

Government of Punjab
Department of School Education

To

All DEOs (SE & EE),
Punjab.

Memo No. 15/55-2019 (01)/2020/66518
Dated: 20/07/2020

Sub: - Regarding new software prepared for disposal of Cases/Applications.

1.0 As you are aware that the Department streamlined the processing of various type of applications received in the Department. After a careful process re-engineering, soft-wares have been prepared to further expedite the disposal of cases following applications or processes are now dealt online:

Sr. No.	Name	Step in Existing Process	Steps in revised process
1.	Leave of Employees	65	7
2.	Time Barred Claims	32	4
3.	Defend Sanction	65	7
4.	Resignation and Premature retirement	36	6
5.	Medical Bills	15	5
6.	Chargesheets	32	7
7.	Compassionate Appointments	65	4
8.	Permission of Higher Education	8	4
9.	NOC for Affiliation of Schools with C.B.S.E/I.C.S.E	49	12
10.	Recognition/Registration of Schools	20	5
11.	A.C.R or E.T.T(A)/ H.T(B)	14 15	6 6
12.	Grant-in-Aid (R.T.G.S)	50	7
13.	Pension to Private School Employees	36	8
14.	Upgradation of Schools	70	9
	Total	572	97

2.0 However during the delay review, it has come to the notice that some of the applications are kept pending at various levels despite software. It is expected of all the Nodal Officers to ensure that

these cases are disposed of irrespective of the fact whether they are pending at the district level, school level or head office level or any other level. I request to all the DEOs to pay due attention to these cases.

3.0 It is further requested that the DEOs may kindly clear the cases themselves on the system and no file be prepared in respect of the applications/cases mentioned above.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

**Secretary School Education
Punjab**