



GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT

Karachi, dated: 9th May; 2017

NOTIFICATION

No. SO (G-III) / SED / SCP /Div.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 Divisional 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 the action is completed	List of documents attached (with duly numbered annexures)	Comments (if any)
A. Dissemination of Clustering Policy, target setting			
Have notifications been sent / received by all the 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 details of the School Clustering policy and SOPs, guidelines been circulated to all the members of the commission?	<input type="checkbox"/>		
Has the first meeting been convened?	<input type="checkbox"/>		
Have other efforts been made for effective understanding and dissemination of the policy including provisions of hard copies of the notified Policy, SOPs, and guidelines?	<input type="checkbox"/>		
Have the roles and responsibilities of the cluster commission, been understood by all?	<input type="checkbox"/>		
In case of any vacancy or a member leaving the divisional cluster, whether information and recommendation was sent / made for the substitution to the SED Secretariat in appropriate time (within a week of the occurrence)?	<input type="checkbox"/>		
Are / Have targets being / been set up for different aspects (including educational 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 Plans (for the constituent districts)?	<input type="checkbox"/>		
B. Establishment of the District Commission (s)			
Has the Commission in its first meeting identified appropriate candidates (names), in accordance with the criteria and made recommendations to the	<input type="checkbox"/>		



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SED Secretariat for notifying the district cluster commission?			
Has a notification of the district cluster commission been issued and disseminated to all the members of the district cluster commission?	<input type="checkbox"/>		
In case, a member does not wish to join or any position becomes vacant, Have appropriate nominations been sent by the district commissions to the divisional commissions, in a reasonable time period (one week)?	<input type="checkbox"/>		
Were the recommendations for filling up a vacancy in the district cluster commission (s), made / taken up and approved / notified within one week of receiving them?	<input type="checkbox"/>		
C. Cluster formations			
Has the commission received the list of school clusters / recommendations from the district commission for approval and notification?	<input type="checkbox"/>		
Has the list / recommendation for approving and notifying the cluster Hub Schools and constituent clustered schools been made by the district commission: i) In accordance with the criteria laid down in the notified policy, ii) Backed by minutes (of the meeting of the district commission), iii) Positive field verification by the relevant DEO; and iv) GIS verification by the RSU?	<input type="checkbox"/>		
Has the commission approved and notified the school clusters on the recommendations of district commission?	<input type="checkbox"/>		
In case of any material objections, were these communicated to the concerned district cluster commission within one week after the meeting, for necessary action on their part?	<input type="checkbox"/>		
D. Review and oversight of the activity plan (of district cluster commission)			
Has the commission received the recommended activity plan of and by the district commission?	<input type="checkbox"/>		
Has the commission accepted and approved the recommendations or it has made any changes in the activity plan & approved? Has it been referred back to the district commission, in case of any material deviation?	<input type="checkbox"/>		
Have the suggested change(s) been incorporated in the activity plan? Has the activity plan been re-submitted within a week of the iteration?	<input type="checkbox"/>		
Has the commission approved the activity plan?	<input type="checkbox"/>		
Has the commission ensured provision of required support to the clusters and CHSs through district commissions?	<input type="checkbox"/>		



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Divisional Cluster Commission
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Government of Sindh

Have / Are periodic reviews / meetings of every district cluster commission been / being conducted?	<input type="checkbox"/>		
Are the issues / actions required as highlighted & deliberated, in relation to the performance by the district cluster commission, being followed up on a regular basis to ensure that appropriate and timely / corrective actions are undertaken?	<input type="checkbox"/>		
E. Placement of teachers (inter and intra transfers)			
Are the recommendations being made from time to time, by the District Cluster Commission 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"/>		
Is a stock and rationalization of HR (teaching and non-teaching staff) being maintained for the division, in consultation with the district commissions?	<input type="checkbox"/>		
Is any shortage of staff, based on the assessed needs and recommendations of the district commission, being deliberated and HR provided to the districts, by deputing the staff from other districts- a possible inter-divisional adjustments / rationalization)?	<input type="checkbox"/>		
Are district cluster commissions being guided for maintaining performance standards of the staff (teaching and non-teaching) on a regular basis? And how to measure and improve upon them on an incremental basis?	<input type="checkbox"/>		
Are the district commissions being provided the necessary guidance & support in making sure that temporary arrangements are made for deputing teachers in schools facing shortage of staff or in case the staffs is on leave? (This is particularly important for single teacher schools where presence of, at least, one teacher would prevent closure on any specific day (s)?	<input type="checkbox"/>		
Are net requirements of staff (post- rationalization exercise at the divisional level), being worked out, subject-wise, by every district cluster commission in accordance with the need (current staff and what possibly can be deployed by rationalizing staff deployment)	<input type="checkbox"/>		
Are these being collated at the divisional level, reviewed and timely recommendations being made to the provincial SED Secretariat?	<input type="checkbox"/>		
Are follow up meetings being organized for getting the required staff resources?	<input type="checkbox"/>		
F. Record Management			



