The Government of Punjab has initiated a comprehensive Punjab Education Sector Reforms Programme for the provision of education facilities and improvement of quality education. Under the programme, a comprehensive policy has been prepared to effectively run the affairs of the School Councils comprising teachers, parents and the notables of the local community. The Policy would enable the school council members to perform their duties diligently.

2 The School Council Policy is based on following four parts:

i) The School Council Formation
ii) The Duties/Responsibilities of School Council
iii) The Procedure for transfer of Government Funds to School Council
iv) Monitoring of School Council

3 The School Council Formation

3.1 School Council Membership

3.1.1 The School Council shall comprise a minimum of seven (7) and a maximum of fifteen (15) members. The total strength of the School Council has essentially to be in odd number.

3.1.2 The School Council shall comprise members from following three categories:

   i. Parent Member
   ii. Teacher Member
   iii. General Member

3.1.3 The Parent Members shall constitute more than 50% of the total membership of the School Council. There will be only one seat reserved for the Teacher Member and rest of all seats shall be filled from the General Member’s category.

3.1.4 Parent Members

The parents whose children are enrolled in the school come under this category. Only mothers can become Parent Members in the girls’ schools, whereas in the boys’ schools either the mother or the father of the student may become the Parent Member of the school council.

3.1.5 Teacher Member
The Teacher Member means the head teacher, i.e. the one who by virtue of his posting shall not only be a member but would also be the Chairperson of the School Council. The head teacher shall also be the Signatory of School Council’s account.

3.1.6 General Member

General Member means the members from amongst the notables of the local community or from the parents of ex-students of school willing to extend their services for the betterment of the school. The membership under this category in boys’ schools may be from either gender but female General Members shall be preferred in Girls’ schools. However, if deemed necessary a maximum of two males can become General Members in girls’ schools.

3.2 Reconstitution of School Council

3.2.1 The School Council shall be reconstituted in a general body meeting of stakeholders. The Assistant Education Officer (AEO) concerned shall inform all the stakeholders about the meeting through the head teacher, atleast three days in advance of the date of the meeting. The stakeholders for the purpose of general body meeting have been identified as under:

i. Assistant Education Officer (AEO)
ii. Head Teacher of the school
iii. Parents of the students enrolled in the school
iv. Notables of the local community

3.2.2 The General Body Meeting shall be presided by the concerned Assistant Education Officer (AEO). The AEO shall apprise the participants of the meeting about objectives and the benefits of the meeting. Later on the persons willing to become the members of the School Council shall be identified.

3.2.3 If the candidates in a particular category exceed the maximum limit reserved for that category, the membership of the school council shall be decided on the basis of election.

3.2.4 If the number of candidates for any particular category are lesser or are equal to the number earmarked for that category, the participants of the general body meeting shall be provided with an opportunity to express their objection/s against the selection of any member of any category. If any objection/s against any member of any category is raised, his/her membership shall be decided on the basis of election.

3.2.5 The right of vote in the above mentioned election shall be restricted to one of the parents of the student of school, present in the general body meeting i.e. either the father or the mother. The notables of the local community, head teacher and the AEO shall not have the right of vote in this election. However, if the votes
for two contestants of any category are equal, the AEO shall have the right of vote and his/her vote shall be decisive.

3.2.6 The Assistant Education Officer (AEO) can opt for one of the following modes of election:

   i. The present parents to caste vote by raising hands
   
   Or
   
   ii. The present parents to caste vote through ballot paper

3.2.7 The AEO shall announce the names of the School Council members on the spot after their election in accordance with the above mentioned procedure.

3.2.8 The newly elected members of the school council shall elect the Co-Chairman/Co-signatory of the school council through simple majority. The Co-Chairman/Co-signatory of the school council has essentially to be from the Parent Member category.

3.3 **Procedure for Notification of School Council**

3.3.1 The Assistant Education Officer (AEO) shall record the proceedings of the General Body Meeting. The AEO shall notify the School Council on the prescribed ‘Form No.1’. The notification is to be issued on the spot in the general body meeting in the same date.

