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GOVERNMENT OF THE PUNJAB  
SOCIAL WELFARE, WOMEN DEVELOPMENT  
AND BAIT UL MAAL DEPARTMENT

Dated Lahore, the 13<sup>th</sup> December 2001.

The Director General  
Social Welfare, Women Development  
and Bait ul Maal Punjab, Lahore.

SUBJECT: POLICY INSTRUCTIONS OF  
PAK MAKTAB IN THE PUNJAB.

The following Policy Instructions of Pak Maktab have been  
enframed and laid down for strict compliance with immediate effect:

The Department of Social Welfare, Women Development and Bait  
ul Maal Punjab has established Pak Maktab English Medium Primary Schools for  
general public in province of Punjab. It is expedient to frame Policy Instructions of  
Pak Maktab and manage its affairs on uniform lines in public interest. These  
Policy Instructions are applicable to all matters relating to the Pak Maktab  
excluding administrative affairs.

1. Composition of Management Committee of Pak Maktab

I. The affairs of Pak Maktab shall be managed by  
Management Committee consisting of 8 to 10 Members  
including its Chairperson, District Officer, Social Welfare,  
Women Development and Bait ul Maal of concerned District  
and designated officer of District Officer as Ex officio  
Secretary. All members including the Chairperson shall be  
nominated and notified by the Director General Social  
Welfare, Women Development and Bait ul Maal Punjab.

II. All the members including Chairperson shall be honorary in  
their personal capacities.

2. Terms of Reference

The Management Committee of Pak Maktab shall work under the  
following terms of reference:

- I. To establish, run and maintain the Pak Maktab Primary  
School
- II. To generate, collect and control funds in connection with the  
smooth functioning of Pak Maktab.
- III. To make rules and monitor their execution regarding  
candidates, admissions, examination, results and fees of Pak  
Maktab Primary Schools etc.

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- IV. To keep record books of accounts of receipt and expenditure of all income and get these audited from approved Chartered Accountant for presentation to the Director General Social Welfare, Women Development and Bait ul Maal Department on an annual basis.
- V. To ensure maintenance of up-to-date inventories of all consumable stores and stocks of Pak Maktab.
- VI. To make available all Account Books and records etc. for inspection by the Management Committee, the Director General Social Welfare, Women Development and Bait ul Maal or his authorized nominee/employees.

### 3. Tenure of Office of Management Committee of Pak Maktab

The tenure of office of the Chairperson and members will be 2 years and can be extended for a further period of one year. One-third members shall continue when new members are included. However, Director General Social Welfare, Women Development and Bait ul Maal Punjab may at any time terminate the membership of one or all the members of Management Committee to replace with the other on allegations of misappropriation or misconduct, or lack of interest in the affairs of the Committee, in particular attendance of meetings.

### 4. Functions of Management Committee

The Chairperson shall preside over all meetings and with the majority vote in the meetings shall decide financial and administrative matters as specified under:-

- I. The Committee shall meet at least once a month and minutes shall be recorded.
- II. Fixing of honorarium/salaries and other benefits allowances and leaves etc. to be allowed to all staff of Pak Maktab.
- III. Approval of annual estimates of income and expenditures of Pak Maktab and in case of any deficit, making arrangements of external financing through various sources.
- IV. Laying down the policy of admissions/discharge for all classes and decisions about the fees for registration, admission and monthly fee etc.
- V. Approval of syllabus and academic books for each class.
- VI. Management Committee shall keep record of all meetings.

### 5. Powers and Duties of the Chairperson

The Chairperson of Management Committee shall exercise/perform the following powers and duties:-

- I. To preside over regular and emergency meetings of the Management Committee.
- II. To approve all decisions of the meetings of the Management Committee.
- III. The Account will be opened with the joint Signature of Chairperson and Principal or in the absence of Chairperson, principal and concerned District Officer Social Welfare, in any schedule bank on behalf of the Management Committee and undertake all transactions.
- IV. To make correspondence with the Director General Social Welfare, Women Development and Bait ul Maal Punjab or

his nominee pertaining to Pak. Maktab, make annual Reports for Director General Social Welfare including number of student financial management and savings and related matters.

- V. To get the Pak Maktab registered/recognized by the Education Department, so that students of Pak Maktab may not have any difficulty to join other recognized schools.

#### 6. Location of Pak Maktab Schools

Presently Pak Maktab Schools are located at the following places:-

- i. Lahore
- ii. Rawalpindi
- iii. Faisalabad
- iv. Bahawalpur
- v. Multan
- vi. Jhang

#### 7. Faculty/Staff

Sr. No.	Posts	No. of Posts	Required Qualifications
1	Principal (Rs.3000/- initial)	1	Master's Degree i.e. M.A., M.Sc., M.Ed. with two years teaching experience
2	Vice Principal/Senior Teacher (Rs.2500/- fixed)	1	M.A./M.Sc., M.Ed. or B.A./B.Ed. with one year teaching experience
3	Teacher (Rs.2000/- each fixed)	2	B.A./B.Sc./B.Ed or M.A.

The Management Committee may from time to time review the salary structure.

#### 8. Procedure for Recruitment, Termination, Annual Increment and other related matters regarding the Principal, the Staff Members of Pak Maktab

##### I. Selection Committee

The Selection Committee of Pak Maktab will consist of following members:-

a)	District Officer Social Welfare	Chairperson
b)	Chairperson of Management Committee	Member
c)	Ex-Officio Secretary of Management Committee	Member
d)	Woman Councillor nominated by Nazim	Member

The Selection Committee will decide the issues regarding appointments, termination, annual increments and other related matters pertaining to Staff and Principal on merit after fulfilling and codal formalities. In all financial and administrative matters the Government rules on the subject shall be followed and prevail.

