

**Government of Punjab  
Department of School Education**

To

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

Memo No. 11/39/19-5 P 26/157/157/1  
Dated: 11th Sept, 2019

**Sub: Formation of Clusters and giving additional powers to the Incharge Principals.**

1.0 Kindly refer to certain complaints in which various Village Panchayats have approached Government regarding vacant posts of teachers which have fallen vacant due to one reason or other.

2.0 During the meetings with the school Principals and the DEOs, it has been suggested that school Principals may be allowed to use the services of teachers within their clusters as in some schools within their cluster are surplus, whereas in others, there is shortage of teachers. The matter has been examined in detail and following guidelines are issued:-

2.1 Only Principals of Senior Secondary schools shall be notified as Cluster Incharge. The list of schools falling within the cluster shall be decided by DPI (SE) on the recommendation of DEO.


2.2 Cluster Incharge Principal shall be authorised to make the adjustments within his own cluster. He will however send a formal proposal directly to the Nodal Officer in the DPI office. DPI (SE) will approve the proposal and send it back to the Cluster Incharge directly with a copy to DEO concerned.

2.3 In case some Cluster Incharges are still not able to fulfill the deficiency of teachers the concerned DEOs will identify some teachers from any school

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where the teachers are either surplus or he can take out some teachers on administrative grounds or otherwise. Such DEO will send a proposal to the DPI (SE) through its Nodal Officer directly and DPI (SE) will thereafter pass appropriate orders. Such an arrangement will be temporary till the end of the academic session or the posts are filled up due to rationalization or due to new recruitments or due to promotions, whichever is earlier.

2.4 This issues with the approval of the Hon'ble Education Minister.

  
**Secretary School Education  
Punjab**