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GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore, the 29th November, 2023

NOTIFICATION

NO.SO(G)D.O.P/2023: In exercise of Powers conferred under Rule 10 (g)(i) of Rules of Business-2011, read with Para 1.4 of Manual of Secretariat Instructions 2016 and in supersession of all this department's previous notifications bearing No.SO(E&A)D.O.P/2014 dated 23.05.2019, 17.07.2019, 06.08.2019, 26.05.2022, 09.02.2023 and 01.03.2023, the following Departmental Delegation of Powers in School Education Department are hereby notified with immediate effect to dispose of the official business: -

DELEGATION OF POWERS (SCHOOL EDUCATION DEPARTMENT)

Sr.#	Nature of Power	Extent of Power	To whom delegated / Authority to approve
1	Appointment / posting of teachers / officers (BS-17 & 18)	Full powers for appointment / posting	Secretary, SED
2	Conduct of DPC for promotion of teachers / officers from BS-16 to 17 and BS-17 to 18 and their posting upon promotion.	Full Powers	AS (Concerned)
3	Conduct of DPC for Move-over cases of teachers / officers from BS-17 to 18 and BS-18 to 19	Full Powers	AS (Concerned)
4	i. Transfer / posting of CEO (DEA) / DEO / Additional Director (BS-19)	Full Powers	i. Secretary, SED
	ii. Dy. DEO / Assistant Director / EO (BS-17 & BS-18)		ii. Special Secretary
	ii. Assigning of Addl. Charge for vacant posts of BS-17 & above		iii. Special Secretary
5	i. All kind of transfers / postings of teachers / Head teachers	Full Powers	i. Concerned Authority through School Information System (SIS)
	ii. Extension in joining time on transfer / posting up-to 15 days.		ii. CEO (DEA) up-to BS-16 and AS (Concerned)

			for BS-17 & above
	iii. Extension in joining time on transfer / posting up-to 30 days.		iii. AS (Concerned)
	iv. Extension in joining time on fresh appointment beyond 15 days.		iv. AS (Concerned)
6	Deputation cases of teachers / officers / officials	a. Full Powers for outside Departments	i. Secretary, SED
		b. Full Powers for within Department BS-18 & above	ii. Secretary, SED
		c. Full Powers for within Department up-to BS-17	iii. Special Secretary
7	Pay adjustment of officers awaiting posting of BS-17 & above	Full Powers	Special Secretary
8	Confirmation of employees of BS-17 & 18	Full Powers	Secretary, SED
9	Posting / transfer of employees within Department	Full Powers:	
		a. Officials upto BS-15	i. DS (General)
		b. BS-16 & 17	ii. AS (General)
		c. BS-18	iii. Special Secretary
		d. BS-19	iv. Secretary, SED
10	<u>Secretariat Staff</u>	Full Powers	
	i. Power to sanction all kinds of leave except Study leave / EOL / ex-Pakistan (BS-1 to 16)	a. upto 60 days	i. DS (General)
		b. upto 90 days	ii. AS (General)
		c. beyond 90 days	iii. Special Secretary
	ii. Forwarding of application to S&GAD for earned leave / Ex-Pakistan leave / Study leave / EOL	Full Powers	
		a. From BS-01 to BS-16	i. DS (General)
		b. For BS-17 & above	ii. AS (General)
	<u>Non-Secretariat Staff</u>	Full Powers	
	i. Power to sanction all kinds of leaves except Study leave / EOL / ex-Pakistan leave	a. From BS-01 to BS-16	i. Appointing Authority (Concerned)
		b. For BS-17 & BS-18	ii. CEO (DEA) concerned up-to 90 days and beyond 90 days AS (Concerned)
	c. For BS-19 & BS-20	iii. Special Secretary	
ii. Maternity / Eddat leave	Full Powers	DDO (Concerned)	
iii. Ex-Pakistan leave / Study leave / EOL (including NOC)	Full Powers		
	a. From BS-01 to BS-16	i. Appointing Authority	
	b. For BS-17 & above	ii. Special Secretary	