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Is a system for record keeping and safeguarding the record, being put in place? Person responsible nominated / appointed?	<input type="checkbox"/>		
Is the record being maintained of all correspondences and communications, meetings held etc, such as minutes of meetings, notifications, advices / instructions, 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 basis and signed off, on each periodic checking by the Chairperson or an authorized member of the divisional commission?	<input type="checkbox"/>		

G. Performance Monitoring Plan

Are the targets and achievements being reviewed on a regular basis, as part of self-assessment by the divisional cluster commission?	<input type="checkbox"/>		
Have the district education sector plans and the provincial Sindh education sector plan been looked at thoroughly, to set targets and develop monitoring indicators for the district commissions?	<input type="checkbox"/>		
Has the commission prepared set of guidelines and templates for monitoring and reviewing the performances of district cluster commissions, in line with the notified policy and the guidelines and SOPs made thereunder?	<input type="checkbox"/>		
Is the commission monitoring the implementation of the activity plan? Are guidelines and directions being given for course correction, as and when required, without infringing the reasonable autonomy of the district commissions to perform?	<input type="checkbox"/>		
Are reports being prepared based on monitoring and shared with the district commissions?	<input type="checkbox"/>		
Are these being actioned by the district commission under intimation to the divisional commission?	<input type="checkbox"/>		



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H. Effective coordination with various line agencies of the E&LD

Has a mechanism been developed, such as appointing focal persons, frequency of meetings, for effective coordination with the line agencies?	<input type="checkbox"/>		
Are regular meetings (in accordance with the need and with clear & prioritized agenda) being coordinated and held with the key organizations	<input type="checkbox"/>		

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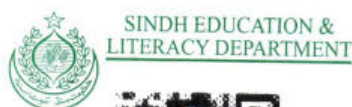
such as the PITE, BoC, STBB, STEDA, RSU, PEACe, SEF?			
Are issues and gaps in communication and related aspects, being communicated to the SED Secretariat, in good time and appropriately?	<input type="checkbox"/>		
Are these being actioned, in a timely manner?	<input type="checkbox"/>		
I. Budget proposals and cost centres			
Are issues around cost centres being dealt to ensure that a cost centre for each CHS is provided in consultation with the CHS, District Commissions and SED Secretariat and Finance Department?	<input type="checkbox"/>		
Are budget proposals by the district commissions being incorporated after deliberations, into the divisional budget proposal for onwards transmission to the SED Secretariat?	<input type="checkbox"/>		
Are the budget proposals being made for the salary and non-salary budgets, keeping in view of the net requirements of the CHS and the clustered schools (and the school improvement plans scrutinized by the district commissions)?	<input type="checkbox"/>		
Are effective follow ups being made / maintained to ensure that the proposals are well received and incorporated into the overall budget proposal for salary and non-salary by the SED Secretariat to the Finance Department?	<input type="checkbox"/>		

-SECRETARY TO GOVT. OF SINDH-

No. SO (G-III) / SED / SCP / 2016 / TEO (P) / 3-696 / 2017 Karachi, dated: 14th February 2017

A Copy is forwarded for information & necessary action to:

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



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15/2/17
(MOHAMMAD QASIM ABBASI)
SECTION OFFICER (G-III)

Secretary (G-III)
School Education Department
Government of Sindh