



DIRECTORATE OF EDUCATION (COLLEGES)  
LAHORE DIVISION LAHORE.  
NO.1808/DEC-LHR, DATED: 18-08-2023.

**MOST URGENT/TIME LIMIT CASE**

To,

1. All the Deputy Directors of Education (Colleges), Lahore, Kasur, Sheikhpura & Nankana Sahib.
2. All the Principals of Govt. Associate & Graduate (Colleges) Male & Female in the Lahore Division, Lahore.

**Subject:** **STRICT IMPLEMENTATION ON DIRECTIONS REGARDING THE ACADEMIC SESSION 2023-2024 ONWARDS TRANSMITTED BY THE DPI (COLLEGES) PUNJAB, LAHORE.**  
Apropos the received directions from the Director Public Instruction (Colleges) Punjab, Lahore bearing No.194/PA-DPIC/T-23, Dated 17-08-2023 on the subject referred to supra. **(Copy Enclosed).**

2. All the worthy Principals and the Deputy Directors of Education Colleges across Lahore Division are required to get the directions implemented in true letter and spirit.

3. The undersigned and the Deputy Directors of Education Colleges across Lahore Division shall pay surprise and regular visits to the Colleges to ensure the implementation on the enclosed directions issued by the Higher Authority/DPI (Colleges) Punjab, Lahore w.e.f. 21-08-2023 on regular basis.

4. Deviation from or breach into any of the directions entail strict action as per prevalent rules.

  
(MUHAMMAD ZAHID MIAN)  
DIRECTOR OF EDUCATION (COLLEGES)

**TRANSMISSION:**

1. The PS to Director Public Instruction (Colleges) Punjab, Lahore w/r to the communicated direction on the subject matter ibid.
2. PA to Director of Education (Colleges) Lahore Division, Lahore to ensure delivery of the directions via email to all concerned immediately.
3. Mr. Sajid Sharif, In Charge, Directorate Website, with the direction to upload the direction letter on the official website of the Directorate [directorcollegeslahore.edu.pk](http://directorcollegeslahore.edu.pk)
4. In charge Directorate Whatsapp Group for posting the directions immediately.
5. Office Order File-2023.



**DIRECTORATE OF PUBLIC  
INSTRUCTIONS (COLLEGES), PUNJAB**

**NO. 194/PA-DPIC/T-23,**

**DATED: 17.08.2023**

1. **ALL THE DIRECTORS OF EDUCATION (COLLEGES),**  
In the Punjab.
2. **ALL THE PRINCIPALS,**  
Govt. Graduate & Associate Colleges (Male & Female),  
In the Punjab.

Subject: **DIRECTIONS REGARDING THE ACADEMIC SESSION 2023-2024  
ONWARDS**

Reference the subject noted above.


2. The commencement of the Academic Session in Government Colleges for 2023-2024 sets the foundation for a year of transformative learning, research, and personal growth for countless aspiring minds. The start of this Academic Session marks the gateway to acquiring cutting-edge knowledge and skills, equipping students to contribute meaningfully to society and adapt to the dynamic challenges of the modern world. With the launch of the 2023-2024 Academic Year, Government Colleges reaffirm their commitment to providing accessible and quality education, empowering individuals from diverse backgrounds to pursue their dreams and aspirations. The beginning of this session fosters a vibrant environment for intellectual discourse, innovative thinking, and collaborative endeavors, preparing students to become leaders, critical thinkers, and catalysts for positive change in their communities. As the curtain rises on the 2023-2024 academic session in Government Colleges, it symbolizes a fresh chapter of possibilities, where students forge lifelong connections, explore new horizons, and embark on a transformative journey towards academic excellence and holistic development.

