

**MINUTES OF MEETING HELD ON 09-3-2017 AT 10-00 A.M. UNDER THE CHAIR OF
DPI (SE) PUNJAB, LAHORE IN THE OFFICE OF CEO, DEA, MULTAN TO REVIEW
THE PROGRESS IN CONNECTION WITH CURRENT ISSUES / POLICIES**

A meeting was held on 09-3-2017 at 10-00 A.M, under the chair of Syed Mumtaz Hussain Shah, Director Public Instruction (SE), Punjab, Lahore in the office of CEO , DEA, Multan to review the progress in connection with current educational issues / Policies i.e. UPE/USE ,Enrolment Campaign, Recruitment of Educators, NSB Funds, IT Labs, Brick Kilns, Promotions, Security Arrangements etc.

Following Officers attended the meeting:-

- 1- **Syed Mumtaz Hussain Shah, Director Public Instruction (SE), Punjab, Lahore (Chair)**
- 2- **Mr. Aezaz Ahmad Khan Joiya, Chief Executive Officer (DEA), Multan.**
- 3- **Mr. Muhammad Javed Rafique** , District Education Officer (EE), Multan and Additional charge of Divisional Director (Elementary) Multan Division, Multan.
- 4- **Mr. Muhammad Riaz Khan Baloch**, District Education Officer (SE), Multan.
- 5- **Mr. Mrs. Fozia Hina**, District Education Officer (EE-W), Multan.
- 6- **Rao Tassarwar Ali, Deputy Director, Finance, DEA, Multan.**
- 7- **Mrs. Rakhshanda Qamar**, Dy. DEO(EE-W) Tehsil Multan City
- 8- **Mrs. Hajran Shaheen**, Deputy DEO(EE-W), Tehsil Multan Sadder.
- 9- **Mr. Ahsan Farid**, Dy. DEO(SE-HQ), Multan.
- 10- **Hafiz Muhammad Qasim**, Dy.DEO(EE-M) Tehsil Multan City
- 11- **Malik Khalid Ayyaz** ,Assistant Director (B&A) o/o CEO, DEA, Multan
- 12- **Mr. Nadeem Iftikhar Khan**, Assistant, GB, o/o CEO,DEA, Multan

The meeting started with the recitation of Holy Quran.

Syed Mumtaz Hussain Shah, Director Public Instruction (SE), Punjab, Lahore presided over and addressed the meeting. The chair briefed the participants regarding current educational issues and Policies of the Govt. of the Punjab and directed to ensure the implementation of the directions already issued in connection with UPE/USE , Enrolment Campaign, Recruitment of Educators, NSB Funds, IT Labs, Brick Kilns, Promotions, Security Arrangements.

Mr. Aezaz Ahmad Khan Joiya, Chief Executive Officer, District Education Authority, Multan presented comprehensive report regarding the progress on the above issues / matters particularly Enrolment campaign-2017. Thereafter, Mr. Muhammad Javed Rafique, DEO(EE-M), Multan briefed that the work on the implementation on the directions issued by the Govt. of the Punjab regarding Enrolment campaign and other issues has already been started in the public and private schools of Elementary wing. Mr. Muhammad Riaz Khan, DEO(SE), Multan explained regarding the progress of USE campaign and security arrangements made in Higher and High schools of District Multan. He informed that all necessary arrangements as per directions issued by the Govt. of the Punjab have been made in public and private High schools of District Multan. Mrs. Hajran Shaheen, Dy. DEO(EE-W), Multan intimated that all necessary arrangements regarding enrolment campaign have already been made in the female Elementary and Primary schools of District Multan.

The chair discussed the following issues / matters and directed to ensure the implementation as per directions in letter and spirit.

