



**GOVERNMENT OF SINDH  
SCHOOL EDUCATION DEPARTMENT**

Karachi, dated: 9<sup>th</sup> May, 2017

**NOTIFICATION**

No. SO (G-III) / SED / SCP / GT(ADMN)/ 3-696 / 2016: In pursuance of School Clustering Policy Notification No. SO (G-III)/E&L / School Clustering Policy / 2016, dated 14<sup>th</sup> June 2016, the following checklist for Guide Teachers (Admin) is hereby notified for effective monitoring and implementation of School Clustering Governance Framework:

Functional areas	Tick the check box if action is completed	List of documents attached (with annexures duly numbered)	Comments (if any)
<b>A. Communication &amp; Scheduling</b>			
Has a communication been made to the clustered schools on the various activities to be performed?	<input type="checkbox"/>		
Has a schedule been drawn up front and shared with the clustered schools for meetings and various communications including on preparation of proposals, budget etc?	<input type="checkbox"/>		
Has an activity calendar covering administrative activities including organizing CPD, procurement & financial management, repair & maintenance, monitoring, textbook distribution been drawn up with the CHS Head and shared with the clustered schools?	<input type="checkbox"/>		
Has a schedule for nominations and trainings been shared with the clustered schools, for the upcoming CPD programmes and sessions?	<input type="checkbox"/>		
<b>B. Human Resource Management &amp; Development and General Administration</b>			
Has a joint muster roll been prepared and maintained for the CHS and the clustered schools?	<input type="checkbox"/>		
Has the record of all the teaching and non-teaching staff been compiled, maintained?	<input type="checkbox"/>		
Is the record being safely kept and easily accessible / retrievable when required?	<input type="checkbox"/>		
Has a 'to do things' regarding the administrative tasks, been prepared, discussed and agreed with the CHS Head?	<input type="checkbox"/>		
Has the student and teacher attendance been maintained properly in the CHS and the clustered schools?	<input type="checkbox"/>		
Are reasonable tenures of teachers being maintained?	<input type="checkbox"/>		
Are issues on performance of teachers, being discussed with the Guide Teachers (Academics)?	<input type="checkbox"/>		



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Are these being resolved through discussions with the concerned and by bringing it in the notice of the CHS head, in a timely manner?	<input type="checkbox"/>		
Have proposals been drawn up, as and when required, for intra cluster transfers, for the CHS Head and the Cluster Commissions, in accordance with the delegated power and with sound rationale?	<input type="checkbox"/>		
Have proposals been drawn up, as and when required, for inter cluster transfers, for the consideration of the Cluster Commissions, in accordance with the delegated power and with sound rationale?	<input type="checkbox"/>		
Has requirement of teachers been worked out and communicated to the CHS Head and the Cluster Commissions through the CHS Head?	<input type="checkbox"/>		
Have teachers been seconded on temporary basis, to the schools for ensuring continuity of educational services and clearly avoid closing of any school (particularly the single teacher schools), where regular teachers are not present (either on a particular day or otherwise) by the CHS Head – a process that has been duly assisted?	<input type="checkbox"/>		
Have proposals been made for professional development of teachers, including providing equal opportunity to all?	<input type="checkbox"/>		
Are all records being maintained properly, pertaining to the HR, asset and stock and other record related to administrative and financial management?	<input type="checkbox"/>		
Is the upkeep of school premises (CHS head and clustered schools) being ensured on a regular basis?	<input type="checkbox"/>		
Is general guidance being provided, on maintaining school discipline?	<input type="checkbox"/>		
Are the utility services being maintained in the schools?	<input type="checkbox"/>		
Are some additional duties being assigned to the teachers of the clustered schools, related to administrative tasks?	<input type="checkbox"/>		
Are the teachers of the clustered and hub school being provided the necessary guidance, understanding and facilitation, on administrative affairs?	<input type="checkbox"/>		
<b>C. Schools Improvement Plan &amp; its implementa</b>			
Is requirement analysis (repair & maintenance, furniture & fixture, provision of missing facilities including water, toilets, boundary wall and additional classroom, material and equipment, security, playing facilities and goods, library and laboratory, plantation and beautification etc) being undertaken for the schools improvement plan?	<input type="checkbox"/>		