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	iv. Hajj / Umra / Ziaraat (including NOC)	a. From BS-01 to BS-16	iii. Appointing Authority
		b. For BS-17 & BS-18	iv. CEO (DEA)
		c. For BS-19 & BS-20	v. AS (Concerned)
11	i. Retirement Notification on superannuation	Full power for employees:	
		a. BS-01 to 16	i. CEO (DEA)
		b. BS-17 & BS-18	ii. DS (Concerned)
		c. BS-19	iii. AS (Concerned)
	d. BS-20 (forwarding of retirement case to S&GAD)	iv. AS (Concerned)	
	ii. Invalidation / premature retirement notification of officers in BS-17 to BS-19	Full Powers	AS (Concerned)
	iii. Sanction of LPR and encashment in lieu of Refused LPR for officers in BS-17 & above.	Full Powers	Special Secretary
12	Obituary Notification BS-17 & above	Full Powers	AS (Concerned)
13	Pension cases of officers of BS-17 and above including commutation of pension according to title, counting of military and other service towards pension etc.	a. Sanction of pension of officers in BS-17	i. CEO (DEA), Concerned
		b. Sanction of pension of officers in BS-18 to 20	ii. AS (General)
14	Initiation of probe on the complaints / representations against officers / teachers and recommendation to file the case	a. Officers in BS-17 & 18	i. AS (Concerned)
		b. Officers in BS-19 & above	ii. Special Secretary
15	Initiation of inquiries against teachers and officers in BS-17 & 18 under PEEDA Act, 2006	Full Powers	Secretary, SED
16	Cases of seniority disputes and Notifications of seniority lists pertaining to officers in BS-17 & above	Full Powers for officers in BS-17 to BS-20	AS (Concerned)
17	Issuance of No Demand / No Inquiry Certificate in connection with Pension / Promotion cases	<u>Secretariat-Staff</u>	<u>Secretariat-Staff</u>
		Full Powers for	
		a. Officials upto BS-15	i. SO (General)
		b. Officers in BS16 & 17	ii. DS (General)
	c. Officers in BS-18 & above	iii. AS (General)	
	<u>Non-Secretariat Staff</u>	<u>Non-Secretariat Staff</u>	
	Full Powers for		
	a. Officers in BS-17 to 19 after obtaining report from DS E&D).	i. DS (Concerned)	

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		b. Officers in BS-20 after obtaining report from DS(E&D).	ii. AS (Concerned)
18	Nomination for seminars / trainings courses / workshops abroad	Full Powers	Secretary, SED
19	Nomination of Departmental Representative for DPC / DRC in Districts	Full Powers	AS (Concerned)
20	Referral of cases for Medical Board for invalidation and disability certificate	Full Powers a. For officials upto BS-01 to BS-16	i. Appointing Authority
		b. For officers in BS-17 & above	ii. AS (Concerned)
21	Grant of NOC for Passport	Full Powers a. For officials upto BS-01 to BS-16	i. DEO (Concerned) ii. CEO (DEA) staff relating to CEO (DEA)
		b. For officers in BS-17 & above	iii. AS (Concerned)
22	NOC to apply through proper channel for employment in other Department	Full Powers i. Upto BS-16	i. Reporting Officer / DDO
		ii. For BS-17 & above	ii. DS (Concerned)
23	G.P Fund Advance to officers / Officials	<u>Secretariat Staff</u> Full Powers for a. Officials up to BS-16	<u>Secretariat Staff</u> i. DS (General)
		b. Officers in BS-17 & above	ii. AS (General)
		<u>Non-Secretariat</u> Full Powers for a. Officers of BS-17 to BS-20 posted in Schools / District level Offices	<u>Non-Secretariat</u> i. CEO (DEA), concerned
		b. Officers of BS-17 to BS-20 posted in DPI Offices	ii. DPI (Concerned)
		c. Officers of BS-17 and above posted in Secretariat	iii. DS (General)
24	Grant in aid to Educational Institutions	Full Powers	Secretary, SED
25	Matters regarding nationalized / denationalized Educational Institutions	Full Powers	Secretary, SED
26	Shifting / selection of sites of new educational institutions	Full Powers	Secretary, SED
27	Assembly questions / adjournment motions / privilege motions and	Additional Secretary concerned will furnish and finalize replies to the	AS (Concerned)

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	other legislative business matters	Assembly Questions, adjournment motions / privilege motions and other legislative business of the Department. Replies to be submitted to Minister for Education through Secretary	
28	Preparation of reply for President / Prime Minister / Governor / Chief Minister / CS Directives / Petitions	Additional Secretary Concerned will furnish and finalize replies to the President/Prime Minister / Governor /Chief Minister / CS Directives/Petitions	AS (Concerned)
29	Nominations of Chairman, Managing Directors, Members and officers of various statutory boards / Commissions / bodies & other Autonomous Bodies.	-	Secretary, SED
30	Approval for introduction of new subjects in educational institutions	Full Powers	Secretary, SED
31	Abolition of posts	Full Powers	Special Secretary
32	Convening of QEDC	Full Powers	AS (Concerned)
33	Grant of NOC for taking admission in M.A./ M.Sc, M.Phil and Ph.D Classes to teachers / officers upto BS-20	a. Up-to BS-16	i. Appointing Authority
		b. For BS-17 & BS-18	ii. DS (Concerned)
		c. For BS-19 & BS-20	iii. AS (Concerned)
34	<ul style="list-style-type: none"> ▪ Court cases before ▪ Supreme Court of Pakistan ▪ High Courts ▪ PST appeals ▪ Ombudsman complaints ▪ Representation / Appeals before Governor ▪ Human Rights Cell ▪ District Courts (Session / Civil) ▪ Other courts 	a. Para-wise Comments/ replies etc. shall be prepared by concerned Section at the earliest along with a certificate to the effect that all facts have been correctly incorporated. The case file will then be forwarded to Senior Law Officer for vetting of para-wise comments / replies and submission before the court within stipulated time.	i. AS (Concerned)
		b. In direction / representation cases, after receipt of courts court order, shall award the opportunity of personal hearing to the parties / petitioner(s) / appellants(s) and submit the speaking order to the Secretary,	ii. AS (Concerned) after approval of Secretary, SED

