



**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
(PLANNING WING)**

Dated Lahore, the 17th April, 2019.

NOTIFICATION

NO.SO(ADP-III) Poclly/2019. The Competent Authority has been pleased to approve the Criteria/Upgradation Policy for School Education Department. The Policy shall be effective forthwith.

1. INTRODUCTION:

I- To make the up-gradation hassle-free and conducive for promoting the objectives of New Deal 2018-2023 transforming School Education in Punjab, the process for up-gradation of schools henceforth, shall be a regular activity coinciding with the Academic Sessions and Budget Calendar. Accordingly, a new policy of up-gradation of the existing Government schools is being circulated. The policy covers the steps right from initiation of the request for up-gradation of a school till the start of new classes with new criteria of up-gradation without adversely affecting the curricular, co-curricular, and extra-curricular activities of schools.

II. The functionaries of the SED, District Education Authority and all other stakeholders are advised to adhere the timeline of the process and criteria for up-gradation.

III. The new policy is also being placed on web site of the SED for guidance of all stakeholders.

Types of Up-gradation:

I. Primary to Elementary:

- i. Outside Municipal Limits
- ii. Within Municipal Limits

II. Elementary to High:

- i. Outside Municipal Limits
- ii. Within Municipal Limits

III. High to Higher Secondary:

1. Outside Municipal limits

2. THE PROCESS:

- **In January,** Application will be invited by the Chief Executive Officers (CEOs) of District Education Authority (DEAs) from Field formations, Public representatives of concerned districts and civil society/ Institutions.
- **1-15 February,**
 - Feasibility Reports will be prepared as per the criteria annexed as **A, B, C (i, ii, iii, iv, & v) & D** by DEOs concerned.
 - Priority list will be prepared by CEOs in consultation with Deputy Commissioners.

- **15-28th Feb,** Prioritized list will be scrutinized as per the criteria by District Education Officers.
- **1-15th March,** Upgradation Scheme will be submitted to DPI concerned by the CEO of concerned DEA.
- **15th -30th March,** Upgradation cases will be submitted by Directorate of Public Instruction (DPI) to School Education Department.
- **In the month of April,** School Education Department will :
 - Approve the proposal for up-gradation of a school.
 - The scheme will be included in ADP.
 - If required, case will be initiated for land acquisition with BOR.
- **By May each year,** the process for recruitment will be initiated.
- **By June each year,** Notification will be issued and budget will be released.
- **By July each year,** tendering process will be initiated with time-limit of 6 months for completion.
- **By January each year,** the scheme will be completed and PC-IV will be developed.
- **By February each year,** SNE will be moved to Finance Department for approval.
- **By March each year,** the Head Teacher may complete the process of admission of students in newly introduced higher class/es. SED may complete the process of recruitment of the HR essentially required for up-graded schools.

**MUHAMMAD MAHMOOD
SECRETARY SCHOOL EDUCATION**

D.A.