3.3.2 The School Council shall be constituted for a period of two years from the date of above mentioned notification.

3.3.3 A copy of the record of proceedings of the general body meeting of the School Council and the issued Notification shall be sent to the Deputy District Education Officer (Dy.DEO) for information and record. A copy of the stated Notification is also to be sent to the Executive District Officer (Education) i.e. EDO (E) and concerned Bank Manager for information.

3.4 **Procedure to Change the Membership of School Council**

3.4.1 The membership of the School Council can be changed on the basis of following reasons:

   a) Death of a member
   
   b) The shifting of a member to any other place where he/she would be unable to perform his/her duties as a school council member
   
   c) Voluntary withdrawal from the membership by any member
   
   d) The Parent Member’s ineligibility i.e. when his/her child is no longer a student in the school
   
   e) The transfer or retirement of the head teacher

3.4.2 The head teacher/Chairperson or the Co-Chairperson of the school council, based on any of the above mentioned reasons, shall apply to the Assistant
Education Officer for the change in the membership of the School Council. The seats falling vacant shall be filled within 20 days of the receipt of stated written application to the AEO in accordance with the procedure laid down in para 3.2. The Notification of the School Council shall also be issued again on the prescribed ‘Form No.1’. However this change in the membership of the School Council shall not affect the Two Years’ time period for which the School Council was formed from the date of its first notification.

3.5 Procedure for Cancellation of the membership of the School Council

3.5.1 The School Council may, except for the head teacher, cancel the membership of any member of the School Council, by two third majority on the basis of following reasons:

i. Dissatisfactory Performance
ii. Lack of interest in School Council affairs like absence from three consecutive monthly meetings of the School Council
iii. To create hurdles/obstacles in the affairs of School Council
iv. Misappropriate/embezzle the School Council Funds
v. Any other reason which the members of the School Council deem suitable/appropriate

3.5.2 The Chairperson/Co-Chairperson shall inform the AEO in writing about the meeting for the cancellation of the membership of the School Council. The presence of the concerned AEO in this meeting is mandatory. The reasons for the cancellation of the membership of said member shall be stated. The effected member shall have the right to present his/her defence. The decision regarding the cancellation of the membership shall be made through election. The AEO and the affected member shall not have the right of vote in this election.

3.5.3 The AEO shall record the proceedings of the session and, shall issue notification on ‘Form No.2’ on the spot during the meeting, in case of cancellation of the membership. The copy of the proceedings of this session and notification shall be sent to the Deputy District Education Officer (Dy.DEO) for information.

3.5.4 The member whose membership has been cancelled shall also be informed in writing about cancellation of his/her membership.

3.5.5 If the School Council is dissatisfied with the performance of the head teacher i.e. the Chairperson of the School Council and desire to change the Chairperson, the Co-Chairperson shall inform the AEO about the date of the meeting of the School Council, scheduled for the purpose. The presence of the AEO in this meeting of the School Council is mandatory. The Co-Chairperson shall announce the reasons for the cancellation of the membership of the Chairperson of the School Council. The head teacher/Chairperson shall have the right to defend his/her position. The initiation of the case for the cancellation of the membership of the Chairperson shall be made on the basis of election. The AEO
and head Teacher shall not have the right of vote in this election. If the School Council passes the resolution by two third majority to cancel the membership of the Head Teacher, the AEO shall record the proceedings of the session of the School Council and send a copy of the proceedings of this session to the EDO (E) for decision with a copy to the concerned Deputy District Education Officer (Dy.DEO) for information and record. The EDO (Education) may order an Inquiry to an officer not below the rank of Dy.DEO to be completed within 15 days of the receipt of the resolution of the School Council. The EDO Education may or may not initiate action against the head teacher on the basis of the Inquiry. The decision of the EDO Education shall be final and binding on the school council.

3.5.6 The School Council member whose membership has been cancelled shall not be eligible to again become the member of the School Council for one year.

