## ਪੰਜਾਬ ਸਰਕਾਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ)

ก็: DPISE-ESTP0GENL/20/2023-PROMOTION-DPISE/ 1/783924/2024

ਮਿਤੀ 15.02.2024

ਪ੍ਰਬੰਧਕੀ ਜਰੂਰਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਸਿਖਿਆ ਵਿਭਾਗ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ / ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ

A.C.Rs ਵਿਦਿਅਕ ਸੈਸ਼ਨ 2023-24 ਤੋਂ iHRMS ਪੋਰਟਲ ਤੇ ਆਨਲਾਈਨ ਕਰਨ ਦਾ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ। ਜਿਸ ਦੇ ਲਈ
ਏ.ਸੀ.ਆਰਜ ਦੇ Custodians ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਯੁਕਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ:-

No.	Designation	Custodian		
	Superintendent in regional offices	Deputy District Education		
1	(DEOs/BPEOs)	Officer(SE/EE)		
2	Director School Education(EE)	Director School Education(SE)		
3	Principal	District Education Officer(SE)		
4	Asistant Director/District Education Officer(SE/EE)	Director School Education(SE)		
5	Deputy Director	Director School Education(SE)		
6	Joint Director	Director School Education(SE)		
7	Law Officer in head office	Assistant Registarar Education(legal)		
8	Assistant Registrar Education	Director School Education(SE)		
9	Registrar Education	Director School Education(SE)		
10	Superintendent	Asistant Director/District Education Officer(SE/EE)		
11	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)		
12	Assistant Registrar Education(Legal)	OSD(litigation)		
13	DCFA	Director School Education(SE/EE)		
14	ACFA	Director School Education(SE/EE)		
15	Section officer	DCFA		
16	Section Officer (PA and Grants Audit)	DCFA du		
17	Senior Assistants In Administrative Offices (DEO,BPEO)	Superintendent/ Block Primary officer		
18	Lecturer	Principal		
19	Vocational Lecturer	Principal		
20	Head Master	Deputy District Education Officer(SE)		
21	Legal assistant in head office	Law Officer		
22	Personal Assistant	Director School Education(SE/EE)		
23	Senior Assistants In Head Office	Superintendent		
24	Statistical Assistant	Superintendent		



