



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (M)SWAT**

(Cell # 0946 9240209-228)

No. 0738-45 /DSC/IMU
Dated 2/6 /2017

To

1. All the Principal/Head Master Male Swat.
2. The Deputy District Education officer(M)Swat
3. The SDEO Male, Babozi, Barikot, Charbagh, Kabal Khwazakhela, Bahrain and Matta.
4. The ADEO Secondary local office.
5. The ASDEO Primary local office

Subject: DSC meeting minutes/Data collected by DMO Swat.

Memo:

With reference to the DMO/IMU Swat/Deputy Commissioner Swat meeting minute's letter No.13621-27 dated 26-5-2017 regarding the following mentioned issues.

S.No.	Issue	Brief description	Decision
1	Office order	Order issued by The Secretary Govt: of Khyber Pakhtunkhwa E&S Education.	Office order No.SOG/E&SED/2-8/2016 dated 1-12-2016 issued by The Secretary Govt: of Khyber Pakhtunkhwa E&S Education. Must be strictly followed in all Schools.
2	Casual Leave Form	Staff who do not follow casual leave procedure	All Staff who do not fill the casual leave proforma for their leaves will be considered as un-authorized absent.
3	SS Attendance issue	SS are not following the normal procedure of their attendance	The problem is still present in different schools. It was decided that if they are not following the normal procedures for their attendance, they will be considered as unauthorized absent.
4	Blank Attendance	Blank columns in staff attendance Register	Such cases are continuously reporting and needs to be taken seriously to overcome the problem. The Chair directed to take strict action in this regard to minimize the possibility of such cases in future.
5	Entry in orderbook	Proper maintenance of orderbook	Head teachers, Headmasters, Principals, Inchargs must maintain order book incase of handing/taking over of charge. Order mentioned other than orderbook will be considered void and the concerned will be marked unauthorized absent.


DISTRICT EDUCATION OFFICER (MALE)
SWAT AT GULKADA

Endst:No. _____/

Copy of the above is forwarded to:-

1. The Deputy Commissioner Swat w/r to his meeting munities letter No. cited above.
 2. The Project Director, IMU E&SE Department Khyber Pakhtunkhwa.
 3. The DMO/IMU Swat for information.
 4. PA to DEO local office.
- 