



Karachi, dated, the 4th October, 2017



NOTIFICATION

No. SO(G-III)SELD/RSU/JDs/DEOs/2017: Following job description of District Education Officer (DEO) are hereby notified as under:

1. General / Office Administration

- a. Provide accurate / real time information to a higher authority for planning or any other purpose.
- b. Handle litigations and court cases pertaining to District.
- c. Receive all correspondence and forward them to relevant offices and keep record of such correspondence.
- d. Attend official meetings called by directorate office or delegate DDEO for such meeting on his / her behalf.
- e. Call meetings of subordinate staff to discuss new policy or communicate orders.

2. Human Resource Management

- a. Identify teaching and management staff for professional trainings.
- b. Visit and observe capacity building / professional trainings to ensure quality.
- c. Evaluate recommendations given by other officers of teachers for professional training.
- d. Resolve all issues of teaching and non-teaching staff regarding their salary, leave and other allowances, as per delegated authority.
- e. Recruit subject to the delegated administrative authority, personals as per delegated authority. based on merit while observing quotas reserved for all categories.
- f. Prepare and maintain Seniority Lists.
- g. Prepare proposals for directorate to deal with matters of transfer / posting, promotions, retirement, as per delegated authority.
- h. Allow / sanction leave to staff as per delegated authority. and forward other leave cases of higher grades to DSE as per the delegated authority/ leave rules.
- i. Issue instructions to all subordinate officers to fill / initiate PER of their reporting staff / personnel.
- j. Deal, process, approve pension cases on priority basis, as per delegated authority.

3. Supervision / Monitoring and Evaluation

- a. Supervise and ensure that all TEOs are performing their job effectively especially with regard to education uplifting and improving service delivery.
- b. Monitor all schools in the district and examine teaching learning processes, teacher presence / absenteeism, facilities available, class room environment, condition of the school and curriculum being followed.
- c. Monitor and Supervise effective implementation of existing / on-going development schemes / projects, whether development or non-development in nature, within his/her jurisdiction.
- d. Conduct / plan surprise field visits to schools for effective monitoring.
- e. Prepare and maintain inspection notes and record observation in school log book.
- f. Ensure that follow up actions are carried out / implemented/ reported on a regular basis.
- g. Provide guidance and support to teachers and head teachers to perform and set the best / excellent performance standards.

4. Planning and Development

- a. Prepare/ update District Education Plan (DEP) and development proposals / programmes for the districts in line with the actual needs the district schools and offices, in close coordination with Education Works and Directorate of PD&R.

Handwritten signature and date: 2/10/2017

- b. Identify premises which urgently need maintenance / repairs in close coordination with Education Works and Directorate of PD&R. for immediate maintenance.
- c. Identify needs of school or staff in any particular area of the district and submit recommendations to Director's office for further action.
- d. Maintain the existing assets of the SELD, as prescribed in the rules and ensure that these are adequately secured / safe from damage, pilferage, misappropriation.
- e. Ensure that all basic facilities like boundary wall, water and sanitation needs of the schools are well met / provided.
- f. Facilitate Sindh Education Management & Information System (SEMIS) in collection of accurate data.
- g. Make the best and optimal use of the collected data / information to improve quality and accessibility of education.
- h. Proactively track progress on ADP Schemes in his/her jurisdiction, and attend ADP schemes review meetings.
- i. Actively engaged and provide relevant data/input to Education Works for preparing the PC-1 – PC-4 documents in timely manner under his/her jurisdiction.