Stenotypist in regional offices (DEO, BPEO,schools)  Superintendent / Block Primary officer / School Head Master / principal offices (DEO, BPEO,schools)  Superintendent / Block Primary officer / School Head Master / principal offices (DEO, BPEO,schools)  Superintendent / Block Primary officer / School Head Master / principal offices (DEO, BPEO,schools)  Elementary Trained Teacher Head Teacher Centre Head Teacher  Head Teacher Centre Head Teacher  Centre Head Teacher Block Primary Education Officer	26	Clerks in regional offices (DEO,	Superintendent/ Block Primary
BPEO,schools)  Junior scale stenotypist in regional officer/School Head Master/principal offices (DEO, BPEO,schools)  Elementary Trained Teacher Head Teacher  Head Teacher/ Centre Head Teacher  Centre Head Teacher  Block Primary Education Officer  Block Primary Education Officer  Block Primary Education Officer  Block Primary Education Officer  Block Principal  Master  Head Master/ Principal  Vocational Master  Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools  Clerks in head office  Superintendent  Superintendent  Superintendent  Superintendent  Superintendent  Librarian  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head		BPEO,schools)	officer/School Head Master/principal
Junior scale stenotypist in regional officer/School Head Master/principal offices (DEO, BPEO, schools)  Elementary Trained Teacher Head Teacher  Elementary Trained Teacher Centre Head Teacher  Centre Head Teacher  Centre Head Teacher  Block Primary Education Officer  Block Primary Education Officer  Block Primary Education Officer  Head Master/ Principal  Other Category Teacher Head Master/ Principal  Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools  Clerks in head office Superintendent  Junior scale stenographer in head office  Superintendent  Superintendent  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head  Librarian Concerned branch)/Principal/Head		Stenotypist in regional offices (DEO,	Superintendent/ Block Primary
offices (DEO, BPEO, schools)  officer/School Head Master/principal  Deputy District Education Officer  Centre Head Teacher  Block Primary Education Officer  Deputy District Education Officer Deputy District Education Officer  Head Master/Principal  Centre Category Teacher  Non teaching staff (Librarian/Library  Restorer/Senior Laboratory Attendent) in schools  Clerks in head office  Superintendent  Superintendent  Concerned Assistant Director  Librarian  Concerned Assistant Director  Superintendent (concerned  Librarian  Concerned Assistant Director  Superintendent (concerned	27	BPEO,schools)	officer/School Head Master/principal
offices (DEO, BPEO, schools)  Elementary Trained Teacher  Head Teacher/ Centre Head Teacher  Centre Head Teacher  Block Primary Education Officer  Block Primary Education Officer  Deputy District Education Officer(EE)  Master  Head Master/ Principal  Vocational Master  Non teaching staff (Librarian/Library  Restorer/Senior Laboratory Attendent) in schools  Clerks in head office  Superintendent  Centre Head Teacher  Block Primary Education Officer  Deputy District Education Officer(EE)  Head Master/ Principal  Head Master/ Principal  Principal/Head Master  Principal/Head Master  Principal/Head Master  Superintendent  Superintendent  Superintendent  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head		Junior scale stenotypist in regional	Superintendent/ Block Primary
30 Head Teacher 31 Centre Head Teacher 32 Block Primary Education Officer 33 Master 34 Other Category Teacher 35 Vocational Master 36 Restorer/Senior Laboratory Attendent) 37 Clerks in head office 38 Stenotypist in head office 39 Junior scale stenographer in head office 40 Senior scale stenographer in head office 41 Librarian 42 All types of Class 4 staff  Block Primary Education Officer Block Primary Education Officer Block Primary Education Officer Deputy District Education Officer Deputy District Education Officer Deputy District Education Officer Education Officer Deputy District Education Office Deputy District Education	28	offices (DEO, BPEO,schools)	officer/School Head Master/principal
31 Centre Head Teacher 32 Block Primary Education Officer 33 Master 34 Other Category Teacher 35 Vocational Master 36 Restorer/Senior Laboratory Attendent) 37 in schools 38 Stenotypist in head office 39 Junior scale stenographer in head office 40 Senior scale stenographer in head office 41 Librarian 42 All types of Class 4 staff  Block Primary Education Officer Deputy District	29	Elementary Trained Teacher	Head Teacher/ Centre Head Teacher
