



**SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF SINDH**

Karachi, dated 22nd June, 2017

NOTIFICATION

NO. SO (BS-1) SED / Cole. Day School / 16-17 :- In pursuance of the provisions contained in the School Consolidation and School Clustering Policies approved and issued vide Notification NO. RSU / School Consolidation Policy / 2011 dated 16th February 2012 and NO. SO (G-III) E & L / School Clustering Policy / 2016 dated 14th June 2016, the Secretary School Education Department, Government of Sindh is pleased to delegate the following administrative and DDO powers for execution and utilization of salary and non-salary / non-development budgets / funds (in respect of non-gazetted teaching and non-teaching staff of campus schools including merged schools and Cluster Hub Schools including clustered schools) to Campus School Principals and Heads, Cluster Hub schools respectively, with immediate effect and till further orders:-

2. The campus schools' principals and Heads of CHS shall adhere to the following Guidelines and Powers in terms of using their powers related to administrative, Drawing and Disbursing and procurement matters:

A. Campus Schools:

a. Drawing and Disbursing Powers

- (i) To act as Drawing and Disbursing Officer (DDO) regarding operating / executing salary and non-salary / non-development budgets related to campus school including the merged schools of which he / she has been appointed as administrative head / principal through a separate administrative order issued by the SED Secretariat;

b. Administrative Powers

- (ii) To act as administrator, instructional leader and overall manager of all the consolidated schools placed under his / her control;
- (iii) To monitor and supervise the overall performance of all the teaching and non-teaching staff of campus school including all the merged schools (now called sections);
- (iv) To plan, prioritize the activities, spend the SMC funds, as approved by the SMC on the prioritized activities of all campus schools under him / her, in line with the school improvement plan, policy / criterion approved / notified by the Government from time to time;
- (v) To maintain seniority and service related records / lists of all teaching and non-teaching staff of the campus schools as per the existing rules;
- (vi) To declare any of the merged schools to maintain bi-lingual medium of instruction, in case the merged school(s) has two different mediums of instruction;
- (vii) To act also, in case of the merged schools having evening shift, as administrative, instructional and managing authority;



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- (viii) To initiate ACR / PER of the HMs / In-charge HMs of the merged schools and to countersign the subordinate teaching / non-teaching staffs' ACR / PER initiated by the HMs / In charge HMs of the merged Schools;
- (ix) To accommodate / deploy strategically the surplus staff as and where need basis in the campus schools under his / her administrative control;
- (x) To post / adjust teacher / staff as per the need or as a stop-gap arrangement to recoup the shortage / deficiency from one school/ section to other section under his / her campus school till the time some regular staff / teacher is available;
- (xi) To call explanation of those teaching / non-teaching staff on account of misconduct or who remain on unauthorized absence for more than a week and report the case along with his / her recommendations to the DEO concerned to proceed against the defaulting official as per the rules;
- (xii) To sanction earned leave / leave on full pay / half pay up to one month, subject to verification of leave title, as per the Applicable Leave Rules, to the non-gazetted teaching / non-teaching staff of campus school including the merging schools (sections);
- (xiii) To sanction casual / sick leave up to one week to the teaching / non-teaching staff of the campus school including the staff & section In-charge of the merged schools;
- (xiv) To move Change Statement to the respective Accounts Office (AG office or DAO office) to stop payment of salary of the absentee officials /teachers from the SAP System, in case, some official / under his / her control remains on an unauthorized absence, without prior permission or sanction of leave for more than two weeks;
- (xv) To carry out periodic / surprise visits / inspections of the merged schools and submit his / her Inspection Report(s) to the concerned DEO recommending actions on the issues / gaps identified on different aspects i.e. academic, administrative, teachers' attendance / absenteeism, teachers' shortage, enrolment, schools' buildings condition etc in terms of missing facilities, hygiene and cleanliness and other related matters of the visited schools;

c. Procurements

- i. To constitute, as the head of procuring agency, the procurement committee(s) subject to prior approval by the head of his / her Department in line with Rule 7 of the Sindh Public Procurement Rules, 2010;
- ii. To make procurement of goods for the campus school subject to observance of the relevant rules and regulations as laid down in the Sindh Public Procurement (SPP) Rules, 2010 and other relevant financial rules /regulations.
- iii. To accord admin approval to initiate procurement process where the value of procurement falls within his / her delegated sanctioning authority and seek admin approval from the next higher authority where the value of procurement exceeds his / her delegated sanctioning financial power.
- iv. To form / constitute a committee, as prescribed in Rule 31 of SPP Rules, 2010, for redressal of complaints of bidders emanating from procurement proceedings / processes.

