District Government sanction budget according to the terms of partnership for all PS, ES, Higher Secondary School in the annual budget to EDO Education.
- b. The EDO Education collects the list of account number of all schools through deputy DEO and submits to the DCO/ EDO (F&P) for sanction/ approval.
- c. The District account officer pass the bills of grant of amount sanctioned by EDO (F&P) and DCO and the amount is transferred to the SC accounts accordingly.
- d. The EDO Education monitors the accounts of SC through deputy DEO/ DEOs.
- e. The audit rules don't apply on expenditure of SC under the financial/ purchase rules as prescribed by finance department wide notification dated 7-1-2004 but officers of Education Department or 3rd party Government Department can inspect the accounts.

f. All these rules are applied on Farogh-e-Taleem Funds in all categories of schools.

Financial procedures have been laid down for the smooth and efficient working of the School Councils. A brief overview of the same is given below:

Every committee will open two accounts.

- Public Fund
- Private Fund

Use of Public Fund

Amounts provided by Govt. will be kept in "Public Fund". This will include grant -in-aid and other amounts. Funds provided by the Govt. will be utilized only on items for which specified. Works done under these funds will be supervised by SC members.

An account shall be opened with the title of — Public Fund and the records of all amounts received from the Govt. will be maintained in this account.

Second account and cash register will be for the amounts received from the non-Govt. sources, and this account will be called "**Private Fund**". Sample cash register forms are annexed for reference:

Use of Private Fund

This fund will consist of the following:

- Farogh-I-Taleem Fund
- Donations from Community
- All other amounts which have not been provided by Government

Second account and cash register will be for the amounts received from the non-Govt. sources, and this account will be called "**Private Fund**". Sample cash register forms are annexed for reference:

Farogh-e-Taleem Fund has been introduced by Education Department, Govt. of the Punjab. This fund can be utilized on the following items:

- Setting up book bank for students.
- Furniture, science equipment or purchase of material necessary for "Activity-Based Learning".
- Appointment of additional teacher for the improvement of educational standard. This teacher will be employee of SC.
- Arrangement of substitute teacher in place of teacher proceeding on long leave.
- Financial aid to poor and intelligent students.
- Repair of school furniture's.
- Provision of funds for needs pointed out by teachers/students.
- Nomination of student, especially girls, from 5th, 8th and 10th classes for scholarships in accordance with the set standards.

Nomination of Head teacher, Primary teacher and Elementary Teachers Teaching English, Science and Mathematics, for Awards keeping in view the standard/norm set by the Government.

Financial Rules and Procedures

- A Bank account in the name of SC be opened in the nearest bank.
- Detail of income and expenditure may be put before all the SC members at least once in every three months. Record may be kept at some safe place.
- The Head teacher and the Co-signatory will jointly deal with the financial matters.
- Calling three quotations is not required; rather the works will be carried out with mutual consultation of the SC. However for the purchase of equipment under foreign funded projects will require three quotations.
- Every cheque will bear signatures of two members of SC (Head of institution and co-signatory).
- Permission to draw amount from the bank will have to be sought in a meeting of SC before withdrawal from bank.
- In emergency the chairperson will give in writing permission to draw the amount; however this will have to be authenticated in the subsequent meeting of SC.
- Account and record of receipts/vouchers and other relevant papers of income and expenditure will be kept safely, and every receipt/voucher may be signed by Head of the institution and a member of the committee.
- Officers of Education Dept. may check the accounts any time.
- Basic control of all the expenditure made through SC will remain with the Finance Department, Govt. of the Punjab and Pakistan Audit Department.
- Funds will be provided through Annual Budget in the form of "Grant-in-Aid" for purposes set by Education Deptt., so there will be no need of pre-audit.
- SC will have the permission to open bank account without the observance of Punjab Treasury Rule 9 (1) and Subsidiary Treasury Rule 22. According to this procedure accounts for the Govt. provided-funds will be opened in nearest branch of a scheduled bank.
- SCs will have no restriction of "Pre-audit". However they will be bound to prepare their detailed accounts in accordance with the standard procedure set under the financial rules.
- Education Department, for the supervision of internal affairs of school, will frame guiding principles for audit after specified period, of expenditure and assets made through SC.
- Funds transferred to SC account will be spent only on the "Heads" for which allocated. Funds allocated to one "Head" will not be used on some other "Head". However during this period there will be no restriction on the purchase of items according to the norm. These goods/assets will have to be entered in the Property Register of the school.