Block Primary Education Officer  Deputy District Education Officer(EE)  Block Primary Education Officer  Deputy District Education Officer(EE)  Block Primary Education Officer  Head Master / Principal  Head Master / Principal  Non teaching staff (Librarian/Library  Restorer/Senior Laboratory Attendent)  in schools  Clerks in head office  Superintendent  Superintendent  Junior scale stenographer in head office  Superintendent  Senior scale stenographer in head office  Librarian  Concerned Assistant Director  Superintendent (concerned  branch)/Principal/Head	30	Head Teacher	Centre Head Teacher
Master  Head Master/ Principal  Other Category Teacher  Head Master/ Principal  Non teaching staff (Librarian/Library  Restorer/Senior Laboratory Attendent)  in schools  Clerks in head office  Superintendent  Superintendent  Junior scale stenographer in head office  Superintendent  Concerned Assistant Director  Superintendent (concerned  Head Master/ Principal  Principal  Head Master/ Principal  Buster  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head	31	Centre Head Teacher	Block Primary Education Officer
Other Category Teacher  Head Master / Principal  Vocational Master  Non teaching staff (Librarian / Library  Restorer / Senior Laboratory Attendent)  in schools  Clerks in head office  Superintendent  Stenotypist in head office  Superintendent  Junior scale stenographer in head office  Superintendent  Concerned Assistant Director  Superintendent (concerned  All types of Class 4 staff	32	Block Primary Education Officer	Deputy District Education Officer(EE)
Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools  Clerks in head office Superintendent  Stenotypist in head office Superintendent  Junior scale stenographer in head office Superintendent  Senior scale stenographer in head office Librarian  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head	33	Master	Head Master/ Principal
Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) Principal/Head Master in schools  Clerks in head office Superintendent Junior scale stenographer in head office Superintendent  Senior scale stenographer in head office Librarian Concerned Assistant Director Superintendent (concerned Librarian) All types of Class 4 staff	34	Other Category Teacher	Head Master/ Principal
Restorer/Senior Laboratory Attendent) in schools  Clerks in head office Superintendent Superintendent  Junior scale stenographer in head office Superintendent  Superintendent  Librarian Concerned Assistant Director Superintendent Concerned Director Superintendent  All types of Class 4 staff Superintendent Concerned Superintendent Concerned Superintendent	35	Vocational Master	Head Master / Principal
in schools  Clerks in head office Superintendent Superintendent Junior scale stenographer in head office Superintendent  Superintendent  Superintendent  Librarian Concerned Assistant Director Superintendent Concerned branch)/Principal/Head		Non teaching staff (Librarian/Library	100
37 Clerks in head office Superintendent 38 Stenotypist in head office Superintendent 39 Junior scale stenographer in head office Superintendent 40 Senior scale stenographer in head office Superintendent 41 Librarian Concerned Assistant Director 42 All types of Class 4 staff branch)/Principal/Head	36	Restorer/Senior Laboratory Attendent)	Principal/Head Master
38 Stenotypist in head office Superintendent 39 Junior scale stenographer in head office Superintendent 40 Senior scale stenographer in head office Superintendent 41 Librarian Concerned Assistant Director 42 All types of Class 4 staff branch)/Principal/Head		in schools	
Junior scale stenographer in head office  Superintendent  Senior scale stenographer in head office  Superintendent  Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head	37	Clerks in head office	Superintendent
40 Senior scale stenographer in head office Superintendent  41 Librarian Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head	38	Stenotypist in head office	Superintendent
40 Senior scale stenographer in head office Superintendent  41 Librarian Concerned Assistant Director  Superintendent (concerned branch)/Principal/Head	39	Junior scale stenographer in head office	Superintendent
Superintendent (concerned branch)/Principal/Head	40	Senior scale stenographer in head office	
42 All types of Class 4 staff branch)/Principal/Head	41	Librarian	Concerned Assistant Director
All types of class , state			Superintendent (concerned
master/BPEO/DEO	42	All types of Class 4 staff	branch)/Principal/Head
			master/BPEO/DEO