B. Cluster Hub Schools:

a. Drawing and Disbursing Powers

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- (i) To act as Drawing and Disbursing Officer (DDO) regarding operation / execution of salary and non-salary / non-development budgets related to Cluster Hub School including the cluster schools for which he / she has been appointed to act as DDO;

b. Administrative Powers

- (ii) To transfer teachers within cluster subject to the reasons to be recorded in writing or the situation so warrants or completion of at least two years tenure within a Hub School;
- (iii) To recommend transfer (after seeking option, where needed, from the employee being recommended to be transferred) outside of the Hub school but within the same Taulka or District, to the concerned District Commission headed by the DEO for approval and issue of transfer orders;
- (iv) To temporarily assign a teacher to a school within the cluster as and where need basis;
- (v) To utilize and spend the allocated non-salary budget appropriations in line with the planned / pre-determined priorities / School Improvement Plan (SIP) and the Government policy, rules and procedure laid down in this regard;
- (vi) To nominate / recommend Guide Teachers (Academic and Administrative) subject to the provisions / criterion laid down in the approved policy framework;
- (vii) To develop, in coordination with Guide Teachers, CPD plan for professional development of teaching and non-teaching staff of his / her school;
- (viii) To use SMC funds, through better and effective monitoring, in the prioritized areas in line with the SIP, policy, rules and SOPs;
- (ix) To address issues regarding non-availability of teachers, inadequacy of resources by sending proposals / recommendations to the concerned higher authorities / commissions;
- (x) To call explanation of those teaching / non-teaching staff on account of misconduct or who remain on unauthorized absence for more than a week and report the case along with his / her recommendations to the District Cluster Commission concerned for initiating the required action against the defaulting official as per the rules;
- (xi) To sanction earned leave / leave on full pay / half pay up to one month, subject to verification of leave title, as per the Applicable Leave Rules, to the non-gazetted teaching / non-teaching staff of clustered schools;
- (xii) To sanction casual / sick leave up to one week to the teaching / non-teaching staff of the cluster school including the staff & HMs of the clustered schools;
- (xiii) To move (in case, some official under his / her control remains on an un-authorized absence, without prior permission or sanction of leave for more than two weeks) Computer Change Statement to the respective Accounts Office (AG office or DAO office) for stoppage of payment of his / her salary from the SAP System;
- (xiv) To carry out periodic / surprise visits / inspections of the cluster schools and submit his / her Inspection Report(s) to the concerned District Cluster Commission recommending actions on the issues / gaps identified on different aspects i.e. academic, administrative, teachers' attendance / absenteeism, teachers' shortage, enrolment, schools' buildings condition in terms of missing facilities, hygiene and cleanliness and other related matters of the visited schools; and

c. Procurement:



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- i. To constitute, as the head of procuring agency, the procurement committee(s) subject to prior approval by the head of his / her Department in line with Rule 7 of the Sindh Public Procurement Rules, 2010;
- ii. To make procurement of goods for the Clustered school subject to observance of the relevant rules and regulations as laid down in the Sindh Public Procurement (SPP) Rules, 2010 and other relevant financial rules /regulations.
- iii. To accord admin approval to initiate procurement process where the value of procurement falls within his / her delegated sanctioning authority and seek admin approval from the next higher authority where the value of procurement exceeds his / her delegated sanctioning financial power.
- iv. To form / constitute a committee, as prescribed in Rule 31 of SPP Rules, 2010, for redressal of complaints of bidders emanating from procurement proceedings / processes.

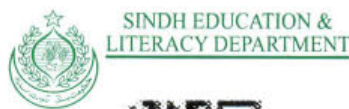
(ABDUL AZIZ UQAILI)
SECRETARY TO GOVERNMENT OF SINDH

NO. So (B&F) SED / Colashty School / 617:

Karachi, dated 22nd June, 2017

A copy is forwarded for information and necessary action to:

1. The Special Secretary-1 (Schools), School Education Department
2. The Chief Program Manager, Reform Support Unit, School Education Department
3. The Director General (Monitoring & Evaluation), School Education Department
4. The Additional Secretary (Schools-III), School Education Department
5. The Deputy Director, Data Centre, School Education Department
6. P.S to Secretary, School Education Department, Government of Sindh.
7. The Director School Education (Elementary, Secondary & Higher Secondary). All Regions
8. The Director School Education (Primary). All Regions
9. The District Education Officer- (Elementary, Secondary & Higher Secondary). All
10. The District Education Officer- (Primary). All
11. The Deputy District Education Officer (Elementary, Secondary & Higher Secondary)
12. The Deputy District Education Officer (Primary). All
13. Taluka Education Officer (Elementary, Secondary & Higher Secondary). All
14. Taluka Education Officer (Primary). All
15. Head Master, Campus Schools, All
16. Head Masters, Cluster Hub Schools, All
17. The District Accounts officers / Treasury Officers All in Sindh.
18. Official Web Site
19. Office order file



SINDH EDUCATION &
LITERACY DEPARTMENT



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SECTION OFFICER (G-I) 22/6