3.5.7 The seats falling vacant because of the cancellation of the members of the School Council (except the head teacher) shall be filled strictly in accordance with the procedure given in para 3.2 of School Council Policy. The notification of the School Council shall however be issued afresh on ‘Form No.1’. The change of head teacher/Chairperson through transfer/posting of new incumbent by the EDO Education shall also require the fresh notification of School Council on ‘Form No.1’. Any cancellation in the membership of the School Council shall not affect the Two Year's fixed duration/term of School Council from the date of its first notification.

3.5.8 If anybody has complaints regarding the general working of the School Council, he/she may bring it into the notice of EDO Education in writing. The EDO Education if deems appropriate may order for an Inquiry. The Inquiry Officer shall not be below the rank of Deputy District Education Officer (Dy.DEO). The Inquiry Officer shall be bound to complete Inquiry proceedings within a time period of 15 days from the date of assignment of Inquiry. The EDO Education shall personally decide to initiate or not to initiate the action on the basis of Inquiry. The EDO Education is empowered to dissolve the School Council on the basis of the Inquiry. The decision of the EDO Education shall be final and shall not be appealable at any other forum or before any court of law.

3.5.9 In case of dissolution of the School Council, the EDO Education shall issue a notification accordingly. The new School Council shall be constituted within thirty (30) days of its dissolution in accordance with the procedure given in para 3.2 of the School Council Policy.

4 **Duties/Responsibilities of School Council**

4.1 The School Council shall perform following duties/responsibilities. The School Council shall:
i) monitor the attendance of teaching and non teaching staff and to report the concerned Assistant Education Officer (AEO) or Monitoring and Evaluation Assistant (MEA) in case of consecutive/long absenteeism.

ii) strive to increase the Enrollment and decrease the drop out tendency in the school

iii) apprise parents about the importance of education to impress upon them to get their children enrolled in the school

iv) persuade and assist the school administration in convening extra-curricular activities in the school such as Parent Teacher Meeting, Cleanliness Day, Literacy Day, Awareness about Education Campaign etc.

v) take measures and make arrangements for the protection of rights of the students and the teachers to eliminate the physical punishment practices in the school

vi) supervise and assist appropriately in the provision of Free Textbooks and the distribution of quarterly Scholarship amongst the girls.

vii) take necessary steps to check unauthorized usage of school building and land and for ejection of all kinds of illegal possession from school premises.

viii) convene a minimum of one monthly meeting of the School Council so that there are atleast ten (10) meetings of the School Council in a year (excluding the time for summer vacations).

ix) plan, execute and accomplish the school development plan i.e. the School Based Action Plan (SBAP).

x) spend the School Council funds (i.e. School Council Funds and Farogh-e-Taleem Funds if not merged into one account till date) which have been received in the School Council’s Bank Account from Government or any other source.

xi) maintain the financial record such as Cash Book, Receipts, Stock Register, Bank Account Statement etc. and the administrative record such as Notification of the School Council, Register for the Council’s Session proceedings, School Based Action Plan etc.

4.2 Procedure to conduct School Council Meeting

4.2.1 The head teacher/Chairperson of the School Council shall send the ‘Meeting Notice’ to all members.

4.2.2 The presence of head teacher/Chairperson is mandatory in every meeting of School Council.

4.2.3 The ‘Meeting Notice’ must contain following information:

i) The scheduled day and date of the meeting
ii) The time of the meeting  
iii) The venue of the meeting (i.e. the School)  
iv) Agenda of the Meeting

4.2.4 The quorum of the School Council meeting is two third of the total strength of the council. The meeting shall be postponed if the members of the School Council attending the meeting for any reason whatsoever, are short of the Quorum. The Chairperson shall fix a new date of meeting in consultation with members of the council and inform the absent members about the new date of the meeting accordingly.

4.2.5 The head teacher/Chairperson shall be bound to record the proceedings of the meeting and all the present members of the council shall sign the written abstract of proceedings.

4.2.6 All efforts shall be made to conduct the meeting as per the fixed Agenda. However if the council deems any issue beyond the Agenda to be important or that of an urgent nature, that issue can also be brought under discussion by the School Council.

4.2.7 In case of difference of opinion among the School Council members on any issue, the decision shall be made on the basis of simple majority.

