



Government of Khyber Pakhtunkhwa
Elementary & Secondary Education Department

Dated Peshawar the 01/12/2016

OFFICE ORDER.

No. SOG/E&SED/2-8/2016. To streamline/standardize action against the delinquent staff, the department has started Online Action Management System in two districts Peshawar & Mardan, on pilot basis which will be rolled out to other districts on 01-12-2016. For the implementation of Online Action Management System, the Competent Authority is pleased to issue the following instructions: -

- i. DEO of each district is authorized to order deduction of salary of all the delinquent officer/officials in BS-01 to BS-19 in the district as and when reported. However for officers in BS-20, DEO needs to get approval from Director E&SE.
- ii. DEO shall ensure that order for deduction of salary is conveyed to the concerned DDO within 7 working days.
- iii. The DEO must ensure that action against the delinquent officer/official is completed within 40 days, and proof of deduction of one day salary is uploaded to the system within this timeline.
- iv. Cases other than deduction of salary, which involve issuance of Show Cause Notice, shall be submitted to the concerned competent authority and timeline for its disposal shall be as per Government of KP (Efficiency & Discipline) Rule 2011.
- v. The following action shall be taken on unauthorized teacher absenteeism:
 - a) **On first time absence**
 - Deduction of salary and a warning letter
 - b) **On second time absence of the same teacher/staff**
 - Deduction of salary and a show cause notice that would lead to withholding of two increments.
 - c) **On third time absence of the same teacher/staff:**
 - Deduction of salary and a show cause notice that would lead to removal from service.

2. In order to regulate grant of casual leave to teaching/non-teaching staff, the Competent Authority is further pleased to designate authorities for grant of leaves according to the following table:

i.

	Head Teacher	ASDEO	SDEO	DDEO
Primary School	2 days leave	3-5 days leave	6-10 days leave	-
Middle School	3 days leave	-	-	4-10 days leave

- ii. For High school and Higher Secondary school teachers, school HM/Principal is authorized to grant casual leave from 1 to 10 days leave to his teaching/non-teaching staff.
- iii. Cases of grant of casual leave beyond 10 days shall be forwarded to DEOs/concerned authority.

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3. While granting/recommending casual leaves all Heads of institutions shall follow the following procedure:

- a) **Schools with 2-7 working teachers' strength:**
 - Principals/Head teachers, irrespective of the levels shall not grant casual leave to more than one teacher/staff on any working day.
- b) **Schools with 8-15 working teachers' strength:**
 - Principals/Head teachers, irrespective of the levels shall not grant casual leave to more than two teacher/staff on any working day.
- c) **Schools with more than 15 working teachers' strength:**
 - Principals/Head teachers, irrespective of the levels shall not grant casual leave to more than 10% of the total teachers/staff on any working day.

4. Attendance register of all the staff including subject specialists, teaching and non-teaching shall be kept in Principal office. Moreover, the attendance should be signed twice a day i.e. at arrival time and departure time. Besides, all the staff including the subject specialists should observe the timing schedule given by Director E & SE.

5. The Principal/Head Mater/ Head Teacher shall be responsible for completion of attendance register immediate after school assembly and staff shall be marked present, absent, casual leave etc. The teacher leaving the school will write proper application and short leave/casual leave be marked against his/her name in the register.

6. Leave application/duty order of staff not present in office/school should be allowed/approved by the concerned authority and must be available in the attendance register for the day for which casual leave is granted. No casual leave/official duty shall be allowed on verbal requests.

7. The casual leave application must be signed by the requester. Moreover, application written for other teacher on telephonic message must be signed by the person who writes it. Unsigned application shall not be accepted/allowed by the concerned authority.

8. All DEOs are directed to ensure proper implementation of the above instructions & in case of non-compliance disciplinary action shall be initiated against the concerned authority.

Secretary

Endst: No. & date even.

Copy forwarded to the: -

1. Project Director Independent Monitoring Unit (IMU) E&SE Department, Khyber Pakhtunkhwa.
2. Director, E&SE Khyber Pakhtunkhwa, Peshawar.
3. Director, PITE, Khyber Pakhtunkhwa, Peshawar.
4. Director, Curriculum & Teacher Education, Khyber Pakhtunkhwa, Abbottabad.
5. All-District Education Officers (Male/Female) in Khyber Pakhtunkhwa.
6. P.S to Secretary, E&SE Department.
7. P.S to Special Secretary, E&SE Department.
8. P.A to Additional Secretary, E&SE Department.
9. P.As to all Deputy Secretaries, E&SE Department
10. Section Officer (Schools/Male), E&SE Department.
11. Section Officer (Schools/Female), E&SE Department
12. Section Officer (Primary), E&SE Department.

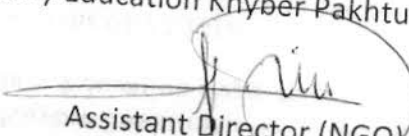
Muhammad Abbas Khan
Section Officer (General)

Office of the Director Elementary & Secondary Education Khyber Pakhtunkhwa,
Peshawar.

Endst: No. 3185-3235 Dated 20-12-2016

1-50. Copy forwarded for implementation and strict compliance to all the District
Education Officers (M&F) in Khyber Pakhtunkhwa,

51. PA to Director Elementary & Secondary Education Khyber Pakhtunkhwa,
Peshawar.


Assistant Director (NGO)

Directorate of E&SE Khyber Pakhtunkhwa,