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		School Education Department after getting it vetted from Legal Cell.	
		c. In case of final order / judgment of the court, Section concerned shall immediately put up the case file to AS (Concerned). The case file will then be forwarded to Senior Law Officer for seeking advice to challenge the decision before higher fora.	iii. AS (Concerned)
		d. Highly important cases shall be brought to the notice of Secretary SED by the concerned AS.	iv. AS (Concerned)
		e. Fortnightly report with regard to court cases (pending/decided) will be submitted by Senior Law Officer to AS (Concerned).	v. Senior Law Officer
		f. Supervision of functions of Legal Cell.	vi. AS (G)
35	Sanction to defend the cases at public expenses	Full Powers	Special Secretary
36	Nominations of officers as Departmental representatives for recruitment through PPSC	Full Powers	Special Secretary
37	Relieving of the officers / officials of the Department on appointment in other departments with retention of lien	<u>Secretariat Staff</u> For officials/officers belongs to S&GAD	Appointing Authority
		<u>Non-Secretariat Staff</u> For officers in BS-17 & above	Secretary, SED
38	Grant of Ph.D / M.Phil / LLM allowance	<u>For Secretariat Staff</u> a. Officials / Officers BS-01 to 16	i. SO (G)/DDO (as per Finance Department's notification)
		b. Officers in BS-17 & above	ii. Appointing Authority
		<u>Non-Secretariat Staff for</u> a. Officials / Officers BS-01 to 16	i. DDO (Concerned)
		b. Officers in BS-17 & 18	ii. AS (Concerned)
		c. Officers in BS-19 & 20	iii. Special Secretary

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39	Grant of TA/DA and transfer TA	Full Powers a. For officials upto BS-16	i. SO (General)
		b. For officers in BS-17 & 18	ii. DS General)
		c. For officers in BS-19 & above	iii. AS (General)
40	Matters relating to Students Affairs i.e. Admission / Inter Provincial Migration / Relaxation / Corporal Punishment / Harassment of Boys / Girls students / academic calendar / sports calendar.	Full Powers	DS (Acad)
41	Preparation & signing of requisitions for Punjab Public Service Commission	Full Powers	Secretary, SED
42	References of cases to the S&GAD, Law Department or Finance Department for seeking advice	Full Powers	AS (Concerned)
43	Acceptance of resignations	Full Powers	Appointing authority concerned
44	Grant of additional charge allowance in accordance with FD's instructions / notification	Full Powers	AS (Concerned)
45	Preparation and submission of all budget proposals in existing / continuing basis	Full Powers	AS (B&P)
46	Departmental permission for appearing in examinations as private Candidate	Full Powers	i. DEO (Concerned)
			ii. CEO (DEA) staff relating to CEO (DEA)
47	Seeking information for clarification or relevant points from attached Departments	Full Powers	DS (Concerned)
48	Inviting comments from Attached Departments on petitions / representations / all court cases	Full Powers	DS (Concerned)
49	Grant of financial assistance according to FD instructions to the widow / widower deceased employee	a. Upto BS-16	i. Appointing Authority
		b. For BS-17 & above	ii. Special Secretary
50	Renaming of schools / institutions	Full Powers	Special Secretary on the recommendations

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			of Committee comprising of: i. CEO (DEA) ii. Dy. Director Finance (DEA) iii. Concerned DEO iv. District Monitoring Officer. (with intimation to SED, Dy. Director (Monitoring) and PMIU-PESRP for change in database).
51	Grant of Time Scale Promotion	Full Powers a. For employees BS-01 to BS-16	i. AS (Concerned)
		b. BS-17 & above	ii. Special Secretary
52	Distribution of Work amongst the officer of School Education Department	Full Powers	Special Secretary

**SECRETARY TO GOVT. OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**

No. & Date Even: -

A copy is forwarded for information and necessary action to the: -

1. Accountant General Punjab, Lahore.
2. All Heads of Attached Departments/Autonomous Bodies/ Projects, School Education Department.
3. All Additional Secretaries, School Education Department.
4. All Deputy Secretaries, School Education Department.
5. All Section Officers, School Education Department.
6. All Chief Executive Officers, District Education Authorities in Punjab.
7. All District Accounts Officers in Punjab.
8. PA to DG Passports offices, Punjab.
9. All Regional / District Passport offices in Punjab.
10. PSO to Secretary, School Education Department.
11. PS to Special Secretary, School Education Department.
12. PA to Deputy Director (Monitoring), CMMF, SED.
13. PAs to Divisional Directors in Punjab.
14. The Database Administrator cum Application Developer, SED.
15. Office order file


**HASEEB-UR-REHMAN (PMS)
SECTION OFFICER (GENERAL)**

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