



Education Management Information System (EMIS)
Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa

NEW Proforma for Allotment of EMIS Codes to Government Schools

School Name *

School Status *

Level *

School Type

Name Of ADO

District *

ADO Contact No

Tehsil *

Total Land allocated/donated for school(In Marlas)

Union Council Name *

Covered Area of School (In Marlas)

Village Council/ Neighborhood *

NA Number *

PK Number *

Circle Office Name *

SEDO Office Name

Town (Optional)

DDO Code *

Location (X Coordinate) *

Location (Y Coordinate) *

School Phone# (Optional)

Building Ownership *

Village/City Name *

Locality Name

Street (Optional)

Location *

Urban Rural

Season *

Summer Winter

Year Of Establishment *

Gender *

Boys Girls

Finance Department Notification Number *

Finance Department Notification Date *

25. Sanctioned Posts

Teaching Staff					
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts	
1		Principal (B-20)			
2		Principal (B-19)			
3		Principal (B-18)			
4		Vice Principal (B-18)			
5	Senior Subject Specialist	English			
6		Urdu			
7		Islamiyat			
8		Pak Study			
9		History/Civics			
10		Economics			
11		Statistics			
12		Pashto			
13		Home Economics			
14		Maths			
15		Physics			
16		Chemistry			
17		Biology			
18		General			
19		Subject Specialist	English		
20			Urdu		
21			Islamiyat		
22			Pak Study		
23	History/Civics				
24	Economics				
25	Statistics				
26	Pashto				
27	Home Economics				
28	Maths				
29	Physics				
30	Chemistry				
31	Biology				
32	General				
33		Librarian			
34		D.P.E			
35		Senior IT Teachers / SS (IT)			
36		Head Master/Mistress			
37		S.S.T. (General)			
38		S.S.T. (Bio-Chemistry)			
39		S.S.T. (Maths-Physics)			
40		IT Teacher / SST (IT)			

Teaching Staff				
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts
41		Sr. C.T.		
42		C.T		
43		Sr. P.E.T.		
44		P.E.T.		
45		Sr. D.M.		
46		D.M.		
47		Sr. A.T.		
48		A.T.		
49		Sr. T.T.		
50		T.T.		
51		Sr. Qari/Qaria		
52		Qari / Qaria		
53		Comp Lab Incharge / CT(IT)		
54		PSHT		
55		Sr. PST		
56		PST		
57		Others		
Non Teaching Staff				
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts
1		Hostel Supdt:		
2		Assistant		
3		S/Clerk		
4		J/Clerk		
5		Store Keeper		
6		Asstt: Store Keeper		
7		Lab: Assistant		
8		Lab: Attendant		
9		Driver		
10		Naib Qasid		
11		Cook		
12		Baheshti		
13		Bearer		
14		Mali		
15		Mai/Caller		
16		Chowkidar		
17		Sweeper		
18		Others		

Note: 1. Attach Copy of Finance Department approved SNE (Mandatory)

2. All fields on page 1 must be filled. EMIS CODES will not be assign to incomplete proforma.

(District Education Officer)