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Has the SMC been consulted for the school's improvement plan?	<input type="checkbox"/>		
Based on the requirements analysis, has a comprehensive & integrated schools improvement plan been prepared for the CHS Head and the clustered schools?  <i>Note: there should just be one, for all the clustered schools – there should not be a separate one by SMC.</i> <b>Does the plan, identify resources and roles &amp; responsibilities for implementation, including those of SMCs?</b>	<input type="checkbox"/>		
Has the schools improvement plan been presented to the CHS Head and subsequently to the cluster commissions through him / her?	<input type="checkbox"/>		
Has the schools improvement plan been implemented in accordance with the approvals?	<input type="checkbox"/>		
Are the pictures on school conditions being maintained at regular intervals, through the course of improvement?	<input type="checkbox"/>		
Has the implementation of the school's implementation plan been monitored?	<input type="checkbox"/>		
Are suggestions and advice being made available on a regular basis to the concerned for streamlining the implementation or any aspect of implementation, under the overall knowledge, guidance and direction of the CHS Head or the Cluster Commissions through him / her?	<input type="checkbox"/>		
<b>D. Assisting in financial and procurement management</b>			
Are inputs being sought from the CHS and other clustered schools as part of the requirement analysis, verified at the time of preparing budget estimates?	<input type="checkbox"/>		
Has the requisite support and assistance been provided to the CHS Head in making initial budget proposals for salary and non-salary budget, in accordance with the guidelines of the School Education and Finance Department in this regard?	<input type="checkbox"/>		
For the non-salary budget, has provision been made to improve school (CHS and clustered schools) facilities, intra-cluster professional development activities, repairs and maintenance, furniture and fixture, equipment etc.	<input type="checkbox"/>		
Is assistance being provided for preparation of an annual integrated procurement plan prepared for the CHS and the clustered schools?	<input type="checkbox"/>		
Has the requisite support, in terms of requirement analysis, procurement plan implementation and follow up been provided to the CHS Head & others, on a continuous basis?	<input type="checkbox"/>		



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Are the procurements being carried out in accordance with the applicable Sindh Public Procurement Rules?	<input type="checkbox"/>		
Have all the records on financial and procurement management, been maintained for the CHS and its constituent schools?	<input type="checkbox"/>		
<b>E. SMCs, Textbooks and Stipends</b>			
Has regular coordination with SMCs been maintained to encourage their involvement in cluster activities, school planning and procurement of goods and services?	<input type="checkbox"/>		
Are the SMCs being involved in academic administration of the schools? In decision making?	<input type="checkbox"/>		
Have the accurate numbers been calculated for all the subjects and students (of the CHS and the clustered schools as a single demand) and communicated to the TEOs / DEOs through the Head CHS, for the textbooks?	<input type="checkbox"/>		
Are the books received in required number for the CHS and the clustered schools?	<input type="checkbox"/>		
Were the books warehoused and distributed among all students at the start of the academic year?	<input type="checkbox"/>		
In case of a shortfall in receiving books, was the required communication being made through the CHS Head to TEOs / others / STBB, along with the shortfall quantities, subject wise?	<input type="checkbox"/>		
Has this been followed up, using the formal procedure and routing, for doing so?	<input type="checkbox"/>		

SECRETARY TO GOVT. OF SINDH-

No.SO (G-III) / SED / SCP / GT(Admin) / 3-696 / 2017: Karachi, dated: 9<sup>th</sup> May, 2017

A Copy is forwarded for information & necessary action to:

1. Chief Program Manager, Reform Support Unit, School Education Department.
2. P.S to Secretary, School Education Department, Government of Sindh.
3. Director School Education (Elementary, Secondary & Higher Secondary). All
4. Director School Education (Primary). All
5. District Education Officer- (Elementary, Secondary & Higher Secondary). All
6. District Education Officer- (Primary). All
7. Taluka Education Officer (Elementary, Secondary & Higher Secondary). All
8. Taluka Education Officer (Primary). All
9. Head Master, Cluster Hub Schools, All
10. Guide Teacher (Admin)
11. Guide Teacher (Academic)
12. Office Official Website

  
 (MOHAMAMD QASIM ABBASI)  
 SECTION OFFICER (G-III)  
 School Education Department  
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