4.2.8 The extra ordinary session of the School Council can be called by the head teacher/Chairman on the written request of atleast one third of the total members of the Council. Under such circumstances the head teacher/Chairperson shall be bound to convene the School Council’s meeting within three (3) days of the receipt of written request.

4.3 The School Council’s Record/Documents

4.3.1 The School Council shall keep the record of the following affairs/activities:

i) The record of School Council members on ‘Form No.3’ (annexed with the policy)

ii) The ‘School Inspection Register’ for the record of observations/recommendations of the members of school council. ’Form No.4’ is annexed with the policy.

iii) The proceedings of the School Council’s session on ‘Form No.5’ (annexed with the policy).

iv) The complete record of correspondence of School Council including official letters, Notification, Meeting Notices etc. The Head Teacher/Chairperson is authorized to correspond on behalf of School Council.
v) The School Council development plans i.e. the School Based Action Plan on ‘Form No.6’ (annexed with the policy).
vi) The resolutions passed by the School Council on ‘Form No.7’ (annexed with the policy).

vii) The record of financial affairs of the School Council i.e. Cash Book as per ‘Form No.8’, Receipts, Bank Account Statement etc.

viii) The record of all moveable and immovable articles in the school on the Stock Register.

ix) The record of curricular and extra-curricular activities performed in the school.

4.4 The School Based Action Plan (SBAP)/School Development Plan

4.4.1 The School Council shall identify and prioritize the basic needs of the school keeping in view the available resources to the council. The School Council may counsel with the local community in such prioritization. The School Council shall prepare the ‘School Based Action Plan (SBAP)’ as per the ‘Form No.6’ and the SBAP shall be signed by all members of the council.

4.4.2 A copy of the SBAP shall be sent to the concerned AEO for information. The AEO if having some reservation/objection to the SBAP shall inform the Chairperson in writing within seven (7) days of the receipt of SBAP. The AEO shall also copy his objection to the Deputy District Education Officer (Dy.DEO) for information.

4.4.3 On receipt of AEO’s objection, the head teacher/Chairperson shall call a special meeting of the School Council. The attendance of the two third of total members of the council is mandatory in this meeting. If the majority members of the School Council sided with the objections of the AEO, the School Council shall approve the amended School Based Action Plan (SBAP) through a resolution and an amended SBAP shall be prepared on ‘Form No.6’. The copy of amended SBAP shall be sent to AEO and Dy.DEO for information.

4.4.4 In case the School Council differs with the objections/recommendation of the AEO, the School Council shall reply the AEO with the reasons for such difference of opinion to be recorded in writing. A copy of this reply shall also be sent to the Dy.DEO.

4.4.5 The Deputy District Education Officer (Dy.DEO) shall visit the school within 15 days and meet with the School Council members to settle the difference of opinion. The decision of the Dy.DEO shall be final and binding in this regard.

4.4.6 All members of the School Council shall supervise the development work/civil works being executed in the school. The members shall also monitor the quality and pace of work to ensure that work is completed within minimum time and cost without compromising on the quality of work.
4.4.7 The School Council development plans shall be executed as per the approved designs and specifications of the Government. If the SBAP includes any civil work for which technical guidance is required, the council shall write an ‘Application for Technical Guidance’ to the AEO or Dy.DEO. The officer concerned shall be bound to provide the requested guidance/services to the council.

4.4.8 The School Council shall get the civil works done at market rate or below the market rate. The interest of the school shall be the consideration in this regard. On completion of civil works, a written report about the SBAP shall be sent to the Dy.DEO.

4.5 School Council Bank Account

4.5.1 The School Council’s Bank Account can be opened in any local branch of a commercial bank and in case of non-availability of the bank; the account can be opened in the local post office. If the School Council already has an operational account in any commercial bank or post office then no new account of the council shall be opened.

4.5.2 The School Council shall have only one bank account. All the funds provided/collected for the school i.e. the school council funds, Farogh-e-taleem Fund, amounts of donations etc shall be deposited in the same bank account.

