





**GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT**

Karachi, dated: 15th May; 2017

NOTIFICATION

No. SO (G-III) / SED / SCP / Dist.CC/ 3-696 / 2016: In pursuance of School Clustering Policy Notification No.SO (G-III) E&L / School Clustering Policy / 2016, dated 14th June, 2016, the following checklist for District Cluster Commission is hereby notified for effective monitoring and implementation of the clustering framework in its true letter and spirit:

Functional areas	Tick the check box if action is completed	List of documents attached (with annexures duly numbered)	Comments (if any)
A. Dissemination & understanding of clustering policy framework			
Have the School Clustering policy, SOPs, and Guidelines been shared with the District Commission Members?	<input type="checkbox"/>		
Have orientation sessions been held to develop a better understanding among the members?	<input type="checkbox"/>		
Have the members received the notifications of their nomination as commission members?	<input type="checkbox"/>		
Have the members accepted or rejected their appointment as member, in writing (within a week of receiving the notification)?	<input type="checkbox"/>		
Have the roles and responsibilities of the members of district cluster commission been clearly communicated to all?	<input type="checkbox"/>		
In case of any vacancy or a member leaving the district cluster commission, whether information and recommendation was made for the substitution to the divisional cluster commission in appropriate time (within a week of the occurrence)?	<input type="checkbox"/>		
Have the changes of members in case of their not joining or leaving or their inability to perform, been recommended in accordance with the criteria) to the divisional commission, taken up and approved within a week of the reference? In case of material changes required in the nominations, has the district commission received the objections within one week?	<input type="checkbox"/>	 SINDH EDUCATION & LITERACY DEPARTMENT 	
Have these been actioned? :	<input type="checkbox"/>		
Was the notification of changes issued and received in good time?	<input type="checkbox"/>		
B. Activity Planning & target setting			
Have Are the targets been / being set up for different aspects (including educational	<input type="checkbox"/>		

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outcomes and administrative targets) of the service delivery, in line with the commission's mandate and the multi-year Sindh Education Sector Plan and the District Education Sector Plan?			
Has the commission formulated its own activity plan & calendar in line with its mandate / charter?	<input type="checkbox"/>		
Is the implementation of the activity plan & calendar being self-governed and self-monitored on a regular basis including actions taken for course correction, if any?	<input type="checkbox"/>		
Has the commission received the cluster activity plans from the CHS Heads of all clusters falling in the district?	<input type="checkbox"/>		
Has the commission approved the activity plans? (made changes if required)?	<input type="checkbox"/>		
Has the commission, in case of material issues, referred back the matter to the respective / relevant clusters, within one week of receiving the original proposals?	<input type="checkbox"/>		
Have the necessary changes been incorporated in the respective activity plan (s), in case of material issues?	<input type="checkbox"/>		
Has the district commission approved the activity plans within the first month of every academic year?	<input type="checkbox"/>		
C. Formulating recommendations for schools cluster formation			
Has the district cluster commission received list of all clusters (Hub schools and constituent clustered schools)?	<input type="checkbox"/>		
Has the list of schools been prepared by the TEOs in accordance with the criteria and types of clusters as per the school clustering policy?	<input type="checkbox"/>		
Has the list of schools (hub and constituent) been verified by the DEO (concerned – primary or secondary), in accordance with the policy requirements, after physical verification - site visit for viability?	<input type="checkbox"/>		
Have appropriate changes been incorporated in the cluster plan, after the physical verification by the DEOs, in case of material deviation from the policy or other strong reasons (to be recorded) and list firmed up?	<input type="checkbox"/>		
Has the firmed-up list of schools, post-physical verification by the DEOs, been sent to RSU for GIS verification?	<input type="checkbox"/>		
Have necessary changes been made to the list of schools or the CHS or the constituent schools, after RSU's verification in case of any material issues or deviation from the policy?	<input type="checkbox"/>		
Has the final set of lists for all the clusters, including the details of the CHS and the	<input type="checkbox"/>		