As Above

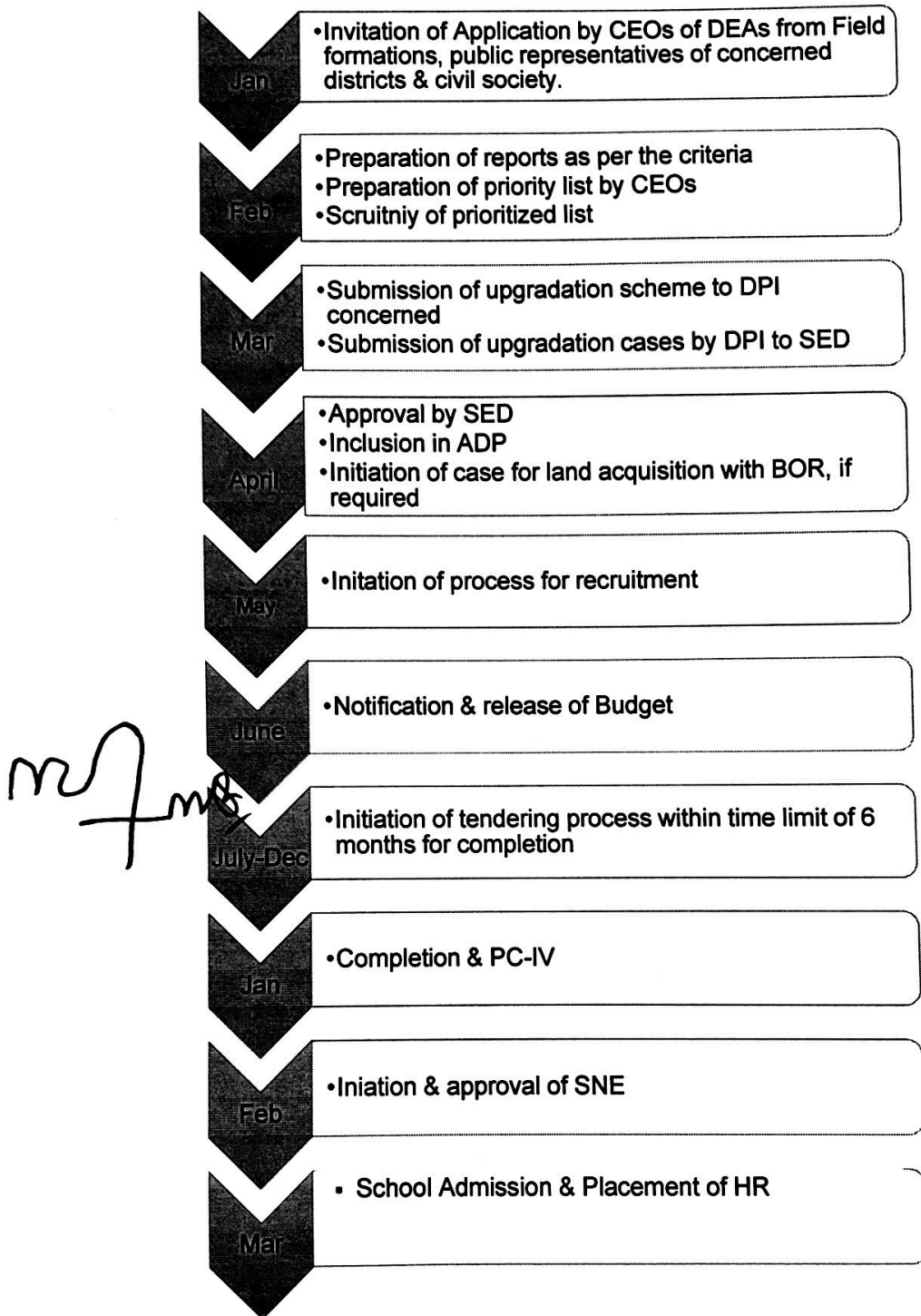
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A copy is forwarded for information to:-

- i) The Minister for School Education Department.
- ii) The Chairman, Planning & Development Board, Government of the Punjab, Lahore.
- iii) The Secretary to the Government of the Punjab, Finance Department, Lahore.
- iv) The Secretary to the Government of the Punjab, Higher Education Department, Lahore.
- v) The Secretary to the Planning & Development Department, Lahore.
- vi) The Programme Director, PMIU-PESRP, Government of the Punjab, Lahore.
- vii) Director Public Instruction (SE,EE), Punjab, Lahore.
- viii) The Director (Monitoring), School Education Department with the request to upload the same on the official website of the Department.
- ix) All the Deputy Commissioners in Punjab.
- x) All the Chief Executive Officers (DEAs) & District Education Officers (SE, EE-M, EE-W) in Punjab.


