

**Government of Punjab
Department of School Education**

To

1. All DEOs
2. All School Heads
In the State of Punjab

Memo No. AD(CO)/SSE/2018/401116
Dated: 09.07.18

Sub: Leaving the schools /stations by School Heads.

1.0 It has come to the notice of the Department that many School Heads on one pretext or the other tend to leave the school without permission of competent authority. Complaints have been received in office alleging that some of the School Heads happened to be posted at far off places and there is always a tendency to be absent from school and remain on-duty away from school on one pretext or the other.

2.0 All School Heads are hereby requested and advised not to leave the station ie. the school at smallest of the pretext.

3.0 At the same time, the DEOs are advised not to call the school Principals/Head Masters/Incharges during the school hours. Even if a meeting is required to be held, the same should be held in the afternoon so that the presence of the School Head is ensured during the school hours. Any violation of these instructions would be viewed seriously.


**Secretary School Education
Punjab**