4.5.3 The School Council shall quarterly obtain the Bank Statement of its account from the bank or the post office.

4.5.4 The record of all amounts withdrawn or deposited in the bank account of school council shall be maintained on the Cash Book Form i.e. ‘Form No.8’.

4.5.5 If the School Council has not got its account opened in any bank or post office or the account has been closed for any reason whatsoever, the School Council shall open a new bank account as per the procedure given in the following para.

4.6 Procedure to open a Bank Account for School Council

4.6.1 After the issuance of the notification of the School Council, the members of the school council shall convene a meeting and a resolution shall be passed in this meeting to open an account for the School Council. The resolution shall contain the name and address of the nearby branch of the bank or the post office, where the Council’s account is to be opened. In addition to this, the names and the National Identity Card numbers of the Chairperson (Signatory) of the Council and the Co-Chairperson/Co-Signatory shall also be written in this resolution. A copy of this resolution along with the Notification shall be sent to the Dy.DEO.

4.6.2 The Dy.DEO shall accord approval of council’s resolution for the opening of the bank account within five (5) days of its receipt. The Dy.DEO shall send a copy of his approval to the concerned bank manager as well. On receipt of approval of
Dy.DEO, it will be the responsibility of the Chairperson of the school council to contact the concerned bank/post office and to complete the required proceedings regarding opening of an account.

4.7  
**Procedure to change the Signatory and the Co-Signatory of the Account**

4.7.1 The School Council shall inform the bank/post office and the Dy.DEO in writing about any change in the Chairperson/Signatory or the Co-chairperson/Co-Signatory.

4.7.2 In case of cancellation of the membership of the Chairperson, a copy of the cancellation shall be communicated on ‘Form No.2’ to the Dy.DEO. The Dy.DEO shall certify this change and inform the concerned bank/post office about this change in writing.

4.7.3 In case of appointment of a new Chairperson, the notification on ‘Form No.1’ shall be sent to Dy.DEO and the concerned bank manager. It will subsequently be the responsibility of the new Chairman/Signatory and the Co-Chairperson/Co-Signatory to contact the concerned bank/post office to complete the necessary required proceedings.

4.8  
**The School Council Funds’ Expenditure**

4.8.1 The expenditures can be incurred from the School Council's bank account on following heads:

   i) Furniture, other objects and their repair.
   ii) The purchase of sports kit/goods
   iii) Stationery
   iv) The academic and teaching aids
   v) The repair and maintenance of school building
   vi) The new construction in school such as classroom, latrine, boundary wall etc.
   vii) Provision of water and electricity
   viii) The payment of utility bills such as electricity, gas, telephone etc.
   ix) The expenditures on temporary appointment of teachers can be incurred at a maximum rate of rupees 1500 per month per teacher. The school council, however, cannot engage more than two temporary teachers at one time.

4.8.2 **Procedure for temporary appointment of teachers**

The head teacher/Chairperson of the School Council shall convene the School Council meeting for the temporary appointment of teachers. The requirement of the temporary teachers shall be enunciated in the session and the decision of temporary appointment shall be made by simple majority of the council
members. The rules and regulations governing the temporary appointment of teachers are as under:

a. The minimum qualification for a temporary teacher is F.A.
b. The candidate for the temporary teacher must have a computerized national identity card i.e. CNIC
c. The candidate belonging to the local area shall be preferred.
d. The maximum per month salary for a temporary teacher shall be Rs.1500/- per month.
e. The temporary appointment shall be made for a maximum period of four months. If the School Council deems it necessary and has the requisite funds in the School Council account too, it may apply for the extension of the contract of temporary teacher to the EDO Education. The EDO Education is empowered to decide the extension in the contract of temporary teacher for a maximum period of four months. The EDO Education will try his/her best for appointment of regular teacher in the school within the extended contract period of temporary teacher to enable the School Council to expend on other essential necessities. The decision of EDO Education regarding extension in the contract of temporary teacher shall be final and binding.

i) The School Council may appoint temporary teacher as per ‘Form No.9’ especially designed for “Contract for Temporary Appointment”. The contract shall be signed by the head teacher/Chairperson, newly appointed teacher, and the Co-Chairperson.

ii) The newly appointed teacher shall not be eligible to become a member or Co-Chairperson of the School Council. If School Council intends to appoint any member of the school council as temporary teacher, the school council shall first cancel the membership of proposed member.

