



GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT  
Dated Lahore, the 18<sup>th</sup> Dec. 2018

**NOTIFICATION:**

**NO.SO(SE-III) 5-226/2017** In continuation of this Department's Notification of even Number dated 12 09 2017, the Competent Authority has been pleased to notify following measurable indicators to assess / evaluate the performance of Assistant Education Officers by their controlling officers -

Sr No	Indicator	Target Performance for the month	Achieved Performance for the month
1	Conduct Out of School Children Survey	Ensure that OOSC survey is conducted once a year before enrollment drive	
2	LND (English, Math, Urdu)	Ensure that LND performance at markaz level is at least 80% per quarter	
3	PEC Results (Grade 5 & 8)	Ensure that PEC results at the markaz level are at least same as last year results	
4	Student Attendance (K-8)	Ensure that average student Attendance is at least 90% for Kachi to Grade 8	
5	Teacher Presence	Ensure that average Teacher Presence is at least 85%	
6	AEO Visits	Visit each school twice per month	
7	Functioning of Facilities	Ensure that at least 90% of the schools have functional facilities	
8	Student Retention	Ensure that average Student Retention is at least 85%	
9	LitNum Materials	Ensure that LitNum Materials are available in at least 80% of schools	
10	On-time resolution of Hotline Complaints	Ensure that at least 90% of hotline complaints are resolved	
11	Classroom Observations	Ensure that at least 2 classes per school are observed	
12	Co-curricular Activities	Ensure that co-curricular activities are held in school as notified by department	
13	School Record (Teachers, Non-Teaching Staff, Students, NSB, FTF)	Ensure that complete school record is maintained	

14	School Based Action Plan (SBAP)	Ensure that SBAP is prepared	
15	School Council	Ensure at least one School Council meeting per month	
16	Attend Monthly Meetings	Attend monthly meetings (Pre-DRC, DEO, Dy DEO, Head Teacher)	
17	Teacher Trainings	Ensure that all teachers attend trainings, as communicated by department	

**Note:-** For Inspection Allowance AEOs must achieve at least 15 out of 17 above mentioned targets

### SECRETARY SCHOOL EDUCATION

**No & Date even:**

A copy is forwarded for information and necessary action to

- 1 The Chief Secretary Punjab, Lahore
- 2 The Chairman, P&D Board, Punjab, Lahore.
- 3 The Secretary, Finance Department
- 4 The Secretary, Planning and Development, Lahore
- 5 The Member, Social Sector, P&D Board, Punjab, Lahore
- 6 Programme Director, PMIU
- 7 Director General, Quaid-e-Azam Academy for Educational Development, Lahore
- 8 Chief Executive officer, PEC
- 9 Managing Director, Punjab Text Book Board Lahore
- 10 The Chief, Education, P&D Board, Punjab, Lahore
- 11 Ms. Fatima Zaidi, Head, SMU, Lahore.
- 12 Team Leader, TAMO, Lahore
- 13 Mr. Benjamin Gibbons, CM Roadmap Team, Lahore.
- 14 All Commissioners in Punjab.
- 15 All Deputy Commissioners in Punjab.
- 16 All Chairpersons, District Education Authorities in Punjab.
- 17 All CEOs District Education Authorities in Punjab
- 18 All DEOs (EE-Male / Female) in Punjab.
- 19 PS to Minister for School Education, Punjab, Lahore.
- 20 All AEOs in Punjab.
- 21 Notification file.

*Asma*  
18/11/14  
**ASMA AHMAD**  
**SECTION OFFICER (SE-III)**

**CC:**

1. All Additional Secretaries, School Education Department.
2. All Deputy Secretaries, School Education Department.
3. All Section Officers, School Education Department.
4. PS to Secretary School Education
5. PS to Special Secretary School (Operation)