Purchase Procedure

School Council (SC) has the powers to buy (get manufactured) furniture from any person or firm according to the set specifications and standards. Other instructions can be seen in the booklet for SC published by Govt. of the Punjab. SC by mutual consultation will survey the local market and decide from which person or firm items have to be purchased. It will be kept in mind that the services of local artisans and firms may be utilized so that unemployment may be controlled at

...member of the ... it would be better to inform the people as to which person/firm is supplying the furniture to school, so that its reputation remains attached-with its work.

This also may be kept in mind that the furniture may be purchased in accordance to the funds provided by the Govt. or collected at local level. No furniture may be purchased for which there are no funds in the committees account. Bills of the purchased furniture may be entered in the cash book and also in the stock register.

Committee members, officers of the Education Department or any other authorized person or department may at any time check on the spot the details of accounts and the furniture/goods purchased.

References:

- Punjab Education Code
- Rules of School Councils
- Zabta-e-Kharidari; Education Dept, Punjab
- Punjab Treasury Rules

GUIDELINES FOR SECURITY ARRANGEMENTS IN SCHOOLS

The School Education Department, Govt. of the Punjab issued a notification regarding the security arrangements in schools, on 11th of January 2015. In the following paragraphs, the guidelines mentioned in the notification have been reproduced as such.

During the holistic professional development of teachers and educational managers, DSD imparts training on School Security Arrangements, First Aid and School Safety Plan (through Trainers of Education Department, Civil Defence, Rescue 1122, Girls' Guide Association, etc.) in all of its courses.

School Councils, School Neighbors, Head Teachers, and Teachers are required to play a vital role to ensure fool-proof / extensive security measures to avoid terrorist activities. They can help to sensitize the parents, local community, volunteers and students by playing an important role for monitoring the security arrangements in schools. The guidelines for Head Teachers & Teachers, School Council Members and School Neighbors are as under.

A- For Head Teachers and Teachers

The Head Teacher shall:

- i. convene School Council meeting (at least once a week) and take the school specific measures regarding terrorist activities;
- ii. issue school specific Standard Operating Procedures (SOPs) for preventing terrorist activity, safe exit during emergency and entrusting duties to all staff and managements;
- iii. ensure sweeping of school premises half an hour before opening of school and round outside of school boundary followed by three/ four rounds before school hours;
- iv. maintain and ensure the construction and completion of boundary wall upto 8 feet by using barbed wire / razor wires;
- v. ensure the duty of the school employees for guarding the school gate throughout the school hours in Higher Secondary Schools, High Schools, Elementary Schools and Community Model Schools. Further, the AEOs shall ensure guarding of school gate of the Primary / Model Primary Schools where ministerial staff is available;
- vi. launch students' awareness campaign with the coordination of parents, School Council members, School neighbors, volunteers, local community, notables and teachers;
- vii. convene Parent Teacher Meeting in the third week of every month and direct the teachers to sensitize the parents and students of security issues;
- viii. arrange training of staff, boy scouts, girl guides and students for emergency response and safe exit from the school with coordination of Civil Defence, Rescue 1122 or Police.
- ix. make the teachers responsible for staggered exit of students at the time of closing of school and only one gate be used in routine and other gates to be used only in case of an emergency;
- x. maintain Movement Register at the Gate to record name, CNIC No., address and purpose of visit;
- xi. ensure school assembly in classrooms for the time being;
- xii. arrange compulsory physical training for boosting the morale of students through Physical Teachers;
- xiii. arrange lectures / speeches on patriotism, threat awareness and threat response in school;

- xiv. be responsible to properly use and functionalize Metal Detectors, CCTV Cameras;
- xv. ensure regular liaison with the local police station and police mobile;
- xvi. hold special vigilance during BISE, PEC and School Examinations;
- xvii. display and give awareness to the students for calling the following Emergency Contact Nos. in case of terrorist attack:

• Emergency Nos.	15,1122,1124,1129
• Important Nos.	
DCO, Public Representatives	DPO,DSP, Police mobile, SHO
MS, THQ/BHQ/RHQ	EDO,DEO, DyDEO, AEO
• Name of Incharge of Police Mobile and his Cell No.	