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clustered schools, been finalized and placed before the commission for its approval and onwards recommendations to the divisional cluster commission?			
Has the process been completed within one month (physical and GIS verification + referral by the district commission to the divisional cluster commission)?	<input type="checkbox"/>		
Has the district commission received the notified school clusters, from the divisional cluster commissions?	<input type="checkbox"/>		
D. Staffing (CHS Head and teaching staff)			
Has the commission worked out the selection and nomination of the CHS Heads according to the set criteria mentioned in the School Clustering policy?	<input type="checkbox"/>		
Has the commission worked out the nomination & selection of the Guide teachers according to the set criteria mentioned in school clustering policy?	<input type="checkbox"/>		
Are the recommendations being received, from time to time, by the CHS Heads for intra and inter cluster transfer of teachers; i) In line with the criteria? ii) According to the delegated administrative powers? iii) Backed by a strong rationale?	<input type="checkbox"/>		
Has the commission verified merits, i.e. the rationale / reasons presented for the intra & inter cluster transfer of teachers or CHS Heads and related provisions of the policy, SOPs, and guidelines?	<input type="checkbox"/>		
Has the commission approved the recommended transfer (s)? Or recommended them to the divisional cluster commission along with their recommendations, in cases which do not fall within the administrative delegated authority of the DEO / District Cluster Commission?	<input type="checkbox"/>		
Has a stock and rationalization of HR (teaching and non-teaching staff) been maintained for the district, in consultation with the TEOs and the CHS Heads?	<input type="checkbox"/>		
Have the performance benchmarks and indicators been developed for the CHS Head for each of the clusters, in consultation with the CHS Head and in view of various district and other educational and administrative targets (such as the provincial or district education plans)?	<input type="checkbox"/>		
Are the CHS heads being monitored for their performance, on a regular basis?	<input type="checkbox"/>		
Are transfer / posting of the CHS head being made, by respecting a reasonable tenure and	<input type="checkbox"/>		



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in cases where the performance or other matters are assessed to be seriously compromised by the CHS Head (for this earlier warnings, verbal and written should be given and recorded)?			
E. School Improvement Plans, Textbooks, SMCs and Stipends (other vertical programs)			
Is the required support in developing the school improvement plans (overall guidance) being provided by the district commission?	<input type="checkbox"/>		
Are these being monitored and CHSs being facilitated in acquiring resources and overall, to implement these plans?	<input type="checkbox"/>		
Has the commission received the demand for required number of textbooks for each class, subject wise from the CHSs, 3 months prior to the commencement of new academic year?	<input type="checkbox"/>		
Has the commission forwarded the demand to STBB within the timeframe notified by the Government (at least 2 months before the academic year)?	<input type="checkbox"/>		
Has the commission or CHSs received the textbooks by STBB, in the required number for each subject before the start of the academic year?	<input type="checkbox"/>		
Has the commission maintained stock inventory of Textbooks received? Including any shortage or surplus?	<input type="checkbox"/>		
In case of any shortage, has it been communicated to the STBB in good time?	<input type="checkbox"/>		
Has an effective follow up been made / maintained with the STBB and RSU for obtaining the remaining textbooks?	<input type="checkbox"/>		
Has the commission received the textbook distribution completion report from the CHS Head?	<input type="checkbox"/>		
Has the commission received the surplus textbooks back from the CHSs or are these being maintained at the taluka level?	<input type="checkbox"/>		
Has the commission communicated the surplus position to the STBB? And returned the books (over and above 5% of the requirement)?	<input type="checkbox"/>		
Is the district commission playing the role of invigorating the SMCs and bringing them in the decision making process?	<input type="checkbox"/>		
Are the funds of SMCs being placed in a central SMC fund (at CHS – for the CHS and the constituent schools), in accordance with the policy / direction of the Govt.? Have / Are discrepancies, if any, in receiving the funds, been / being communicated to the RSU in good time?	<input type="checkbox"/>		



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Are annual utilization reports being obtained from the SMCs on a regular basis for all the CHSS?	<input type="checkbox"/>		
Are provision of stipends, infrastructure development, provision of missing facilities and other vertical programmes being monitored for the CHSS, in line with the requirements and to ensure that neither there is any duplication nor that such programmes are implemented in any other manner, than for the benefit of schools and for the stated objectives of the policy?	<input type="checkbox"/>		
F. Financial & Procurement Management			
Have guidelines been provided on a regular basis, to the cluster schools for identifying needs, prioritizing them and preparing salary and non-salary budget proposals in view of the school improvement plans / net requirements?	<input type="checkbox"/>		
Has a calendar for preparation of the budgetary proposals, been developed and communicated to all, for preparing initial drafts, scrutinizing by the guide teachers and CHS head, consultation with the TEOs (primary and secondary), receipt by the DEO office and placing it before the district cluster commission?	<input type="checkbox"/>		
Has a consolidated budget proposal for salary and non-salary expenditures, been prepared for all the clusters?	<input type="checkbox"/>		
Has the commission communicated the budget to Divisional Commission for onward submission to SED Secretariat?	<input type="checkbox"/>		
Has an annual procurement plan been prepared and endorsed, for all clusters, by the commission?	<input type="checkbox"/>		
Have all the procurements been undertaken in accordance with the Sindh PP Rules, delegated powers, for all the clusters?	<input type="checkbox"/>		
Have / Are procurement committees been / being established for the procurement of goods, works and services, in line with the provisions of the rules? Has an oversight been provided in the constitutions of the committees in a timely manner?	<input type="checkbox"/>		
Have grievances redressal committees been set up in accordance with the Sindh PP Rules?	<input type="checkbox"/>		
Are procurement & financial records being properly kept?	<input type="checkbox"/>		
G. Diagnostic Assessment by PEACe			
Has the commission received the sampling criteria by BoC and PEACe?	<input type="checkbox"/>		
Is / has the commission being / been involved in sample selection of the schools for having a	<input type="checkbox"/>		