##### II. Recruitment of Principal/Staff

- i) The faculty members will be recruited on merit basis.
- ii) All vacant posts would be filled in by advertising them in the press.
- iii) Candidates would be interviewed by the Selection Committee and the names of the selected candidates would be recommended to the Chairperson for final approval/appointment.

### III. Termination/Resignation of Principal/Staff

The services of Principal/Staff of Pak Maktab, would be subject to termination without assigning any reason on one month notice.

If the Principal/Staff of Pak Maktab resign from service, he/she will have to serve a month's prior notice or deposit a month's salary in lieu thereon.

### Right of Appeal

The Principal/Staff members terminated will have the right of appeal within one month against her termination before Director General Social Welfare, Women Development and Bait ul Maal Punjab and in that case decision of the Director General would be final.

## 9. Duties and Powers of Principal

The Principal of Pak Maktab shall perform the following duties and vested with the following powers for efficient running of Pak Maktab:-

### Duties

As Head and Custodian of the Pak Maktab School:

- (a) To act as immediate supervisory officer of all teachers and staff of Pak Maktab
- (b) To use syllabus duly approved by the Education Department, Government of the Punjab or by the managing Committee.
- (c) To set time-table of all classes through out the academic year.
- (d) To act as Secretary for the new student admission.
- (e) To ensure deposit of all receipts of fees etc. in the bank account of the Pak Maktab and maintain record thereof.
- (f) To grant/sanction leaves etc. to teachers and staff of Pak Maktab.
- (g) To ensure conduct of examinations/results on schedule.
- (h) To make and arrange parent teacher meetings regarding academic progress of children.
- (i) To get the school registered with Education Department, Punjab.
- (j) To send quarterly report to the Director General Social Welfare, Women Development and Bait ul Maal Punjab on progress and number of students.
- (k) To keep all details of students, teachers and staff.

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### Responsibilities

- (a) To make contingent expenditures up to Rs.1000/- out of the imprest money for meeting day to day expenses of Pak Maktab
- (b) To disburse monthly salaries to teachers and staff. The disbursements shall be made through crossed cheque
- (c) To ensure maintenance of accounts of income and expenditure of the school funds by the accounts staff.
- (d) To make all purchases of contingent items from market according to prescribed procedure

### 10. Registrations, Admission, Eligibility and Age:

#### A. Eligibility

Medically fit children will be admitted in the Pak Maktab from Day Care Nursery to 5<sup>th</sup> Class on merit and subject to availability of seats plus clearance of admission test in English, Mathematics and General Knowledge. Physically disabled children will, however, be admitted on proper justification. Application form/prospectus will be available on payment of Rs.200/- from Pak Maktab office.

#### B. Age

The age of students for admissions in Nursery to 5<sup>th</sup> Classes would be as under:-

Class	Age (years)
Play Group/Nursery	3-4
Prep	4-5
1 <sup>st</sup>	5-6
2 <sup>nd</sup>	6-7
3 <sup>rd</sup>	7-8
4 <sup>th</sup>	8-9
5 <sup>th</sup>	9-10

Only those children who would be duly registered with the Pak Maktab on payment of registration fee will be eligible to apply for admission.

#### C. Fee Regulations

The fee/other charges will be as follows. Each child will pay the tuition fee by 10<sup>th</sup> of every month without fail -

- |                   |                    |
|-------------------|--------------------|
| (i) Registration  | Rs:500/-           |
| (ii) Tuition      | Rs:350/- per month |
| (iii) Examination | Rs:40/-            |

These rates are applicable to children of all classes except exemption allowed to Nursery and Prep Classes student from examination fee. No concession of any kind will be allowed. All children will pay advance fee for summer and winter vacation.

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The poor and deserving students would be given all possible concessions in tuition fee and they will also be granted their school kit free of cost out of Zakat Fund. The children of employees of Social Welfare Department will get special concession as per decision of Management Committee.

**D. Uniform**

**Winter**

**For Girls**

White Shalwar-Qameez with Green Dopatta, Black Shoes, Green Sweater/Coat with School Badge on pocket

**For Boys**

Grey Pant, White Shirt, Green Tie and Coat with Badge on pocket and Black Shoes

**Summer**

**For Girls**

White Shalwar-Qameez with Green Dopatta and Black Shoes

**For Boys**

Grey Pant/Nikka with White Shirt with Badge and Black Shoes

**E. School Timings**

Summer	7.30 a.m.	To	12.30 p.m.
Winter	8.00 a.m.	To	01.00 p.m.

**F. Extra Curricular Activities**

The School management would make arrangements for indoor and outdoor games, recreational and educational trips to develop mental and physical abilities of the children and also to enhance their treasure of knowledge through field trips to historical places.

To create a healthy atmosphere in Pak Maktab, the students may be divided into two houses namely Jinnah House and Fatima House. Both the houses will be encouraged healthy competition in the fields of education and other activities like sports/games, debates etc.

Admission Committee will comprise of the following:

- |     |  |             |
|-----|--|-------------|
| (1) | Principal Pak Maktab   | Chairperson |
| (2) | Senior Teacher   | Secretary   |
| (3) | Two members of the management Committee nominated by the Chairperson | Members     |

(MAJOR @ SHAHIN WAZ BADA)

SECRETARY  
SOCIAL WELFARE, WOMEN DEVELOPMENT  
AND BAIT UL MAAL DEPARTMENT, PUNJAB.