

**Government of Punjab
Department of School Education**

To

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

Memo No. 15/86-2015 (0(1)/378090
Dated: 05.11.2019

Sub: Sanctioning of leaves of the School Heads.

1.0 It has come to the notice that many times School Heads send their leave application to the DEOs for sanctioning.

2.0 The School Heads attend these applications or requests either through Whatsapp or through email. However, it has been noted with concern that the DEOs neither reject such applications nor accept the same and as a result the same are kept pending. This does not serve any purpose either for the School Head or for the Department.

3.0 It is accordingly decided that all DEOs (SE) & (EE) should immediately take a decision on the leave applications of their subordinate officers including School Heads well in time. It would be appropriate if they decide such application everyday in the morning.


**Secretary School Education
Punjab**

Endst. No. 15/86-2015 (0(1)/378091, Dated: 05.11.2019

A copy of the above is forwarded to all School Heads in the State of Punjab for information and necessary action.


**Secretary School Education
Punjab**