

**o/o Director Public Instructions  
Secondary Education**

To

All DEOs  
(EE & SE)  
All School Heads  
In the State of Punjab  
(through Website)

Memo No. 15/35-2015.COC1)/2019214568  
Dated: 26-7-19

1.0 It has come to the notice that a large number of employees tend to be long absentee. The School Principals find a great difficulty to pursue this matter as they sent these cases to the DEOs who after processing the same send to DPI office in various branches.

2.0 The past experience reveals that at times such files get delayed as these matters are not being centralized. This matter has been reviewed in the head office also during the Video Conferences held with the DEOs. It has been suggested and accordingly been decided that all cases of employees who are long absentee, a report by the School Head will be sent directly through e-mail to Sh. Sunil Kumar Assistant Director (specialcell2019@gmail.com) (88726 36747) with a copy to DEO concerned. Sh. Sunil Kumar will thereafter process these cases and take them to the logical end after obtaining the orders of the competent authority and update on the portal.

3.0 In case of Primary cadre where the appointing authority is DEO (EE), such cases will also be sent by the BPEOs to Sh. Sunil Kumar with a copy to the DEO concerned. Sh. Sunil Kumar Assistant Director will only monitor these cases and necessary action to dispense with the services of employees after following due procedure shall be taken by DEO (EE) concerned only. These instructions may be complied with strictly.

  
**Director Public Instructions(SE)  
Punjab**

Endst: No. 2019214568

Dated: 26-7-19

A copy of the above is sent to the following for information and necessary action.

1. DPI (EE).
2. Sh. Sunil Kumar, Assistant Director, o/o DPI (SE).

  
**Director Public Instructions(SE)  
Punjab**