Muhammad Zeeshan 17.04.19
SECTION OFFICER (ADP-III)

ANNEXURE-A
PROCESS FLOW: UPGRADATION OF SCHOOLS WITH TIMELINES



ANNEXURE-B
FEASIBILITY REPORT FOR THE UPGRADATION OF GOVT. SCHOOLS

Name of School		EMIS Code	
Name of UC			
Name of Markaz			
PP No.			
Name of Tehsil			
Population of UC/Village			

School Level		School For:		Existing Number of Teachers	
Primary	<input type="checkbox"/>	Boys	<input type="checkbox"/>	PTC	
Middle	<input type="checkbox"/>	Girls	<input type="checkbox"/>	EST	
High	<input type="checkbox"/>			ESE	
STR of the School				SSE	
				SESE	

Characteristics of the School					
Total Area (Sq ft)		Covered Area		Area of Lawn/Playground	
Total Number of Rooms		Rooms used for Teaching		Rooms used for Office or Store	
Complete Boundary wall	Yes <input type="checkbox"/> No <input type="checkbox"/>	Functional Electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>	Functional Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Toilet Blocks					

Enrolment (Last 3 Years)							
Year	20	20	20		20	20	20
K				6			
1				7			
2				8			
3				9			
4				10			
5				Total Enrolment			

Nearest Govt. Schools																
School Name	EMIS Code	Enrolment												Distance	UC	Markaz
		K	1	2	3	4	5	6	7	8	9	10				

School recommended for Up-gradation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
School to be Up-graded from				
Primary to Middle (outside Municipal limits)	<input type="checkbox"/>			
Primary to Middle (within Municipal limits)	<input type="checkbox"/>			
Middle to High (outside Municipal limits)	<input type="checkbox"/>			
Middle to High (within Municipal limits)	<input type="checkbox"/>			
High to Higher Secondary	<input type="checkbox"/>			
Detailed Remarks				

ANNEXURE-C**CRITERIA FOR UPGRADATION OF SCHOOLS****1. From Primary to Elementary School Outside Municipal Limits, C (i)**

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	20 students in Class IV & V for Boys schools 15 students in Class IV & V for Girls schools	
2.	Land Requirement	40 Marlas (2 Kanal)	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest Middle School	3 Km for Boys schools and 1 Km for Girls, Where the population is less than 10,000. No criteria of distance in villages where the population is more than 10,000. Latest census data with growth rate of 1.3 % per annum will be calculated.	
6.	Building Structure	8 classrooms (including Library, IT Lab, Office Room) = 8 marlas 3 Toilets with Drinking water arrangement =2 marlas 1 Lawn for gardening & sports activities =24 marlas 1 store room and 1 canteen =2 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to High level in future within 5-8 years.

2. From Primary to Elementary School within Municipal Limits, C (ii)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	20 students each in Class IV & V for Boys schools 15 students each in Class IV & V for Girls schools	
2.	Land Required	Categories: 1. All big cities/ Div Headquarter= 1 Kanal 2. All other Districts= 30 marlas	
3.	Land Available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest Middle School	2 Km for Boys schools 1 Km for Girls	
6.	Building Structure	8 classrooms (including Library, IT Lab, Office Room) = 8 marlas 3 Toilets with Drinking water arrangement = 2 marlas. Assembly area & sports activities= 14 marlas 1 store room and 1 canteen =2 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to High level in future within 5-8 years.

3. From Middle School to High School Outside Municipal Limits , C (iii)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	40 students in each class VII & VIII for Boys schools. 30 students in each class VII & VIII for Girls schools	
2.	Land Required	100 Marlas (5 Kanal)	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest High School	5 Km for Boys schools 2 Km for Girls	
6.	Building Structure	10 classrooms (including Library, IT Lab) = 10 marlas Drinking water arrangement with 1 Toilets block= 4 marlas 1 Lawn for gardening & sports activities=70 marlas 2 store rooms= 2 marlas 1 staff room and 1 office room (4 marlas required), 1 canteen= 1 marla, 4 laboratories= 4 marlas, 1 library =1.5 marlas	

Note:

Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to Higher secondary level in future within 5-8 years.

