

**Government of Punjab
Department of School Education**

To

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


Memo No. *Sanman/plan/2019 280234*
Dated: *05-09-2019*

1.0 It has come to the notice that the Principals and Headmasters are also DDO of certain middle schools falling in their nearby areas. Complaints are being received with the Department that these Middle schools are not being monitored by the DDOs Principals and Headmasters. Many times even the teachers of the Middle Schools don't take approval of their casual leaves and permission to leave school during school hours from DDO Principals and Headmasters.

2.0 The DDO Principals and Headmasters should atleast visit the Middle Schools atleast one day a week on surprise basis. Further, the progress of the school including Quality Education, Word of the day, UDAAN, Library Langer, Smart Schools should be monitored and reviewed.

3.0 All DDO Principals and Headmasters are hereby requested to give full attention to the Middle Schools as well.

4.0 Some of the Middle schools are doing excellent work in all the above areas. And in some Middle schools, individual teachers are doing exemplary work. They should all be issued appreciation letters. Please send the names of such teachers to Head office on email ID already conveyed to you. The email ID is sanman.pb19@gmail.com.


Secretary School Education
Punjab