4.8.3 If School Council desires to make the expenditures in some new heads of expenditure beyond the above mentioned heads of expenditures, the council shall only be eligible to do so after the written permission of the EDO Education. The School Council shall attach its approved resolution seeking permission of expenditure from the EDO Education along with the application. The EDO Education shall be empowered to accept or reject the application of the School Council. The decision of the EDO Education shall be final and binding for the council.

4.8.4 In case of approval of new heads of expenditure for the School Council, the copies of the decision of the EDO Education shall be sent to the concerned District Monitoring Officer (DMO) and PMIU-PESRP, Lahore.

4.9 Financial Procedure

4.9.1 The School Council funds shall be spent for the achievement of the above stated objectives. The School Council shall be authorized to spend up to a maximum of
four (4) lacks of rupees in one financial year i.e. from July to June as per the
notifications number IT(FD)3-13/2002 dated January 7, 2004 and January 29,
2005 (Annexure A), issued by the Finance Department.

4.9.2 All expenditures shall be incurred with the approval of the School Council.

4.9.3 In order to withdraw amount from the School Council’s bank/postal account,
the cheque shall be jointly signed by the Chairperson/Signatory and the Co-
Chairperson/Co-Signatory of the council.

5 Procedure for the transfer of Government Funds to School Council

5.1 The District Governments shall earmark allocations for the School Councils of
Mosque, Primary and Elementary Schools in their budget, as per the ‘Terms of
Partnership’. The funds earmarked for the School Council shall be transferred in
the EDO Education's budget.

5.2 The EDO Education shall collect certified lists of bank/postal account numbers
of school councils of all mosque, primary and elementary schools of the district
through the concerned Dy.DEOs.

5.3 The District Coordination Officer (DCO) shall accord approval for the release of
school council funds. The EDO (Finance and Planning) shall issue a “Sanction
Letter” subsequent to the approval of the DCO, in the name of District
Accounts Officer. A copy of the “Sanction Letter” shall be sent to EDO
Education.

5.4 On receipt of “Sanction Letter” from EDO (F & P), the EDO Education shall
prepare a Bill of School Council Grant on “Simple Receipt Form” and append
with it the list of bank/postal account numbers and deposit it in the District
Accounts Office (DAO).

5.5 The DAO shall deposit the Bill to the concerned bank (i.e. where the Account-
IV of the District Government exists). This bank shall transfer funds to the
respective bank/postal accounts of the School Councils.

5.6 The EDO Education shall inform all the Dy.DEOs about the transfer of funds
to school councils and subsequently the Dy.DEOs shall be bound to inform the
school council about the transfer of funds.

The District Government shall be bound to complete the above stated complete
process as early as possible.

6 School Council Monitoring

The School Councils shall be monitored in the following ways:

6.1 Performance Evaluation
6.1.1 The performance of the school councils shall be evaluated in the light of procedures and processes devised by the Provincial Government and the District Government.

6.1.2 The MEAs shall check the performance of the school council as per the prescribed Perforama on monthly basis.

6.1.3 During their routine monthly visits, the AEOs and the Dy.DEOs may check the record of the School Council to evaluate its performance. These officers can interact with the members of the School Council to counsel and assist in the solution of issues/problems hampering school development.

6.1.4 The DMOs may also check the record of the School Councils and if desired may interact with the members of the council as well.

6.2 Financial Monitoring

The EDO Education shall quarterly collect the bank statements of the school councils through Dy.DEOs to assess the utilization of funds by the councils.

6.3 Audit

6.3.1 The Financial Rules and the Purchase Procedures are not applicable on the expenditures of the School Council as has been explained para 6 and 7 of the Finance Department’s notification number IT(FD)3-13/2002 dated January 7, 2004(Annexure-A).