- xviii. ensure to sweep and park the vehicles away from the school gate which are in use for pick and drop of students / staff;
- xix. ensure security clearance of the drivers, helpers and canteen staff through Special Branch immediately and shall be vigilant regarding the new ones;
- xx. remain in constant liaison with the school neighbors and keep on security briefing and provide them the lists of emergency contact nos.; and
- xxi. ensure functioning of school dispensary (if available) and provide first-aid box with necessary life-saving drugs and equipments.

B- For School Council Members

All School Council Members will:

- i. attend School Council weekly meetings regularly and discuss the safety and security of school premises;
- ii. identify short-comings in security measures & help school administration to remove them;
- iii. ensure inspection and analysis of security arrangements on regular basis, especially after school hours;
- iv. participate in Parent-Teacher Meetings, motivate the parents and create awareness among them;
- v. sensitize and motivate the school neighbors for school security and coordination;
- vi. arrange school security through local community / parents on rotational basis;
- vii. help out school administration and local police station to identify suspects in the surroundings, squatter settlements of nomads, gypsies, Afghans through parents, school neighbors, volunteers and local community; and
- viii. take on board the public representatives and notables of the local community.

C- For School Neighbors

School neighbors shall be regularly requested by Head Teachers and School Council Members to:

- i. keep a careful watch on the surrounding;
- ii. regularly screen their roof tops;
- iii. remove or convey to the local police in writing about abandoned and rented properties with a copy to the concerned school administration;
- iv. raise alarm on sight of unidentified trespassers in school premises and call the authorities at once; and
- v. provide all out assistance for rescue and exit in case of an emergency.

LIST OF IMPORTANT DOCUMENTS

Policies

1. Budget booklet 2013-14
2. Leaves rules updated
3. Rationalization of Ministerial staff in School Education Department Punjab
4. Reallocation of Teaching Posts Policy Dated 03-June-2013
5. Recruitment policy-Educator-II
6. Recruitment-Policy-2013
7. Revised Re-allocation of teaching posts policy dated 24-06-2013
8. School merging Policy 2012
9. Syllabi for all classes being taught at school level(class nursery to class twelve)
10. Transfer Policy 2000 along with updated letters of amendments till 2006
11. Transfer Policy 2013
12. Transfer Policy for AEOs 2013

Rules

1. Civil servant rules 1973 (Recruitment, Promotion and Seniority)
2. CSR Punjab Updated
3. DDO handbook updated 2009
4. Explanation of all rules
5. Income Tax method and rules for teachers
6. Income tax rate and its rules
7. New School Education Recruitment Rules 2014
8. PEEDA, 2006
9. Punjab Civil Servants Act, 1974.
10. Punjab Free and Compulsory Education Ordinance 2014
11. Punjab Teacher Service Rules updated
12. School education ministerial staff service rules
13. The Punjab Examination Commission Act 2010
14. The Punjab Procurement Regulatory Authority (PPRA) Act
15. Writing of Subordinates Confidential Report

Notifications

1. Amendments in Reallocation Policy 2013 dated 28-04-2014
2. Amendments in rules regarding PERs of teachers and Heads of Schools in SED Punjab
3. Amendments in study leave rules dated 21 oct 2013
4. Charge Allowance for head teachers
5. Code-of-Conduct for monitoring staff
6. Conversion of post of educators 2012 phase-I
7. Conversion of Urdu medium schools into English medium schools – 2011
8. Dastoor ul amal Punjab
9. Deduction of house rent allowance of only one spouse