	Office of Director General School Education				
S.No. Designation Custodian					
43	Deputy State Project Director	Director General School Education			
44	44 Assistant State Project Director Deputy State Project Director				
	The state of the s				

## Total Strength

SCERT				
S.No.	Designation	Custodian		
45	DIET Principals	District Education Officer(SE)		
46	Deputy Director/Assistant Director	Director,SCERT		
47	Superintendent	Assistant Director (Concerned branch		
48 Lecturer/Mentor/Assistant Mentor		Assistant Director (Concerned branch)		
49	Personal Assistant/Senior Assistant/clerk/Stenotypist/Junior scale Stenotypist/Librarian	Superintendent (concerned branch)		
otal St	rength			

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- 2) ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ Custodian ਦੇ ਕੰਮ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਣਗੇ:-
  - (i) Date of Report enter ਕਰਨਾ।
  - (ii) Reporting / Reviewing / Accepting Authorities Fix ਕਰਨਾ।
  - (iii) ਖਾਲੀ ਏ.ਸੀ.ਆਰ ਪ੍ਰੋਫਾਰਮੇ ਕਰਮਚਾਰੀਆਂ / ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜਣਾ।
  - (iv) ਪ੍ਰਵਾਨ ਹੋਈਆਂ ਏ.ਸੀ.ਆਰਜ ਨੂੰ ਰਿਕਾਰਡ ਕਰਨਾ।
  - (v) ਕਰਮਚਾਰੀਆਂ ਦੇ grievances ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ।
  - (vi) ਕਿਸੇ ਕਾਰਨ ਗਲਤ Authority ਨੂੰ ਭੇਜੀ ਗਈ ਏ.ਸੀ.ਆਰ ਨੂੰ Pull Back ਕਰਕੇ ਸਹੀ Authority ਪਾਸ ਭੇਜਣਾ।
  - (vii) NRC generate ਕਰਕੇ ਜਾਰੀ ਕਰਨਾ।

ਇਸ ਸਬੰਧ ਵਿੱਚ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਮੂਹ Custodians ਦੀ ਬਹੁਤ ਹੀ ਜਲਦ ਸਾਰੀ ਪ੍ਰੀਕ੍ਰਿਆ ਸਬੰਧੀ ਟ੍ਰੇਨਿੰਗ ਲਗਾਈ ਜਾਵੇਗੀ।

3) ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਲਈ Reporting/ Reviewing/ Accepting Authorities ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਣਗੀਆਂ:-

		Directorate of School Ed	ducation (SE/EE)			
S. No.	Designation	Reporting Authority	Reviewing Authotiry	Accepting Authority		
1	Superintendent in regional offices (DEOs/BPEOs)	Deputy District Education Officer(SE/EE)	Deputy District  Education  Officer(SE/EE)	District Education Officer(SE/EE)		
2	Director School Education(EE)	Director School Education(SE)	Secretary School Education	Secretary School Education		
3	Principal	District Education Officer(SE)	Director School Education(SE)	Secretary School Education		
Asistant  Director/District  Education  Officer(SE/EE)		4	Director/District	Director School Education(SE)	Secretary School Education	Secretary School Education
5	Deputy Director	Director School Education(SE)	Secretary School Education	Secretary School Education		
6	Joint Director	Director School Education(SE)	Secretary School Education	Secretary School Education		
7	Law Officer in head office	Assistant Registarar Education(legal)	OSD(litigation)	OSD(litigation)		
8	Assistant Registrar Education	Director School Education(SE)	Secretary School Education	Secretary School Education		
9	Registrar Education	Director School Education(SE)	Secretary School Education	Secretary School Education		
10	Superintendent	Asistant Director/District Education Officer(SE/EE)	Director School Education(SE/EE)	Secretary School Education		
11	Deputy District  Education  Officer(SE/EE)	District Education Officer(SE/EE)	Director School Education(SE/EE)	Secretary School Education		

12	Assistant Registrar OSD(litigation) Education(Legal)		Director School Education(SE/EE)	Secretary School Education	
13	Director School		Secretary School	Director (T & A)	
13	DCFA	Education(SE/EE)	Education	Director (1 & A)	
		Director School	Secretary School	Director (T & A)	
14	ACFA	Education(SE/EE)	Education	Director (1 & A)	
15	Section officer	DCFA	Director School Education(SE/EE)	Director (T & A)	
16	Section Officer (PA and Grants Audit)	DCFA	Director School Education(SE/EE)	Director (T & A)	
17	Senior Assistants In Administrative Offices (DEO,BPEO)	Superintendent/ Block Primary officer	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)	
18	Lecturer	Principal	Deputy District  Education  Officer(SE)	District Education Officer(SE)	
19	Vocational Lecturer	Principal	Deputy District  Education  Officer(SE)	District Education Officer(SE)	
20	Head Master	Deputy District Education Officer(SE)	District Education Officer(SE)	Director School Education(SE)	
21	Law Officer		Assistant Registarar Education(legal)	OSD(litigation)	
22	Personal Assistant	Director School Director School nal Assistant Education(SE/EE) Education(SE/EE)		Director School Education(SE/EE)	
23	Senior Assistants In Head Office	Superintendent	Assistant Director	Assistant Director	
24	Statistical Assistant	Superintendent	Assistant Director	Assistant Director	
25	Auditor Pension	Superintendent	Assistant Director	Assistant Director	
26	Clerks in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal	Deputy District  Education  Officer(SE/EE)	District Education Officer(SE/EE)	
27	Stenotypist in Superintendent/ regional offices Block Primary  (DEO, officer/School Head  BPEO,schools) Master/principal		Deputy District  Education  Officer(SE/EE)	District Education Officer(SE/EE)	
28	Junior scale stenotypist in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal	Deputy District  Education  Officer(SE/EE)	District Education Officer(SE/EE)	

