



No. SO(SE-III)5-125/2017
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore 25 May, 2017

MOST IMPORTANT

To

All the Chief Executive Officers,
District Education Authorities,
in the Punjab.

Sub: **INSTRUCTIONS FOR HEAD TEACHERS / PRINCIPALS TO BE FOLLOWED DURING SUMMER VACATION.**

Apropos the subject.

2. I am directed to convey the following instructions for strict compliance during summer vacation:

- i. All the Head Teachers / Principals of the Schools / Institutions will remain present in their Schools / Institutions during school hours in summer vacation and will also ensure presence of Ministerial Staff. The Ministerial Staff will be engaged in their assignments.
- ii. The Class Rooms, Toilet Block, Roof Top / Ceiling, Play Grounds, Library, Science Labs and Computer labs etc. will be kept neat and clean. In this regard, necessary repair / maintenance shall also be completed during summer vacation.
- iii. The security of the building will be ensured. In this regard all necessary measures will be taken as per earlier instructions issued by the department.
- iv. Unauthorized use of school building will not be allowed in any case.
- v. The school grounds and premises will be kept green and beautiful through plantation, proper watering and flowering.
- vi. All the school record will be kept safe and its safety will be fully ensured.
- vii. The necessary repair of the School building will be completed during summer vacation.
- viii. The furniture and electric appliances will be get repaired during summer vacation. Moreover, safety of students and building from any electric shock will be ensured.

3. It is therefore directed that implementation on above mentioned instructions may be ensured in letter & spirit and any negligence in this regard be treated as misconduct.

25/5/17
SECTION OFFICER (SE-III)

No. & Date Even:

A copy is forwarded for information and n/a to:

1. DPI (SE / EE), Punjab Lahore.
2. All DEOs (SE / EE), in the Punjab.
3. All principals / Headmasters of Govt. Schools.

Adma
25/5/12
SECTION OFFICER (SE-III)

CC:

1. Deputy Director Monitoring, School Education Department.
2. PS to Secretary School Education.
3. PS to Special Secretary (Operation).
4. PAs to Additional Secretary (Schools/ER/General/DEA/B&P).
5. PAs to Deputy Secretaries (SE / EE/Acad/ER/General/E&D/Admn).