

**Government of Punjab
Department of School Education**

(through website)

To

All School Heads
In the State of Punjab

Memo No: 15/51-2015 2 (1)/202098701
Dated: 23.03.2020.

- 1.0 During school visits, it has come to the notice that there are more than 2 staff rooms in the school for the use of staff.
- 2.0 Though it is essential to provide adequate staff room facilities to the teachers in the school, however, at many places it has come to the notice that teachers make small groups and all of them tend to have a separate room which is not only the mis-utilization of the available infrastructure but at the same time the same is not good for the school environment.
- 3.0 All School Heads are hereby requested and advised to ensure that the infrastructure available in the school is used optimally and the practice of having separate multiple staff rooms other than one staff room for males and one staff room for females, should be stopped.
- 4.0 Further, a tendency is being observed that in some schools whenever a new classroom is constructed the school Principal or Headmaster/.Mistress tends to shift his or her office in the newly constructed room whereas such rooms are generally provided for the students. Though the Department appreciates and acknowledges the need for a better office room for School Principal and School Head, however the priority should always be given to the students.


**Secretary School Education
Punjab**