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29		Head Teacher/	Block Primary	Deputy District Education	
29	Elementary Trained Teacher	Centre Head Teacher	Education Officer	Officer(EE)/District Education Officer(EE	
30	Head Teacher	Centre Head Teacher	Block Primary Education Officer	Deputy District  Education  Officer(EE)/District  Education Officer(EE	
31	Centre Head Teacher	Block Primary Education Officer	Deputy District Education Officer(EE)	District Education Officer(EE)	
32	Block Primary Education Officer	Deputy District Education Officer(EE)	District Education Officer(EE)	Director School Education(EE)	
33	Master	Head Master/ Principal	Deputy District Education Officer(SE)	District Education Officer(SE)	
34	Other Category Teacher	Head Master/ Principal	Deputy District  Education  Officer(SE) *	District Education Officer(SE)	
35	Vocational Master	Head Master/ Principal	Deputy District  Education  Officer(SE)	District Education Officer(SE)	
36	Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools	Principal/Head Master	Deputy District  Education  Officer(SE)	District Education Officer(SE)	
37	Clerks in head office	Superintendent	Assistant Director	Assistant Director	
38	Stenotypist in head office	Superintendent	Assistant Director	Assistant Director	
39	Junior scale stenographer in head office	Superintendent	Assistant Director	Assistant Director	
40	Senior scale stenographer in head office	Superintendent	Assistant Director	Assistant Director	
41	Librarian	Concerned Assistant Director	Concerned Director School Education	Concerned Director School Education	
42	All types of Class 4	Superintendent (concerned branch)/Principal/He ad	ACB.		
	staff Total Strength	master/BPEO/DEO			

non

	Offi	ce of Director General	School	Education		
S.No.	Designation	Reporting Author	Reporting Authority		Accepting Authority	
43	Deputy State Project	Director General S	Director General School		Secretary School	
44	Assistant State Project	t Deputy State Pro	Deputy State Project Director		Director General	
4	Total Strength					
		SCERT				
S.No.	Designation	Reporting Authority	17.	Reviewing Authotiry	Accepting Authority	
45	DIET Principals	District Education Officer(SE)	Dire	ector,SCERT	Director,SCERT	
46	Deputy Director/Assistant Director	Director, SCERT		retary School Education	Secretary School Education	
47	Superintendent	Assistant Director (Concerned branch)		istant Director	Director,SCERT	
48	Lecturer/Mentor/Ass istant Mentor	Assistant Director (Concerned branch)		stant Director	Director,SCERT	
49	Personal Assistant/Senior Assistant/clerk/Sten otypist/Junior scale Stenotypist/Librarian	Superintendent (concerned branch)		istant Director Concerned branch)	Director,SCERT	