10. Empowerment of head teachers – 2011
11. Enrollment Emergency Campaign 2013
12. Farogh-e-taleem fund for English medium schools – 2011
13. Fee concession for sons-daughters of employees from bs-1 to bs-16 – 2011
14. Free medical treatment for employees of provincial government – 2011
15. Guidelines for trip and tour programme of students
16. Moving one step up for Punjab employees_BS-1-BS-4
17. Notification for annual holidays 2014 in schools education department Punjab
18. Notification for empowerment of heads dated 14-04-2009
19. Notification for enhancement of sum assured in respect of group term insurance scheme and coverage for five years after retirement
20. Notification for four month salary to the family of civil servant who dies during service dated 01-07-2002
21. Notification for GPF profit rate
22. Notification for grant of medical allowance to civil pensioners of the Punjab dated 15.07.10
23. Notification for grant of science allowance to headmasters
24. Notification for granting authority for leaves
25. Notification for phone calls from official landline phone to mobile phone dated 13-02-2008
26. Notification for the admissibility of science allowance during study leave
27. Notification of 2days in a week Punjab 2013
28. Notification of amendments regarding the rules of income tax by ministry of finance Pakistan
29. Notification of leave encashment Punjab 2013
30. Notification of PEC for inclusion of only 5 subjects in exams
31. Notification of premature increment on appointment from lower to higher scale dated 23 May 2001
32. Notification of teaching of computer at elementary level
33. Paternity Leave Notification 2012
34. Pension Reforms Notification
35. Priorities and procedures for provision of teaching staff in the newly upgraded Higher Secondary schools
36. Punjab Revision_conveyance_Allowance_BS-1-BS-15
37. Punjab-Inspection-Allowance for female AEOs
38. Rationalization of Staff
39. Relief packages for the family of civil servants who die during or after service Punjab
40. Revised notification PhD and MPhil allowance for school side teachers with clarification of Finance Department
41. Safety and Security of IT Labs (IT-teacher-not-responsible-for-any-loss-in-lab)
42. School Management (FTF, School council, etc.) with all amendments
43. Study leave notification dated December 2009
44. TA/DA Notification for Punjab
45. Teachers-Performance-Incentive
46. Teaching of Holy Quran in Schools
47. Women Package 2012

References:

- www.punjab.gov.pk
- Constitution of Islamic Republic of Pakistan, 1973
- Punjab Financial Rules Vol-I & II
- Punjab Treasury & Subsidiary Treasury Rules
- Punjab Delegation of Financial Powers Rules, 2006
- Punjab Budget Manual
- Departmental Financial Rules
- The Punjab Procurement Rules, 2014
- NAM (New Accounting Model)
- Guidebook for Drawing & Disbursing Officer, District That Work, Project, USAID
- Punjab TA Rules
- Income Tax Ordinance, 2001
- Sales Tax Act, 1990
- Sales Tax Special Procedure (Withholding) Rules, 2007
- Stamp Act, 1899
- Excise Taxation Rules
- Finance Acts, 1995 & 2014
- Notification of Finance Department No. SO (TT) 2 (3)/83 dated 23-04-1990

3. Has the officer achieved objectives/targets as claimed at Sr. No. 7 of Part-I?
4. Do you agree with the reasons for failure in achieving the objectives/targets reflected at Sr. No. 7 of Part-I? If not, please specify.
5. Do you agree with the claim of exceptional contribution of the officer at Sr. No. 8 of Part-I? If not, please specify.

PART - III

(To be filled by the official Reported upon)

The rating part-III should be recorded by initialling the appropriate box. The ratings denotes by alphabets are as follows:

"A" Very

"B" Satisfactory

"C" Unsatisfactory

(For uniform interpretation of qualities listed in these parts, two extreme shades are mentioned against each item)

		A	B	C	
1. Behaviour with public	Courteous and helpful				Haughty, Unsympathetic and ill-behaved
2. Financial responsibility	Exercises due care in financial discipline				Irresponsible
3. Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases.				Reluctant to take on responsibility will avoid it whenever possible.
4. Knowledge of laws/ rules/procedures/IT skills	Has a thought grasp of the knowledge relevant to his job/IT skills				Dose not know enough about the present job/IT illiterate
5. Supervision and guidance.	Organizes and uses staff and other resources effectively				Lacks control, ineffective
6. Ability to take decision					

PART – IV

- (a) **Pen-Picture:** Please comment on strong points, weak point. Fitness for promotion. Usefulness for further retention in service and analytical ability of the officer. Also indicate whether further training is required for increasing his efficiency. If so, in what areas?
- (b) **Counselling:** Was the official advised to improve his performance during the period under report? If so, on what aspects and with what result?