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MOST IMPORTANT
TOP PRIORITY

No. DD(M)/Misc/2023
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
(MONITORING WING)

Dated Lahore the 03rd May, 2023

To

1. All the Divisional Directors (SE/EE),
School Education Department, in Punjab
2. All the Additional Directors (SE/EE),
School Education Department, in Punjab

SUBJECT: **MONITORING VISITS OF SCHOOLS**

I am directed to refer to the subject cited above and to intimate that the Authority has desired that the respective Divisional Directors / Additional Directors shall conduct visits of schools from **04.05.2023** to onward as per allocated districts. The detail is as under: -

Sr. #	Name of Officer with Designation	Cell No.	Allocated District
01	Ishrat Jahan, Addl. Director (EE), Lahore Division	0300-4745916	Sheikhupura
02	Farzana Makhdoom, Addl. Director (EE), Lahore Division	0302-4671590	Kasur
03	Ghazala Anwar, Divisional Director (SE), Lahore Division, Lahore	0320-9474285	Nanakana Sahib
04	Syeda Munazza, Additional Director (SE), Lahore Division, Lahore	0322-6584487	Lahore
05	Nuzhat Awan Fatima, Addl. Director (SE), Gujranwala Division, Gujranwala	0333-8169225	Gujranwala
06	Dr. Mukhar Ahmad, Divisional Director (SE), Gujranwala Division, Gujranwala	0306-6192199	Sialkot
07	M. Jawaz Haider Sherazi, Divisional Director (SE), Gujranwala Division Gujranwala	03216403180	Gujrat
08	Riffat Un Nisa, Addl. Director (SE), Gujranwala Division, Gujranwala	03466162936	M.B.Din
09	Nuzhat Awan Fatima, Addl. Director (SE), Gujranwala Division, Gujranwala	0333-8169225	Hafizabad
10	Ehsan Qadir, Addl. Director (SE), Sargodha Division, Sargodha	0306-6717912	Narowal
11	Kishwar Naheed Rana, Divisional Director (SE), Faisalabad Division, Faisalabad	03007679218	Faisalabad
12	Riaz Hussain, Addl. Director (SE), Faisalabad Division, Faisalabad	0302-6050185	T.T.Singh
13	Rao Attique, Addl. Director (SE), Faisalabad Division, Faisalabad	0333-6725718	Jhang
14	Nazar Gujjar, Divisional Director (EE), Faisalabad Division, Faisalabad	0302-3784535	Chniot
15	Ruby Jamshaid, Addl. Director (SE), Sahiwal Division, Sahiwal	0312-4206033	Sahiwal
16	Muhammad Ikram, Addl. Director (EE), Sahiwal Division, Sahiwal	0301-6929639	Pakpattan
17	Tariq Mahmood, Additional Director (SE), Lahore Division, Lahore	0300-9449551	Okara
18	Shoukat Naseer, Divisional Director (SE), Rawalpindi Division, Rawalpindi	0333-5712756	Rawalpindi
19	Abida Shaheed, Addl. Director (SE), Rawalpindi Division, Rawalpindi	0336-9897970	Jhelum
20	Shahida Kousar, Addl. Director (SE), Rawalpindi Division, Rawalpindi	0333-8964441	Chakwal


21	Jawad Iqbal Awan, Addl. Director (EE), Rawalpindi Division, Rawalpindi	0345-5076342	Attock
22	Rubina Naheed, Divisional Director (EE), Sargodha Division Sargodha	0334-6338581	Sargodha
23	Muhammad Ikram, Addl. Director (EE), Sargodha Division Sargodha	0300-960013	Khushab
24	Syed Waheed Shah, Divisional Director (SE), Sargodha Division Sargodha	0300-9607157	Bhakkar
25	Naveed Ahmad Sindhu, Addl. Director (SE), Sargodha Division Sargodha	0345-8634905	Mianwali
26	Mst. Sadia Ahmar Hashmi, Additional Director (Admn), O/O Divisional Director (EE), Multan Division Multan	0300-7180411 0342-4180411	Multan
27	Mst. Tasneem Akhtar, Additional Director (Gen), O/O Divisional Director (EE), Multan Division Multan	0307-9391642	Khanewal
28	Mst. Shahnaz Choudhary, Additional Director (Gen), O/O Divisional Director (SE), Multan Division Multan	0301-7751712	Vehari
29	Mst. Shahbina Rana, Additional Director (Gen), O/O Divisional Director (EE), Bahawalpur Division Bahawalpur	0347-8071125	Lodhran
30	Mst. Tasleem Akhtar, Divisional Director (EE), Bahawalpur Division Bahawalpur	0333-6829250	Bahawalpur
31	Mst. Shahida Kousar, Divisional Director (SE), Bahawalpur Division, Bahawalpur	0300-9688160	Bahawalnagar
32	Mr. Abdul Khaliq, Additional Director (Admn), O/O Divisional Director (SE), Bahawalpur Division Bahawalpur	0300-9685739	Rahim Yar Khan
33	Mr. Ishaq Bhatti, Additional Director (Gen), O/O Divisional Director (EE), D.G. Khan Division D.G. Khan	0333-8577892	D.G. Khan
34	Mr. Qamar Lodhi, Divisional Director (SE), Multan Division, Multan.	0301-7497470	Muzaffargarh
35	Mr. Abdul Majid Durani, Additional Director (Admn), O/O Divisional Director (SE), D.G. Khan Division D.G. Khan	0333-8585053	Layyah
36	Mst. Farhat Nasreen, Additional Director (Gen), O/O Divisional Director (SE), D.G. Khan Division D.G. Khan	0333-7423003	Rajanpur

