

**Government of Punjab  
Department of School Education**

To

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

Memo No. 15/51-2015 (O.C.) / 2019372023  
Dated: 31-10-2019

**Sub: Additional Charge - regarding.**

1.0 It has come to the notice that some of the School Heads have been given additional charge of the nearby school as some posts of Principals and Head Masters are still vacant. Though the process of filling up of these posts is already under process and these posts shall be filled up once this matter is decided by Hon'ble Punjab and Haryana High Court.

2.0 Meanwhile the School Heads who have been given additional charge of the nearby school, which are very few, may be asked to pay due attention to the school which are under their additional charge. In some of the schools, it has been noted with concern that the School Heads visit these schools only on one day in a month and that also to prepare salary bills of the staff. This is not acceptable.

3.0 Keeping in view the above, it is hereby decided that the School Heads who have been given additional charge will divide time equally with all schools and they shall also be responsible for the schools having additional charge regarding all parameters. As an illustration if a School Head has been given an additional charge of one school whether Senior Secondary or High School or Middle school, he or she will remain in his or her own school for 3 days in a week and another 3 days he or she will be in the school of additional charge.

4.0 Necessary action may kindly be taken as per above.

  
**Secretary School Education  
Punjab**