



OFFICE OF THE DISTRICT EDUCATION OFFICER (M) SWAT

No. _____ Dated: **31-07-2015**

To

All the concerned



MINUTES OF THE MONTHLY REVIEW MEETING AT GPS WADOODIA ON December 31st 2015.

- Date:** December 31st, 2015
Venue: GPS Wadoodia Swat
Timing: 10:00 AM to 01:00 PM
Chaired by: Dr. Muhammad Ibrahim, DEO (M) Swat
Host by: Mr. Sardar Ali ASDEO Circle Mingora, Swat
Participants: Mr. Zulfiqarul Mulk Dy. DEO (M) Swat, Mr. Muhammad Azam ADEO Establishment, Mr. Fazal Khuda ADEO Sports, Mr. Fazal Khaliq ADEO P&D, Mr. Gul Muhammad Shah SDEO (M) Swat, Mr. Imtiaz Ali ASDEO Khwaza khela, Mr. Laique Khan ASDEO Charbagh, Mr. Fazal Rabi ASDEO Kabal, Mr. Abdul Aziz Shaheen ASDEO Matta, Mr. Sardar Ali ASDEO Mingora & Mr. Ghulam Sadiq ASDEO Bahrain








Proceedings:


A special meeting of the staff of the DEO & SDEO (M) Swat was held on 31/12/2015 at GPS Wadoodia. The meeting was presided over by honourable DEO Dr. Muhammad Ibrahim. The meeting began with the recitation from the Holy Quran.


Dr. Muhammad Ibrahim DEO (M) Swat discussed the following agenda items & gave the following instructions to the audience:




AGENDA POINTS & DECISIONS


-  Report regarding action taken as per IMU report along with reconciled documentary proofs of pay deducted must be submitted to the undersigned, Dy. DEO & Mr. Said Ghani EMIS in-charge.
-  Monthly review Meeting of all the school heads from GHSS, GHS & GMSs shall be conducted on 02-01-2016 (Saturday) 10:00 AM at GHS Amankot to obtain on spot fresh and actual SIPs on prescribed formats and discuss issues of various nature in the district.
-  The house was informed about the newly provided format of SIP for all primary schools (excluding GMKS & shelter less schools) & was directed to submit the requisite information of all primary schools up to 04-01-2016 (Monday).
-  After December 31st 2015 no change in conditional grant shall be allowed by any means.
-  Templet of 5th grade exam paper shared with all concerned with the directives to share the Templet with all PSHTs so that they may prepare their kids in accordance to the same for the upcoming universal grade 5th exam in the district.


 Proper specification of room construction and other developmental works in the schools with exact financial allocation shared with all the concerned so that there may not be any deviation from the prescribed rules & regulations.


 The house was directed to reorganize and activate their school PTCs keeping in view that;


- The PTC chairman must not be from school staff members.
- PTC account must be a joint one.
- A locally elected local body member (Nazim, Naib Nazim or counselor) must be a member of each PTC committee.
- At least four PTC members (including chairman) must have their kids studying in the same school.
- The Chairman/member must be changed if his son leaves the school
- PTC meetings must be conducted on monthly basis & never missed in a single month
- The PTC record (complete in all respect) must be kept ready & available to any authorized visitor
- The PTC allocated amount & expense details must be displayed on a 2 x 4 size board displayed at a most visible/prominent place in the school
- The amount allocated for a specific head may not be used for another purpose until & unless the amount is in access and the expense is duly recommended by the PTC committee.


 The schools that have completed their conditional grant assignments must officially inaugurate their work done with consultation of this office and whoever has not yet completed their assignments must complete them ASAP under intimation to this office so as to ensure their proper monitoring.

 Each and every member of the meeting was directed to submit their own TA/DA & POL bills (complete in all respect) and also of the staff working under their administrative control within week time positive.

 It has been reported & observed that in some schools some teachers have been granted charges (without authorization of this office) on bogus transfer orders from other districts and they have been confirmed as bogus. All are directed to search for such additional cases (if any) and submit the cases or a report that there is no such case in the vicinity of their administrative control.

 All concerned are directed not to mere forward the exam duties recommendations but personally submit a consolidated list of such potential candidates with the certificate that the applicant must not be an NTS appointee. A consolidated list of all these recommended teachers shall then be sent to the BISE Swat by the Dy.DEO (M) Swat.

 The illegal occupation of school land/building & wrong posting of staff must be reported to the ADO (P&D) & ADO Establishment respectively. The boundary wall must be constructed around the in hand school premises.

 Lists of all the material/furniture in the schools (needs to be auctioned) must submit to the office within week time along with detail description of each item category so that they may auction as per rules.

 The SDEO (M) Swat and all the ASDEOs are directed to propose NTS scrutiny committees for their respective UCs / Circles so that the committees may officially

notified & smooth and prompt processing of NTS appointments may ensured in the district.



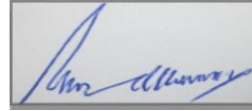
General issues



All the participants directed to provide their confirmed/personal email addresses so that the future correspondence may made through email.



**Composed By
Zulfiqar-ul-Mulk
Dy. DEO (M) Swat**



**Approved By
Dr. Muhammad Ibrahim
DEO (M) Swat**