



NO. PSO / SECY / SED / 07 / 2017

GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT

Karachi, dated 7th June, 2017

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| 1. Directors School Education (DsSE) Primary in Sindh (All) | 2. Director School Education (DsSE) Elem., Sec., H. Sec. in Sindh (All). |
| 3. The District Education Officers (DEOs) Primary in Sindh (All) | 4. District Education Officers (DEOs) Elem., Sec., H. Sec. in Sindh (All) |
| 5. Taluka Education Officer (TEOs) Primary in Sindh (All) (Male / Female) | 6. Taluka Education Officers (TEOs) Elem., Sec., H. Sec. in Sindh (All) (Male / Female) |

Subject: Change / Rectification of Biometrics.


During my incumbency as Secretary School Education (SED), I have noticed that there has been a hue and cry against the biometrics system and the data of teachers and other departmental employees, maintained in the Data Centre of the SED. No doubt, certain errors existed in the system that occurred at the time of capturing the biometrics data, which have been mostly rectified. Now the information in the biometrics system is largely accurate and is meeting its objectives to ensure transparency and accountability.

2. In order to facilitate the management at local level, our teachers and other employees, the Data Centers, established at six (6) Divisional Headquarters, have been authorised and advised to process the biometrics change applications. If a formal letter is received from the concerned DSE, on the prescribed format (**Form-I for Teachers** and **Form II for all other Employees**), under his / her own name, signature and official seal / stamp. The request of the DSE shall be processed and decided within three (3) days of the receipt at Data Centre, if the relevant form is correctly fill up / signed and the proposed change is found in accordance with the two basic policy principles of the SED viz. (a) to reopen a temporarily closed but viable school; or (b) to improve the Student Teacher Ratio (STR), by providing a teacher in a teacher deficient / deficit school from a teacher surplus school. The requests for biometric change, on the basis of any other justification will be reviewed carefully and decided on merits.

3. Accordingly, all the DsSE, DEOs and TEOs are advised to personally review each and every case, needing biometric change and certify that these changes are in accordance with the established policy principles of the SED, as was reiterated at the time of promulgation of the Education Emergency by the Hon'ble Chief Minister Sindh, last year. In case, there are other cogent reasons to change the biometrics of a teacher / employee, the concerned TEO and DEO will prepare a formal case, with proper justification, and get the approval of

the concerned DSE, who will critically examine it and make a recommendation in his / her formal letter to the SED. This letter / request shall also be submitted in the Regional Data Centre and the decision will be conveyed within one week. The entire exercise of biometrics rectification must be completed before Eid ul Fitr holidays. All such requests / letters of the DsSE must reach respective Data Centers by Monday, 19th June, 2017.

5. It is also clarified that all transfer orders, issued by any authority at any level, that do not comply with the above mentioned two policy principles, should be treated as cancelled and withdrawn and the teachers / employees so transferred must be advised to report to their original / last place of posting. Any violation of these instructions or the policy principles / guidelines of the SED shall be construed as "misconduct" to be proceeded against under the relevant disciplinary laws / rules, governing the conduct of a Civil Servant. Besides, if the Monitoring Assistant (MA) of the Directorate General of Monitoring and Evaluation finds any teacher / employee absent from his / her place of duty (as per biometric record) he / she will be marked as absent. Accordingly, DSE / DEO / TEO will have to proceed against the said teacher / employee as per disciplinary rules as well as the M & E Policy 2017, to be notified in this month.


E7/06/2017
(Abdul Aziz Uqaili) PAS
Secretary to Govt. of Sindh

A copy is forwarded for information and necessary action to:

- (i) Special Secretaries, School Education Department.
- (ii) Additional Secretaries, School Education Department (All).
- (iii) Additional Secretary (S-III) to convey instructions to all Regional Data Centres for internal processing all of such formal letters received from the DsSE.
- (iv) Chief Programme Manager, Reform Support Unit, School Education Department
- (v) Director General / Directors (All) in SED.
- (vi) Chairman, Sindh Text Book Board, Jamshoro.
- (vii) Project Directors (All) in SED.
- (viii) PS to Chief Secretary Sindh.
- (ix) PS to Minister for Education and Literacy Sindh.
- (x) PS to Principal Secretary to Chief Minister, Sindh.
- (xi) Media Coordinator, RSU, School Education Department.
- (xii) Deputy Director (IT) SED for uploading on website / facebook / twitter.