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representative sample for a sound assessment and subsequent informed decision making?			
Has the commission been informed the CHSs, about PEACe / assessment and its timelines along with the roles expected from the CHS heads?	<input type="checkbox"/>		
H. Effective coordination with various line agencies of the SED			
Is the district cluster commission coordinating with the STEDA and PITE for CPD / trainings?	<input type="checkbox"/>		
Is the district cluster commission coordinating with the District Monitoring and Evaluation establishment?	<input type="checkbox"/>		
Is the district cluster commission coordinating with the Directors and the Divisional Cluster Commissions, to further the objectives of the clustering policy?	<input type="checkbox"/>		
Is the district cluster commission coordinating with the STBB on matters related to textbook development (providing suggestions for improvement and identifying errors / mistakes, if any, in the existing textbooks) and textbooks distribution (demand, supply)?	<input type="checkbox"/>		
Is the district cluster commission coordinating with the PEACe for planning, implementation of educational assessment and dissemination of results for the districts (for all the clusters)?	<input type="checkbox"/>		
Is the district cluster commission communicating and coordinating, as and when required, on the matters related to the curriculum and related research with the Bureau of Curriculum?	<input type="checkbox"/>		
Is the district cluster commission coordinating with matters related to SED Secretariat, in consultation with and under the guidance of the divisional cluster commission?	<input type="checkbox"/>		
I. Performance Monitoring Plan (PMP) and performance monitoring			
Has the commission developed its PMP including for its own self and for the CHSs?	<input type="checkbox"/>		
Are the targets and achievements being reviewed on a regular basis, as part of self-assessment by the district cluster commission?	<input type="checkbox"/>		
Are progress (of the cluster commission) reports being prepared by the cluster commission (s) based on the progress measured periodically? Are these shared with the provincial SED Secretariat?	<input type="checkbox"/>		
Have the monitoring indicators, templates, forms been developed (or adopted after customization) for measuring the performance of the clusters?	<input type="checkbox"/>		
Have these been shared with the CHS Heads at the start of the year?	<input type="checkbox"/>		



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Has the commission monitored and reviewed the performance of CHSs and their heads on a regular, periodic basis?	<input type="checkbox"/>		
Has the district cluster commission received the data requirements and frequency of submissions from the directorate general of M&E (provincial SED) in an appropriate time - at the start of academic year?	<input type="checkbox"/>		
Has the commission communicated the data collection plan to the CHSs?	<input type="checkbox"/>		
Has the commission received the collected data from CHSs?	<input type="checkbox"/>		
Is the data being provided to the DG M&E or to their data collectors, periodically and as per the requirements?	<input type="checkbox"/>		
J. Record Management			
Has a system for record keeping and safeguarding the record, been put in place? Person responsible?	<input type="checkbox"/>		
Are the record being maintained of all correspondences and communications, meetings held etc, such as minutes of meetings, notifications, advices, recommendations of the district commission, use of funds, correspondence to the provincial SED Secretariat and other line agencies of the Department?	<input type="checkbox"/>		
Is the record being updated on a regular person and signed off, on each periodic checking by the Chairperson or an authorized member of the district commission?	<input type="checkbox"/>		

-SECRETARY TO GOVT. OF SINDH-

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A Copy is forwarded for information & necessary action to:

1. The Chief Program Manager, Reform Support Unit, School Education Department.
2. P.S to Secretary, School Education Department, Government of Sindh.
3. The Director School Education (Elementary, Secondary & Higher Secondary). All
4. The Director School Education (Primary). All
5. The District Education Officer- (Elementary, Secondary & Higher Secondary). All
6. The District Education Officer- (Primary). All
7. Official Website
8. Office Order



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