5. Quality Assurance

- a. Ensure that the quality of education is improved through constant and regular monitoring classrooms activities (learning / teaching, availability of in-class materials, curriculum, pedagogical skills / deficit) and student input.
- b. Facilitate and ensure that SAT tests are regularly conducted to evaluate the effectiveness of knowledge delivery and achievement of approved SLOs
- c. Ensure that SAT preparations are being conducted at least a month before the exam.
- d. Help design curriculum and make efforts for implementation of prescribed curriculum and approved text books. (Teacher's input need to be carried forward during formulation phase).
- e. Ensure that every school has a copy of curriculum for every class and it is easily accessible to all the teaching staff.
- f. Develop teacher's guide which should help teachers better understand the curriculum and help then design lessons on daily basis.
- g. Ensure that Continuous Professional Development Plan (CPD) is in place for regular professional development of the teachers in order to recoup with the skills deficit and capacity issues.
- h. Encourage teachers and management with capacity building trainings and study leave.
- i. Ensure pupils' education development by providing financial support (Encompass all students from ECE to secondary / higher secondary Classes.
- j. Ensure that the actual demand for the required text books, collection and distribution / delivery of textbooks to all schools in the district are completed well before or with the start of academic year.

6. Co-Curricular Activities

- a. Arrange for co-curricular activities in the entire district under his / her jurisdiction / function.
- b. Inspect co-curricular activities and make suggestions for improvements.
- c. Revive / restore (where required) physical training classes in schools.
- d. Ensure that all physical training instructors are fully engaged and their services utilized / for the benefit of the students.
- e. Ensure that adequate allocation of the budgetary resource requirements made for arranging / organizing co-curricular activities and utilized for the intended purposes.
- f. Ensure that co-curricular activities along with associated facilities are maintained throughout the academic year.
- g. Encourage that students actively and fully participate in co-curricular activities and they are awarded / presented with appropriate gifts and cash awards as encouragement.
- h. Act as scout commissioner for the district.
- i. Ensure that annual tree plantation in schools' grounds and parks including office spaces / premises including annual sport events / games, debating events and quiz programmes are organized, on a regular basis, in schools as well as at district level.

7. Financial Management

- a. Ensure that budgetary proposals for recurrent and non-recurrent expenditures including development component are correctly / timely prepared, consolidated at district level and submitted in line with the timelines as prescribed in the Annual Budget Call (ABC) Letter.
- b. Maintain active and regular coordination and follow up with regional and the provincial SELD secretariat to ensure that no budgetary proposal made is dropped from the final budget estimates at Regional and SELD level.
- c. Ensure that regular and proper follow up is maintained with the SELD secretariat and the concerned regional Directorate for timely release of the allocated budget and its uploading on the FMIS SAP System in the relevant object heads under the relevant sub functions.
- d. Ensure that proper and regular periodic reviews / reconciliation of budget execution and monthly expenditures and receipts reconciliation are done by all spending units / DDOs / Principals / Heads of Schools as prescribed in the Budget Guidelines / Budget Manual and Financial Rules.
- e. Ensure that proper liaison and relationship is maintained with the concerned Accounts and Audit offices for the purpose of clearing backlog of audit observations raised on the Bills preferred to AG / DAOs for disbursement or audit observations raised by the external audit during their routine annual post audit inspections on the payments made during the year.
- f. Ensure that laid down legal and regulatory framework for procurement is strictly followed while making procurement of goods, services and civil works.
- g. Monitor budget utilization and make sure that the expenditure does not exceed the authorized budgetary ceilings / allocations.
- h. Ensure that all subsidiary accounting records like Cash Book, Budget Allotment & Contingencies Registers, Token Registers, Vouchers invoices, copies of paid bills, nominal / pay roll registers, BERs, Reconciled Expenditures and Receipts Statements of complete financial year in proper order for audit and inspection purposes are properly prepared, kept / maintained at each spending level / DDO level.
- i. Ensure that TEOs have disbursed the salary component of their budget and no funds are unnecessarily withdrawn from treasury and kept in chest without disbursement to the concerned claimants / payees.
- j. Ensure that timely payments are made to suppliers well before the close of the financial year.
- k. Maintain stock register and enable effective dissemination / issue of stocks to the valid indenters, as per the rules, after receipt of proper acknowledgement. Ensure that all public receipts collected, on behalf government, in lieu of service rendered or on account of auction proceeds or fees or any other account whatsoever are deposited on the same day or on the next day into Government treasury as prescribed in the Treasury / Financial Rules.
- l. Follow-up and Make sure that the SSB release orders are issued in time and funds utilized fully on the objects for which the same are authorized.