Muhammad Shabbir
Deputy Director / PSO to
Secretary SED

FORM I

REQUEST FOR CHANGE OF BIOMETRICS INFORMATION (FOR TEACHERS ONLY)



No. DSE / / 2017, Dated:

DIRECTORATE OF SCHOOL EDUCATION

The following information is submitted for change / correction in the biometric information of the teacher mentioned at "A" whose complete record has been minutely checked, educational documents verified and the APPOINTMENT was found GENUINE and LEGAL:

A. PERSONAL INFORMATION OF THE TEACHER

Name	CNIC No.	Designation / BPS	Personal ID No.	Date of Appointment

B. TRASFER OF BIOMETRICS FROM

SEMIS ID	School Name	Cost Centre	Teachers Working (No.)	Enrollment

C. TRANSFER OF BIOMETRICS TO

SEMIS ID	School Name	Cost Centre	Teachers Working (No.)	Enrolment

CERTIFICATE

I have personally checked the record of the above teacher, and that of Taluka / District / Region. I certify that the above biometric change has been requested on the basis of the following justifications:

- For reopening of a temporary closed viable school at "C" above, without affecting the STR of the school at "B" above.
- Strictly on need basis and to improve the STR in the school at "C" above, without affecting the STR of the school at "B" above.
- Other justifiable reason:

Tick (✓) Please

I understand that the no transfer Nor movement of any teacher / employee will be effective until his / her biometrics record is changed in the Data Center of SED. Accordingly, he / she has been advised to remain in the school as at "B" above until he / she receives a text message through ILM1 about change of biometrics.

DISTRICT EDUCATION OFFICER (SIGNATURE WITH FULL NAME & STAMP)

DIRECTOR SCHOOL EDUCATION (SIGNATURE WITH FULL NAME & STAMP)

REQUEST FOR CHANGE OF BIOMETRICS INFORMATION (FOR OTHER EMPLOYEES)



No. DSE / / 2017, Dated:

DIRECTORATE OF SCHOOL EDUCATION

The following information is submitted for change / correction in the biometric information of the EMPLOYEE mentioned at "A" whose complete record has been minutely checked, educational documents verified and the APPOINTMENT was found GENUINE and LEGAL:

A. PERSONAL INFORMATION OF THE EMPLOYEE

Name	CNIC No.	Designation / BPS	Personal ID No.	Date of Appointment

B. TRASFER OF BIOMETRICS FROM

SEMIS ID	School Name	Cost Centre	Teachers Working (No.)	Enrollment

C. TRANSFER OF BIOMETRICS TO

SEMIS ID	School Name	Cost Centre	Teachers Working (No.)	Enrolment

CERTIFICATE

I have personally checked the record of the above employee, and that of Taluka / District / Region. I certify that the above biometric change has been requested on the basis of the following justifications:

1. For reopening of a temporary closed viable school at "C" above, without affecting the Student Employee Ratio (SER) of the school at "B" above.
2. Strictly on need basis and to improve the SER in the school at "C" above, without affecting the SER of the school at "B" above.
3. Other justifiable reason:

Tick (✓) Please

I understand that the no transfer Nor movement of any teacher / employee will be effective until his / her biometrics record is changed in the Data Center of SED. Accordingly, he / she has been advised to remain in the school as at "B" above until he / she receives a text message through ILMI about change of biometrics.

DISTRICT EDUCATION OFFICER (SIGNATURE
WITH FULL NAME & STAMP)

DIRECTOR SCHOOL EDUCATION
(SIGNATURE WITH FULL NAME & STAMP)