



DIRECTORATE OF EDUCATION (COLLEGES)
LAHORE DIVISION

NO.2102-A/DEC-LHR: DATED: 21-02-2024.

To,

1. The Deputy Directors (Colleges), Lahore, Kasur, Nankana & Sheikhpura Districts
2. All the Principals of Govt. Graduate & Associate (Male/Female) Colleges of Lahore.

SUBJECT: DIRECT CORRESPONDENCE BY BREAKING THE PROPER CHANNEL

Apropos the directions issued by the DPI (Colleges) Punjab Vide No.216/Pa-DPIC-13, Dated 03-08-2023 and many such consequent directions on the subject referred to above.

2. I am writing to address a matter of significant importance regarding the protocol for correspondence within the hierarchy i.e. Principals, Deputy Directors, Directors, DPI Colleges Punjab and the Administrative Department/Higher Education Department, Government of the Punjab. It has come into the attention of the undersigned and the Higher Authorities that there have been instances where correspondence has not been routed through the proper channels as outlined in the above referred to direction letter.

3. As you are all worthy officers well aware that maintaining a streamlined communication process is essential for the efficient operation of our institutions and offices. It ensures that all relevant administrative tiers are informed and allow for proper documentation and tracking of important matters.

4. It is therefore required that all the worthy Principals, teaching, non-teaching staff and Deputy Directors of education colleges within the colleges and offices of Lahore Division to ensure strict compliance with our established protocols for sending correspondence. This includes but is not limited to:

- (a) All correspondence must be routed through the designated channels as outlined that is through the Principals, Deputy Directors & Director of Education Colleges Lahore Division.
- (b) Proper documentation, including reference numbers and tracking information, must accompany all correspondence.
- (c) Any deviations from the established protocol must be approved by the relevant authority before proceeding.

(d) Direct correspondence, except where directed otherwise by the Higher Authority, with the office of the worthy DPI Colleges Punjab and the office of the Venerable Secretary Higher Education Department will entail strict disciplinary action under rules.

5. It is imperative that all worthy officers/Principals/DDCs of Lahore Division institutions/Offices must understand the importance of following these guidelines. Failure to comply with these directives will result in disciplinary action.

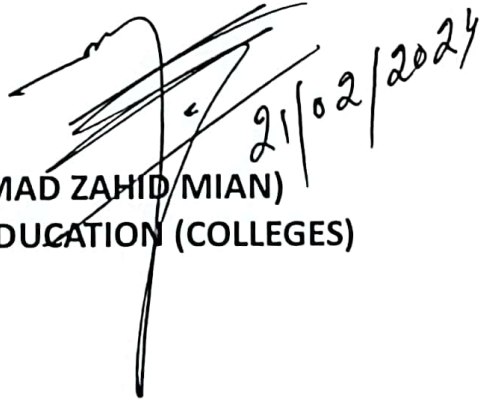
6. I trust that you will convey the seriousness of this matter to your respective staff members and ensure their full cooperation in this regard. Should you require any clarification or assistance in implementing these directives, please do not hesitate to contact the Directorate.

Thank you for your attention to this matter.


(MUHAMMAD ZAHID MIAN)
DIRECTOR OF EDUCATION (COLLEGES)

TRANSMISSION

1. The PS to Secretary, Government of the Punjab, Higher Education Department.
2. The PS to Special Secretary, Government of the Punjab, Higher Education Department.
3. The PS to DPI (Colleges) Punjab, Lahore.
4. The Assistant Directors (General & Coordination) of the Directorate.
5. All Superintendents of the Directorate.
6. The PA to Director Education Colleges for circulation internally in the office.
7. Office Order File-2024.


(MUHAMMAD ZAHID MIAN)
DIRECTOR OF EDUCATION (COLLEGES)