8. Procurement

- a. Procurement and especially its aspects directly related to Public Financial Management (PFM) including Annual Procurement planning are critical to effective execution of procurement budgetary appropriations well within and before the close of the relevant financial year.
- b. Ensure that the annual procurement plan (s) duly linking them to the allocated procurement budgets are timely and accurately prepared by each procuring agency / office.
- c. Ensure that Annual procurement plan(s) are approved by the authorized officer of the procuring agency.
- d. Ensure that the proper priority planning is done by each DDO / spending unit in terms of need assessment, school-wise, office-wise or object-wise keeping in view of the availability of funds during the financial year.

Handwritten signature and date:
24/10/17

- e. Ensure that, before undertaking the procurement process, the required admin approval / technical sanction / financial sanction has been obtained from the authorized / delegated authority of the department in line with the laid down policy and rules.
- f. Ensure that procurement of goods, services and civil works is made through the valid methods of procurement as prescribed in SPP Rules, 2010.
- g. Ensure that all procuring agencies under the control at district level maintain the prescribed relevant records of procurements for a period of 5 years as prescribed in the rules for the purposes / agencies like external / internal auditors, ACE or NAB which may require / requisition the procurement proceedings related records at any later stage for inquiry, audit or inspection etc.
- h. Ensure that the goods or assets procured / delivered are properly inspected, as required by the relevant rule, before taking them on stock or recording them in the relevant registers.
- i. Ensure that periodic physical inspections of stock, stores, inventories and / or assets are carried out by the authorized departmental officer(s) to avoid leakages, misappropriation, thefts or damages or misuse by an unauthorized person.

9. Community Involvement

- a. Ensure that community is actively and regularly involved in SMCs' affairs aiming to enhance community participation to the optimal level for the purpose of improving learning / teaching and service delivery outcomes right at grass-root level i. e. school level.
- b. Supervise and Ensure that the SMCs are duly represented by the members as laid in the policy
- c. Supervise and Ensure that the SMCs' funds demand is raised / allocated as per the latest criteria laid for earmarking of SMC funds for each SMC.
- d. Supervise and Ensure that the SMCs' funds are released in time and the same are expended for the purposes and on the heads of objects authorized /allowed to utilize the SMCs' funds.
- e. Ensure that SMCs' meetings are regularly attended by the community members on a regular basis and proper minuting of SMCs' meetings maintained / kept.
- f. Ensure that general body meeting of each SMC is convened at least twice in a year.
- g. Ensure that SMCs prepare, on a regular basis School Improvement Plan(SIP) through his/ her TEO.
- h. Start mass awareness campaigns by conducting rallies and using publicity pamphlets or public conference(s) and / or going from door to door in community to fight illiteracy and to enhance awareness for quality of education.

ABDUL AZIZ UQAILI
SECRETARY TO GOVT. OF SINDH

No. SO(G-III)SELD/RSU/JDs/DEOs/2017:

Karachi, dated: 4th October, 2017

A Copy is forwarded for information& necessary action to:

1. The Chief Program Manager, Reform Support Unit, School Education & Literacy Department.
2. The Director General, All.
3. The Directors/Project Director All.
4. The District Education Officers, All.
5. The PS to Minister, Education & Literacy Department.
6. The Special Secretary School Education & Literacy Department.
7. The Additional Secretary (GA/C), School Education & Literacy Department.
8. The P.S to Secretary, School Education Department, Government of Sindh.
9. Office Order File.
10. Official Website



(Handwritten signature and date: 5/10/2017)
(MOHAMMAD QASIM ABBASI)
SECTION OFFICER (G-III)