6.3.2 The detailed record of School Council accounts including the Receipts etc. can be inspected by the officers of the Education Department or any other autonomous institution appointed by the Government.
SPECIMEN PROFORMAS
NOTIFICATION OF SCHOOL COUNCIL

EMIS CODE: ___________ SCHOOL NAME_______________________________ DISTRICT_________________ TEHSIL_______________ MARKAZ ___________

MOZA_________________ UC NAME_________________ UC NO.___________ DATE OF NOTIFICATION____________________ NOTIFICATION NO._________________

NAME & ADDRESS OF BANK BRANCH / POST OFFICE_________________________________________ SCHOOL COUNCIL A/C NO._________________

The name and detail of the persons elected by simple majority as School Council Members in school Council’s session held on ___________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of School Council Member</th>
<th>Parentage/Married to</th>
<th>Designation</th>
<th>CNIC #</th>
<th>Member's Category</th>
<th>Signature Member</th>
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**NOTE:** The School Council members shall be authorized to perform their activities in the respective school in accordance with the rules and regulations of the School Council Policy

Copy for information to:

1) E DO (Education)
2) Dy.DEO
3) Bank Manager / Incharge Post Office
4) Copy for School Record

_______________________
Stamp & Signature
AEO
Notification for Cancellation of Membership

EMIS Code_____________ Name of School _______________________________ District _______________ Tehsil _______________

Markaz __________ Mouza __________ UC Name________ UC Number_______ Date of Notification __________ Notification No. _________

The Meeting number being convened for the cancellation of membership of SC _______ dated __________ Mr./Mrs.___________________________

s/o/ w/o/d/o_______________________________whose membership of School Council is being cancelled by two third majority of the School Council Members.
He/She is no more authorized to participate in any activity as a School Council member. The proceedings to fill the vacant seat by any other member will be completed soon. The said member shall not be eligible to become the member of the School Council for one year.

________________________________________
Signature and Stamp
Assistant Education Officer

Copy for information
1. The Deputy District Education Officer________________________
2. Copy for record of School Council.
## RECORD OF SCHOOL COUNCIL MEMBERS

<table>
<thead>
<tr>
<th>Date of Notification</th>
<th>Notification No.</th>
<th>Name of Members</th>
<th>Parentage/Married to</th>
<th>Phone</th>
<th>Residential Address</th>
<th>Gender</th>
<th>Designation (Chairperson/Co-Chairperson/member)</th>
<th>Member's Category (Teacher/Parent/General)</th>
<th>Occupation</th>
<th>CNIC #</th>
<th>Date of Joining</th>
<th>Date of Cancellation of Membership</th>
<th>Signature (Chairperson/Co-Chairperson)</th>
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PROCEEDINGS OF SCHOOL COUNCIL MEETING

Date:……….. Day …… Meeting No……………….. Starting Time of the Meeting………………………………………..

Ending time of the Meeting………….. Total Members of the School Council……… No of Present Members …………………

Proceedings of the Meeting: ________________________________________________________________

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The implementation status of the decisions made in the previous meeting and Remarks ________________

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Decisions made in the current meeting ______________________________________________________

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Name of responsible members that have been assigned the responsibility to implement the decisions of School Council __

______________________________________________________________________________________

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______________________________________________________________________________________

Chairsman:_________________________________  Signature:__________________

Co-Chairman:_________________________________  Signature:__________________
School Council Members attending the Meeting:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Member</th>
<th>Parentage/Married to</th>
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<th>Signature/Thumb Impression</th>
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SCHOOL BASED ACTION PLAN  
(School Development Plan)

EMISCODE _________________ SCHOOL NAME _________________________________

DISTRICT ___________________ TEHSIL ___________________ MARKAZ ___________________

MOZA ___________________ UC NAME ___________________ UC NO. ___________________

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<tr>
<th>Sr. No.</th>
<th>Needs of Schools</th>
<th>Priorities</th>
<th>Quantity/Quality</th>
<th>Estimated Cost</th>
<th>Responsibility</th>
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Chairperson of School Council _____________________ Signature ____________ Date ________

Co-Chairperson of School Council ___________________ Signature ____________ Date ________
School Council Members attending the Meeting:

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<th>Sr. No.</th>
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SCHOOL COUNCIL RESOLUTION

EMISCODE _________________ SCHOOL NAME .................................................................