## 4) ਏ.ਸੀ.ਆਰ ਭਰਨ ਦੇ ਲਈ ਵਿਦਿਅਕ ਸੈਸ਼ਨ ਵਿੱਚ ਸਮਾਂਸਾਰਨੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਵੇਗੀ:-

ਲੜੀ ਨੰ	ਸਟਾਫ	ਕਰਮਚਾਰੀ/	ਸੈਲਫ	ਰਿਪੋਰਟ ਕਰਤਾ	ਰਿਵਿੰਊ ਕਰਤਾ	ਪ੍ਰਵਾਨ ਕਰਤਾ
		ਅਧਿਕਾਰੀ ਵੱਲੋਂ	ਅਪਰੇਜ਼ਲ	ਅਧਿਕਾਰੀ ਵੱਲੋਂ	ਅਧਿਕਾਰੀ ਵੱਲੋਂ	ਅਧਿਕਾਰੀ ਵੱਲੋਂ
		ਆਪਣਾ ਨਿੱਜੀ ਡਾਟਾ	ਭਰਨ ਦਾ	ਏ.ਸੀ.ਆਰ	ਏ.ਸੀ.ਆਰ	ਏ.ਸੀ.ਆਰ ਪ੍ਰਵਾਨ
		ਚੈੱਕ ਕਰਕੇ ਸੋਧ	ਸਮਾਂ	ਰਿਪੋਰਟ ਕਰਨ	ਰਿਵਿਊ ਕਰਨ	ਕਰਨ ਦਾ ਸਮਾਂ
		ਕਰਵਾਉਣ ਦਾ ਸਮਾਂ		ਦਾ ਸਮਾਂ	ਦਾ∖ਸਮਾਂ	
1	ਨਾਨ	01 ਅਪ੍ਰੈਲ ਤੋਂ 15	16 ਅਪ੍ਰੈਲ	16 ਮਈ ਤੋਂ 15	16 ਜੂਨ ਤੋਂ 15	16 ਜੁਲਾਈ ਤੋਂ 31
	ਟੀਚਿੰਗ	ਅਪ੍ਰੈਲ	ਤੋਂ 15 ਮਈ	ਜੂਨ	ਜੁਲਾਈ	ਜੁਲਾਈ
2	ਟੀਚਿੰਗ	1 ਜੁਲਾਈ ਤੋਂ 15	16 ਜੁਲਾਈ	16 ਅਗਸਤ ਤੋਂ	16 ਸਤੰਬਰ ਤੋਂ	16 ਕਤੂਬਰ ਤੋਂ 30
		ਜੁਲਾਈ	ਤੋਂ 15 ਅਗਸਤ	15 ਸਤੰਬਰ	15 ਅਕਤੂਬਰ	ਅਕਤੂਬਰ



- 5) ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੇ।
- 6) ਇਹ ਪੱਤਰ ਮਾਨਯੋਗ ਸਿੱਖਿਆ ਮੰਤਰੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 12.02.2024 ਕਮਲ ਕਿਸ਼ੋਰ ਯਾਦਵ, ਆਈ.ਏ.ਐਸ. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸਕੁਲ ਸਿੱਖਿਆ ਵਿਭਾਗ।

ਪਿੱ:ਅੰ:ਨੰ.DPISE-ESTP0GENL/20/2023-PROMOTION-DPISE/783924/2024/1-9 ਮਿਤੀ 15.02.2024

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- ਨਿੱਜੀ ਸਕੱਤਰ/ਮਾਨਯੋਗ ਸਿੱਖਿਆ ਮੰਤਰੀ, ਪੰਜਾਬ;
- 2. ਨਿੱਜੀ ਸਕੱਤਰ/ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ,ਪੰਜਾਬ;
- 3. ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ;
- 4. ਅਧੀਨ ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ;
- 5. ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਆਫ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ;
- 6. ਡਾਇਰੈਕਟਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਐ:ਸਿ:/ਸੈ:ਸਿ);
- 7. ਡਾਇਰੈਕਟਰ, ਐਸ.ਈ.ਆਰ.ਟੀ.,ਪੰਜਾਬ;
- 8. ਰਾਜ ਦੇ ਸਮੂਹ ਸਿੱਖਿਆ ਅਫਸਰ (ਐ:ਸਿ:/ਸੈ:ਸਿ);
- 9. ਰਾਜ ਦੇ ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ।

मुप्तुंट 15