

**Government of Punjab
Department of School Education**

To


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

Memo No. SSE/2019/242/54
Dated: 24-10-19

1.0 You are aware that the Department has made processing of certain application online with the purpose to dispose them off quickly and in a transparent manner. This includes various types of leaves and extension in service cases.

2.0 It has generally come to the notice that the School heads do not forward the applications further to the competent authority and as a result such applications are not acted upon. The teachers and other employees of the Department face lot of harassment on this account. Many of them even approach the head office and the head office is forced to pull up the application from the folder of the School head. This is avoidable.

3.0 All DEOs and School heads are hereby requested to ensure that they should forward those cases to the competent authority without any delay.


**Secretary School Education
Punjab**