<u>S</u> <u>N</u>	<u>AGENDA</u> <u>ITEMS</u>	<u>IMPLEMENTATION STATUS</u>	<u>RESPONSIBIL</u> <u>ITY</u>
1	Enrolment & Retention campaign-2017	The Chair directed that all the directions already issued in connection with Enrolment and Retention campaign-2017 must be ensured as the Government of the Punjab has decided to achieve 100% enrolment of out of school children (5 to 9 years old) and 100% retention of enrolled students. In this regard, the Chief Minister Punjab has been pleased to desire to achieve 95% enrolment of out of school children by 31-10-2017 under 2018 goals.	All DEOs All Dy. DEOs/ All AEO (M & F) / Heads of all Schools in District Multan
2-	Inauguration of Enrolment and Retention campaign-2017	The chair informed that the Chief Minister Punjab will inaugurate enrolment and retention campaign in first week of April,2017 .The Public Representatives, Deputy Commissioners and CEOs (DEA) will also inaugurate the campaign in their respective district as per schedule.	All DEOs All Dy. DEOs (M & F) All AEO (M & F) / Heads of all Schools in District Multan
3	District wise and class wise breakup of Targets	The Chair briefed that District wise and class wise break up of targets has already been issued. All the schools will display banners regarding opening of admission under Enrolment Campaign-2017 at the prominent places in their areas of jurisdiction. First phase of Enrolment & Retention campaign has been started from March 01, 2017 in compliance of the direction passed during CEOs (DEA) Training workshop dated 30-01-2017 at DSD and will continue till 31-05-2017. Further , second phase of Enrolment and Retention will start from August 14, 2017 and will continue till 31-10-2017.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools
4-	Hiring of Part Time coaches	The chair directed that the CEO (DEA) shall notify catchment areas of each school. Door to door survey of children of age group of 1 day to 16 years on the prescribed form will be carried out by the Part Time coaches / teachers in the respective notified catchment areas of their schools from March 10 to May 31, 2017. The part time coaches will be hired as per need. In single school two coaches will be hired. There should be at least three teachers in every school. First assignment of the Part time coaches is to carry out the survey of their respective catchment area on the prescribed form (already issued). A register of admission able children will be prepared and particulars of all such children will be entered in that register. These children will be admitted in the schools. All the children who will be reported during three months will be admitted in the schools. No fake admission as per past practice will be made. All the coaches/ teachers and their controlling officers will be responsible for the consequences in case of fake admission / survey.	All DEOs All Dy. DEOs (M & F) All AEO (M & F) Heads of all Schools in District Multan
5-	UPE /USE Campaign-2017	The chair warned that less admission from the target will not be tolerable in UPE/ USE campaign-2017. The chair told that no attention was paid by the Heads of the Higher and High (Male and Female) schools which have primary portion as the target of	All DEOs All Dy. DEOs (M & F) All AEO (M & F)

		Kachi and primary classes was not achieved in District Multan last year. Moreover, the chair said that the enrolment in sixth class was also remained low. The primary portion is being ignored by the Heads of High schools and their controlling officers. They should improve this situation and pay attention to this issue. The CEO & DEO (SE), Multan should convene the meetings of the Heads of all Higher and High schools and sensitizes them in this regard.	
6-	Retention of Students	The Chair briefed that the Govt. of the Punjab has issued strict directions in connection with retention of the students as this is a national issue. Many enquiries are under process against the Heads of schools regarding retention of children. As the Heads of some schools sent more registration forms of the students but less students appeared in the public examinations held by Boards and the results also remained very low. PEEDA cases have been registered against the defaulters which are under process by the higher authorities as well. The Chair directed that all the Heads of schools and controlling officers must pay full attention to this serious matter as the Govt. of the Punjab is taking strict action in this regard.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools in Multan District
7-	Recruitment Of Educators	The Chair directed that the process of recruitment of Educators may be completed as soon as possible. The DEO(EE-M), Multan invited the attention of the chair that the new software for issuance of orders of Educators has not been received by the concerned authority so the matter is still pending. The chair told that the new software is about to ready and will be sent within two or three days.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
8-	Verification of Degrees and testimonials	The Chair directed that the process of verification of degrees and testimonials must be completed as soon as possible. The chair also directed that the contents/ marks entered in the degrees must be compared/ verified with the merit lists and proper verification may be made possible. Many instances have been noted that the marks entered in the merit lists are different from the degrees. The work of verification of degrees should not be left on the respective DDO as they can only send the degrees or certificate to the concerned Board and after verification become satisfied as they cannot compare with the contents of the merit lists. So it is responsibility of the appointing authority to verify the contents of the degree / certificate with the merit list.	All DEOs All Dy. DEOs/ All AEO (M & F) District Multan
9-	Non Salary Budget	The chair described that the Govt. of the Punjab has been issuing non salary budget from the last three years to all schools. Hence, there is no problem of funds for improving the quality of Education / status of schools. In case, there is need of more funds then the Heads of school should submit the request along with complete case for issuance of more budget through proper channel. The chair expressed his deep concern over the misuse of non salary budget in some schools. All the controlling officers and Deputy Directors Finance should convene the meetings for proper training of Heads	All DEOs All Dy. DEOs/ All AEO (M & F) / Heads of all Schools in District Multan