3. To achieve the above targets, the following directions are hereby transmitted for further dissemination to all the lower formations for strict compliance and meticulous implementation in true letter and spirit:

- (a) The College Campuses must be made neat and clean that includes clean class rooms, washrooms, clerical and administrative offices, staff rooms, library, science, computer and all other laboratories. College lawns and grounds must be properly maintained, benches present on the sides of the lawns and grounds must be clean and dust free, clean drinking water must be made available, washrooms taps, basin taps and lights must be made operational.
- (b) The College building roofs, ceilings, ceiling fans, tube lights, energy savors, bulbs, rooms of HODs, Registrars, Principals, Vice Principals, and Examination Rooms/offices must be neat and clean and operational.
- (c) The flower pots, flowers buds, saplings, trees, and all other flowery shrubs must be properly trimmed (trimming does not mean cutting of trees which is strictly banned by the Competent Authority) and meticulously maintained.
- (d) The prepared time table by each Principal must be got checked through notified committees by the Divisional Directorates of Education Colleges concerned within a WEEK TIME positively. After the committees examine the time tables and the Directors accord concurrence, no change in the time table shall be allowed except with the prior approval of the Directors concerned provided the change recommended by the Principal is well supported by the logical and cogent reasons which are otherwise inevitable.
- (e) The attendance of the students and teachers must be ensured by the College Principals or notified checking teams that must comprise only of Teachers and no non-teaching staff member be included in such teams at all.



- (f) The attendance of the Principals must also be ensured by checking their presence through the landline numbers at the start and close of the college timings and their location being outside the college campus be monitored through geotagging at the DPI Colleges Punjab Level through the IT wing on daily basis. Furthermore, the surprise visits will be made by the visiting officers/DDCs, Directors and the same practice will be made by the undersigned as well to ensure regularity and punctuality of the Principals, DDCs and Directors as well.
- (g) All the classes must be got conducted as per the time table, self-created changes, modifications, adjustments, shifting and transferring of rooms are strictly prohibited and such practice, if detected and found during surprise and regular visits, will be construed as serious misconduct and will accordingly be penalized as per rules.
- (h) All the Professors who have been assigned the duty of Proctors shall perform their duties on daily basis. They shall check the uniforms, mobile phones and maintain discipline in the college according to the duty assigned by the concerned Principal.
- (i) All admissions to all classes must be made in accordance with the Admission Policy 2016 and all other amendments/notifications made later on accordingly any practice found to be in deviation of merit, fairness and transparency, the same will be taken up and the ones found at the wrong end will be taken care of in accordance with law, rule and policy.
- (j) All colleges buses shall be made functional and operational in the light of the recent college bus operations SOPs and the deviation to the same shall tantamount misconduct and shall accordingly be treated as per law.
- (k) All the teachers, HODs, Vice Principals and the Principals shall perform their assigned duties, tasks and assignments in the light of Job Description duly notified by the Higher Education Department, Government of the Punjab 2012.
- (l) The Internal Audit of the Public Sector Colleges has been got started for which the schedule has been notified at Central Level/Provincial Level whereas the schedule of Public Sector Colleges is being notified by the Divisional Directors accordingly. All formations of Directorates, DDCs and Principals must cooperate and facilitate the Internal Audit Committees either constituted by this Directorate or by the Divisional Directors concerned.
- (m) The daily attendance reports of all the teaching and non-teaching staff must be submitted to the Divisional Directorates on daily basis at 8:30 to 9:00 AM by all means.
- (n) Availing of leaves is not the right of the Civil Servants/Contractee employees, hence leave of all kinds may please be allowed sparingly and on emergency, health and on urgency basis. However, Casual Leave, may not be made a routine dispensation.
- (o) There must be zero pendency regarding the disposal of Leave Encashment Cases, Pension Cases, M.Phil or Ph.D Allowance Cases, General Provident Fund Cases, Passport Cases, Leave cases, initiation and countersignature of PERs etc.
- (p) Meticulous implementation is required from all tier of the Public Sector Colleges accordingly.

  
 (DR. SYED ANSAR AZHAR)  
 DIRECTOR PUBLIC INSTRUCTION  
 Q (COLLEGES), PUNJAB

**TRANSMISSION:**

1. The PS to Secretary, Government of the Punjab, Higher Education Department, Lahore.
2. The PS to Special Secretary, Government of the Punjab, Higher Education Department, Lahore.
3. The PS to Additional Secretary (B&P), Higher Education Department.
4. Office Order File-2023.