



No. 3439 /Adm  
Chief Executive Officer (DEA)  
Bahawalnagar  
Dated 2-3- /2018

To

All the Heads DEOs/DY.DEOs (M+F) Bahawalnagar.

**SUBJECT:- INSTRUCTIONS REGARDING NEW ACADEMIC SESSION 2018-19**

Apropos to the subject cited above.

All of you are well aware that as per instructions received from School Education Department, Government of the Punjab, new academic session is going to be started from 1st March 2018. In this regard, you are hereby directed to follow the instructions given below in letter and spirit.

1. New academic session is going to be started from 1<sup>st</sup> March 2018. All classes will be promoted on 28<sup>th</sup> February including class 5<sup>th</sup> and 8<sup>th</sup> in this regard. Enrolment and Retention Campaign 2018 phase-I has already been started. You are directed to achieve at least 10% enrolment targets.
2. On promotion of all classes, you are directed to update tagging of all classes on SIS. For classes KATCHI to 4<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> go to 'PROMOTE' option and promote these students into next classes. For class 5<sup>th</sup> for Primary schools and 2<sup>nd</sup> for Elementary Schools go to 'LEAVE STUDENT' option and click 'PASSOUT STUDENT' option. This task should be completed on or after 28<sup>th</sup> February 2018.
3. You are strictly directed that there should be no BOGU SENTRY on 1<sup>st</sup> March 2018. Strict disciplinary action will be preceded if even a single bogus entry found at any stage in new academic session enrolments.
4. Make sure the provision of Free Text Books to each and every student on or before 1<sup>st</sup> March 2018 so that regular classes and 100% student's attendance may be possible from 1<sup>st</sup> March. In case of shortage of books at any stage, consult to the W/House immediately to meet the shortage of books.
5. You are strictly directed to provide new class wise enrolments to MEA in March 2018. The total Enrolment of KATCHI and total Enrolment of Class 1-5 which you will provide to MEA in March-18 will be set as Baseline of Retention KATCHI and Retention 1-5. So be vigilant in this regard and consult to the undersigned in case of any confusion. It is again written with great concern that you should.  
**PROVIDE NEW CLASS WISE ENROLMENT TO MEA IN MARCH-18.**
6. Prepare new class-3 for LND from the very first day of session. Start practice of LND on TAB regularly to new Class 3 to achieve the targets of LND in MATH, ENGLISH and URDU from start month of new session. You are also directed to make sure the provision of LND KITABCHA VERSION 3 to each and every student of new class 3.
7. Prepare Time Table for each class and display it in every class room.  
**ONECLASS- ONE TEACHER** system is now no more acceptable.
8. Make sure that all facilities including **TOILETS, ELECTRICITY, DRINKING WATER** are functional and same functionality report must be submitted to MEA. Sometimes, due to the negligence of Head Teacher, MEA report any one of these four facilities as non-functional even though that facility is functional. In future, in case of such miss reporting, Head Teacher will be held responsible and strict disciplinary action will be taken / recommended under the rules.

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