		of schools particularly for making expenditure out of NSB funds. The School Education Department has also issued booklets / guidance manual in this regards. All the details are available on the website of School Education Department in this regard. Moreover, the chair directed that the part time coaches be hired as per need for enrolment campaign-2017. The directions, in this regard, have already been issued regarding expenditure of the NSB and their salaries be given out of NSB under rules.	
10	Missing Facilities	The Chair expressed his views regarding the poor situation and non provision of missing facilities in the schools. The chair stressed that the School Councils are competent to incur the expenditures out of NSB and FTF but no proper use of funds is being made in some schools. All the missing facilities should be provided and the shelters/ chappers may be constructed as per need.	All DEOs All Dy. DEOs/ All AEO (M & F) / Heads of all Schools in District Multan
11	Teachers issues /Promotions	The chairs expressed deep concern over the teacher's issues particularly for non preparation of seniority lists and promotions and non completion of teacher package. On enquiring by the chair, the DEO (EE-M), Multan briefed that the teacher package has been awarded / completed up till 2015. The chair directed that all the issues of the teachers must be solved as soon as possible. All the DEOs assured that appropriate measures are being taken in this regard.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
12	Training of Teachers	The chair directed that the cases of teachers be get completed and sent to his office in connection with promotion of the teachers from BS-16 to 17 and onwards. The DEO (SE), Multan explained that there are two pending cases of SST teachers, one for want of ACRs and other for litigation. The chair also directed to the DEO(SE), Multan that the cases of the teachers who are under training for promotion may also be submitted as soon as possible. The DEO(SE), Multan intimated that some of the teachers are not interested in promotion. The chair directed that all the cases of teachers be submitted to his office as this is matter of DPC and rules.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
13	I.T. Labs	The chair directed that all the I.T. Labs must be made functional. There should also be computer teachers as per requirements. All possible efforts be made to functionalize the computer Labs. Mr. Muhammad Riaz Khan, DEO(SE), Multan briefed that a website by the office of DEO(SE), Multan has been launched for providing information and solution of other related issues. The chair expressed his good wishes and promised to inaugurate the website in the next visit.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
14	Solar plants	The chair briefed that the Govt. of the Punjab has taken initiative of Solar plants in the schools. In first phase, the solar plants are being established in the schools where electricity is not available and are off-grid.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
15	Students of Brick Kilns workers	The chair stressed that all the out of school children of Brick Kiln workers must be enrolled and all facilities be provided to them as per directions	All DEOs All Dy.

		already conveyed in this connection. Issuance of Khidmat Cards and school supplies must be ensured as per directions. No slackness will be tolerated in this regards.	DEOs/ All AEO (M & F) in District Multan
16	Promotion of Clerical staff And New Rules of business for DEAs	The chair expressed his views regarding the promotions of clerical staff and told that new rules and regulations regarding promotions are under process by the Govt. of the Punjab as new District Education Authorities have been established. As soon as the new rules are issued, the promotions of clerical staff be made under the rules and regulations. Moreover, new rules of business for District Education Authorities are also under active process and will be issued soon.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
17	Budget for increments of untrained teachers	Rao Tassarwar Ali, Deputy Director Finance, DEA, Multan raised point regarding provision of budget for the increments of un-trained teachers as per directions issued by the August Supreme Court. The chair directed that demand for provision of budget may be submitted to the concerned authorities under the rules.	All DEOs All Dy. DEOs/ All AEO (M & F) in District Multan
18	SOPs of Security / Dengue	The chair directed to all Heads of Government Primary / Elementary / High and Higher Secondary (Male and Female) "A" category schools in District Multan to ensure the implementation of all directions /SOPs of security and Dengue in their schools to avoid any untoward incident in future.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)

Meeting was ended with a vote of thanks to all the participants by the chair.



 Chief Executive Officer
 District Education Authority
 Multan

No. _____ 796 _____ /G.I.

Dated 10 -3-2017

Copy is submitted /forwarded for information and necessary action to:-

- 1- The Secretary, Govt. of the Punjab, School Education Department, Lahore.
- 2- The Director Public Instruction (SE / EE), Punjab, Lahore.
- 3- The Director Monitoring, CMMF, School Education Department, Punjab, Lahore.
- 4- The Programme Director, PMIU, Punjab, Lahore,
- 5- The Deputy Commissioner/ Adminsitrator, DEA, Multan.
- 6- The CPO / SP (Security/ Special Branch), Multan
- 7- The Head of DTSC/ Principal, GCET, Bosan Road, Multan
- 8- The District Monitoring Officer, Multan.
- 9- The District Education Officer (SE/EE- M/EE-W/ Spl Edu), Multan.
- 10- The Deputy Directress, M.C schools, Multan.
- 11- All the Heads of Schools in District Multan.


 Chief Executive Officer
 District Education Authority
 Multan