4. From Elementary School to High School within Municipal Limits, C (iv)

Sr. No.	Parameters	Boys & Girls Schools	
1.	Enrolment	40 students in each Class VII & VIII for Boys schools 30 students in each Class VII & VIII for Girls schools	
2.	Land Required	i. 60 Marlas for Big cities ii. For other districts 100 marlas	
3.	Land available	Yes	No
4.	Land has to be acquired	Yes	No
5.	Distance from nearest High School	Not required	
6.	Building Structure	10 classrooms (including Library, IT Lab)= 10 marlas Drinking water arrangement with 1 Toilets block= 4 marlas 1 Lawn for gardening & sports activities=70 marlas 2 store rooms= 2 marlas 1 staff room and 1 office room (4 marlas required), 1 canteen= 1 marla, 4 laboratories= 4 marlas, 1 library =1.5 marlas	

Note:
Foundation may be designed for double storey structure with the vision that the same structure will be built for upgradation up to Higher secondary level in future within 5-8 years.

5. From High School to Higher Secondary School outside Municipal Limits, C (v)

Sr. No.	Conditions/ Requirements	Boys & Girls Schools	
1	Enrolment	25 students in each class IX & X for Boys schools 20 students in each class IX & X for Girls schools	
2	Land Required	16 Kanals 12 marlas required for 12 classrooms	
	Land available	Yes	No
	Land has to be acquired	Yes	No
3	Distance from nearest Higher Secondary School/College	Where no college exists in the radius of 20 km for boys and 12 km for girls.	
4	Building Structure	12 classrooms (including IT Lab)= 12 marlas 2 office rooms=4 marlas, 1 staff room= 2 marlas, 2 store rooms= 2 marlas, 1 canteen= 2 marlas, 10 toilets with Drinking water area= 8 marlas, 4 laboratories= 4 marlas, 1 library= 4 marlas, 1 cycle/ motorcycle parking= 214 marla Sports activities=80 marlas	

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ANNEXURE-D
PRIORITY CRITERIA FOR APPROVAL OF UP-GRADATION BY SED

The SED may follow the criterion for final approval of up-gradation of those schools which already meet the approved criteria for up-gradation **Annexure-C (I, II, III, IV, & V)**, by assigning the priority as under: -

Priority	Factor	Description of Criteria
First	Cost	A-Up-gradation sans (without) additional cost on infrastructure as well as teaching staff may get precedence over the up-gradation of schools requiring additional class rooms and teaching staff on up-gradation
		B- Up-gradation sans (without) additional cost on infrastructure may get precedence over the up-gradation of schools requiring additional class rooms on up-gradation
		C- Up-gradation sans (without) additional cost of teaching staff may get precedence over the up-gradation of schools requiring additional teaching staff on up-gradation
Second	Area	A-District with low literacy rate in Elementary School Education (ESE) may get precedence over the District with comparatively higher rate in ESE level
		B-District with low literacy rate in Secondary School Education (SSE) may get precedence over the District with comparatively higher rate in SSE level
		C- Schools with long distance (exceeding the limits identified in school up-gradation criterion) from the nearby existing higher grade schools may get precedence for up-gradation over the schools having short distance from the nearby higher grade schools
		D- Schools out-side Municipal limits may get precedence for up-gradation over the schools inside Municipal limits
Third	Gender	Girls school may get precedence over boys school
Fourth	Level of Schools	Primary School's up-gradation may get precedence over Middle School's, up-gradation, Middle School's up-gradation may get precedence over Secondary School's up-gradation and Secondary School's up-gradation may get priority over Higher Secondary School's up-gradation
Fifth	Enrolment	A- Continuity in enrolment in highest two classes in the schools exceeds the approved criteria, in number of students as well as duration of more than 3 previous years in class IV & V or in class VII & VIII or in class IX & X, as the case may be
		B-Continuity in enrolment in highest two classes in the schools exceeds the approved criteria, in number of students in class IV & V or in class VII & VIII or in class IX & X, as the case may be
Sixth	Performance	Pass Percentage of students in PEC and / or BISE examination is above average and comparatively better than the rival applicant/s

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