2. The above said officers shall visit the schools as per given TORs: -
- The respective officer shall pay surprise visit twice a week regularly (at least 05 schools including 02 Primary schools per day).
 - Visit report shall be recorded as per attached Proformas.
 - Monitoring Inspection Proformas must be duly signed by the respective officer.
 - Pictorial evidence of visited schools

3. I am, further directed to request you to ensure compliance of above said directions in true letter & spirit and furnish visit report on the prescribed proformas along with pictorial evidence, on the same day of visit before **04:00P.M.** through e-mail at **directormonitoringcmmf@gmail.com**. Moreover, following mentioned offices shall also pay surprise visits in schools in the following Divisions.

Sr.#	Name of Officer/ Designation	Cell #	Assigned Divisions
1	Mr. Pervaiz Iqbal, DPI(EE), South Punjab	0304-6847188	Bahawalpur
2	Mr. Pervaiz Iqbal, DPI(EE), South Punjab	0304-6847188	D.G.Khan
3	Mst. Zahida, DPI(SE), South Punjab	0300-6300061	Multan

4	Malik Ghulam Fareed, Director(Monitoring)	0307-0417492	Faisalabad
5	Malik Ghulam Fareed, Director(Monitoring)	0307-0417492	Gujranwala
6	Malik Ghulam Fareed, Director(Monitoring)	0307-0417492	Sahiwal
7	Mst. Majida Khatoon, Addl. Director, DPI (EE)	0321-4385070	Lahore
8	Mr. Mushtaq Ahmad Sial, DPI(SE)	0308-4488015	Rawalpindi
9	Mst. Misbah Talat, Add. DPI(SE)	0333-6035523	Sargodha


(Malik Ghulam Fareed)
Director (Monitoring)
3/5/23

CC:

1. The Director Public Instructions (SE/EE), South Punjab
2. The Director Public Instructions (SE/EE), Punjab, Lahore
3. All the CEOs(DEAs), Punjab
4. PS to Secretary, School Education Department, Lahore
5. PS to Special Secretary, School Education Department, Lahore
6. PA to Additional Secretary (General), School Education Department, Lahore

INSPECTION REPORT REGARDING SECURITY MEASURES (CHECK LIST)

EMIS Code: _____

Name of School: _____

Name of Head: _____

Contact No. _____

DISTRICT: _____

DATED: _____

Sr. No.	Description / Item	Status			
		Available		Functional	
		Yes	No	Yes	No
1	Boundary Wall				
2	Barbed / Razor Wire				
3	Zigzag Barrier				
4	Availability of Vantage Point				
5	Armed Guard with Weapon				
6	CCTV Cameras				
7	DVR				
8	DVR Recording				
9	Metal Dectector				
10	Security Guard / School Guard in uniform with weapon				
11	Security Guard Training with weapon				
12	Visitor's Register				
13	Panic Alarm				
14	U-Phone Sim No. _____				
15	Display of Emergency Phone Nos. in each class room and prominent place				
16	Daily clearance school premises				
17	Safety of drinking water, razor wire				
18	Emergency Exit Gate				
19	Morning Assembly				

Signature of visiting Officer: _____

Monitoring Inspection Proforma for School

1. SCHOOL INFORMATION

EMIS Code			
Name of School			
Tehsil			
District			
Division			
Free Textbooks for students	Received	Distributed	Instock
Enrollment of the students	Present Enrollment	Retention (%age)	
No. of Trees Planted (as a per record)			
Visited by (Name & Designation)			
Visit Date			

2. SCHOOL CLEANLINESS

Parameter	Level of Cleanliness		
	Poor	Satisfactory	Good
Building /Premises (Inside)			
Building /Premises (outside)			
Toilets			
Water tanks			
Roof tops			

3. DENGUE SOPs

Parameter	Status	
	Yes	No
Display of Banners/ Posters/ Charts etc. (inside/ outside school premises)		
Grass Cutting from lawns and grounds		
Removal of Junks/ debris		
Removal of stagnant water		
Plugging of water leakages		
Observance of Zero Period for Dengue		
Wearing of full sleeve shirts by students		

Signature of Visiting Officer