**EXECUTIVE DISTRICT OFFICER (EDU) (DISTRICT NAME).**

**Edo/Edu/District name/ \_\_\_\_\_\_\_\_\_/Admn Dated\_\_\_\_\_\_\_\_\_\_/2023**



To

Mrs.(name)

Incharge Headmistress (SST)

Govt: Girls Secondary School,

(address) (dist. name).

Subject: - **EXPLANATION**

The undersigned visited your school on 01-01-2023 and found poor administration of school and excess students drop out ratio which shows a serious fault on your administration and lake of interest in your responsibilities but cleanliness system was found good.

You are hereby directed to explain your factual position as to why action should not be taken against you admissible under Rules.. Your reply must reach this office within **3 days**.

**Executive District Officer (Edu)**

**(district name)**

**Even No & date**

A copy is submitted / forwarded for information and necessary action to: -

1. The District Education Officer (SE) (DISTRICT NAME).
2. The District Monitoring Officer (DISTRICT NAME).
3. Notification file.

**Executive District Officer (Edu)**

**(DISTRICT NAME)  
EXECUTIVE DISTRICT OFFICER (EDU) LAYYAH.**

**Edo/Edu/Layyah/ \_\_\_\_\_\_\_\_\_/Admn Dated\_\_\_\_\_\_\_\_\_\_/2015**



**ORDER**

The services of Mr. Atta Ullah Headmster Govt: Secondary School, Chak No. 174/TDA (Layyah) are hereby surrendered with immediate effect and placed at the disposal of Secretary Govt: of the Punjab School Education Department, Lahore due to found absent during the visit of the undersigned on 02-12-2015 and revealed that:-

According to written statement of the staff, Mr. Atta Ullah Headmaster does not attend the school daily but anyone marked his attendance daily, Actually he attend the school twice in a month

**Executive District Officer (Edu)**

**Layyah**

**Even No & date**

A copy is submitted / forwarded for information and necessary action to:

1. The Secretary Govt: of the Punjab School Education Department, Lahore.
2. The Director Public Instruction (SE), Layyah.
3. The District Coordination Officer, Layyah.
4. The District Monitoring Officer, Layyah.
5. The District Accounts Officer, Layyah.
6. Mr. Atta Ullah HM GHS 174/TDA.
7. Notification file.

**Executive District Officer (Edu)**

**Layyah**