DISTRICT _________________ TEHSIL _________________________ MARKAZ  ...........................

MOZA _________________ UC NAME _________________ UC NO.  .................................

Resolution No. _____ Date _______ Time _______ Total Members _____ Present Members in the meeting-----

PROCEEDING & DECISION OF THE MEETING: ........................................................................
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Name of Chairman:____________________________  Signature:________________________

Name of Co-Chairman:____________________________  Signature:________________________
School Council Members attending the Meeting:

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<th>Sr. No.</th>
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CASH BOOK (SCHOOL COUNCIL)

EMISCODE ____________  DISTT.& TEHII. ____________  Month: ____________  Year: ____________

SCHOOL NAME ________________________________  Bank Name & Address: ________________________________  School Council Bank A/C #: ____________

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<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Detail of Income</th>
<th>Amount (Cash/Cheque)</th>
<th>Total</th>
<th>Signature (Chairperson/Co-Chairperson)</th>
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<th>Sr. No.</th>
<th>Date</th>
<th>Receipt No.</th>
<th>Detail of Expenditure</th>
<th>Amount withdrawn (Rupees)</th>
<th>Payment (Rupees)</th>
<th>Total</th>
<th>SC's Resolution No.</th>
<th>Date of Resolution of School Council</th>
<th>Signature (Chairperson/Co-Chairperson)</th>
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Total Income ________________________________

Amount withdrawn during the current month ________________________________

Closing Balance of Current month ________________________________

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Previous Balance ________________________________

Amount withdrawn during the current month ________________________________

Total Expenditures of Current month ________________________________

Closing Balance of Current month ________________________________

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FORM-8
Contract for Temporary Appointment of A Teacher FORM NO.9

Mr./Mrs. -------------------------- s/o/ w/o --------------------------

Whose temporary appointment in Government ------------------ School ------------------
as Temporary Teacher for reasons: i) Non-Availability of Govt. Teacher ii) Excess in the Students
Number iii) Any other reason (state reasons) --------------------------

with effect from (Date) -------------------------- to -------------------------- is hereby made.

Your appointment is of temporary nature and your responsibilities under this appointment are as under:

1) To be punctual as against the school timings
2) To teach in classes as per the head teacher’s instructions
3) To provide friendly environment to children instead of the intense one.
4) To exchange your thoughts with teachers and members of the School Council for the betterment of the school.
5) To take care of the cleanliness and discipline of the students
6) To contact parents of students as per the instructions of the head teacher
7) To actively participate in co-curricular and extra-curricular activities in school as per the instructions of head teacher.

Salary
Your salary is fixed at rupees 1500/- per month which will be paid by the School Council. There shall be no increase in your salary. You will not be entitled to any other benefits. You will not be paid salary during summer vacations.

Leaves
You may avail a maximum of two leaves in a month and that too with the approval of the leave by the head teacher.
In case you avail leaves more than two in a month, there will be a deduction for additional leaves from your salary at a rate of rupees fifty (50) per day.

Contract Period
Your service will continue for a contract period stated above. However, in case of irresponsible attitude or appointment of a regular teacher, the School Council is empowered to cancel this contract of appointment on three (3) days notice without assigning any reason. The decision of the School Council shall not be appealable at any other forum.

Issued By

Signatures of the Chairperson -------------------------- Dated --------------------------

Signatures of the Co-Chairperson -------------------------- Dated --------------------------

(Acceptance of Appointment as Temporary Teacher)

I -------------------------- s/o/ w/o -------------------------- have accepted my appointment as Temporary Teacher after reading and understanding the conditions mentioned above. I am willing to work on these conditions as a Temporary Teacher (Non-governmental) in Government ------------------ School ------------------ Tehsil ------------------ District ------------------

CNIC Number -------------------------- Signatures -------------------------- Date --------------------------