



**Directorate of Education (Colleges)  
Lahore Division, Lahore**

Memo. No. 502 /PA/DE(C)

Dated 26<sup>th</sup> August, 2023

**MOST URGENT**

To

1. All the Deputy Directors (Colleges), Kasur, Sheikhpura & Nankana Sahib.
2. Government (Male & Female) Graduate & Associate Colleges of Lahore District.
3. All the Non-Teaching Staff of all Offices / Public Sector Colleges of Lahore Division.

Subject:- **FREQUENT VISITS OF ADMINISTRATIVE OFFICES OF HIGHER EDUCATION DEPARTMENT WIPTHOUT PERMISSION.**


Apropos the directions by the Competent Authority / Worthy Secretary, Government of the Punjab, Higher Education Department duly communicated to this office by Director Public Instruction (Colleges), Punjab vide directions letter No.216/PA-DPI/T-23, dated 31-08-2023 (copy enclosed) on the subject cited above.

2. All the teaching / Non-teaching / DDCs / Principals are directed to follow the directions contained in the attached letter in true letter and spirit, failing which strict departmental and punitive action shall be taken against breachers.
3. You are, therefore, directed to show meticulous compliance of the directions in TOTO.
4. Further action may kindly be taken accordingly.

  
(MUHAMMAD ZAHID MIAN)  
DIRECTOR OF EDUCATION (COLLEGES)  
LAHORE DIVISION, LAHORE

**NO. & DATE EVEN.**

1. The PS to Secretary, Govt. of the Punjab, Higher Education Department, Lahore w/r to directions ibid.
2. The PS to Special Secretary, Govt. of the Punjab, Higher Education Department, Lahore
3. The Addl: Secretary (E&G), Govt. of the Punjab, Higher Education Department, Lahore.
4. The PS to Director Public Instruction (Colleges), Punjab, Lahore w/r to his letter referred to above.
5. The office order file-2023.

  
DIRECTOR OF EDUCATION (COLLEGES)  
LAHORE DIVISION, LAHORE.



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

**NO. 216/PA-DPIC/T-23,**

**DATED: 31.08.2023**

**ALL THE DIRECTORS OF EDUCATION (COLLEGES),  
In Punjab.**

**Subject: FREQUENT VISITS OF ADMINISTRATIVE OFFICES OF HIGHER  
EDUCATION DEPARTMENT WITHOUT PERMISSION**

It has been noted with serious concern that the teaching, non-teaching staff, Principals and other administrative officers of lower formation frequently visit the Higher offices i.e. the offices of Secretary, Higher Education Department, DPIC, Directors and Deputy Directors in connection with their personal or service matters without any written permission / sanction of leave from the concerned authority which not only causes loss of official responsibility of their own but it also creates hindrance in the disposal of official responsibilities at the level of administrative offices.

2. Keeping in view the above, all the concerned are directed to refrain from visiting administrative offices without prior permission of the concerned authority. A very stern action, under prevalent rules, shall be taken against the ones that will breach into the implementation of the above directions.

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

**C.C:**

1. PS to Secretary, Govt. of the Punjab, Higher Education Department.
2. PS to Special Secretary, Govt. of the Punjab, Higher Education Department.
3. PAs to Additional Secretaries, Govt. of the Punjab, Higher Education Department.
4. All the Deputy Directors (Colleges), In Punjab.
5. All the Principals, Govt. Graduate & Associate Colleges In the Punjab
6. All the Directors of this Directorate.
7. Office order file-2023.