



Top priority

NO. PA/AS(E&G)Misc.001/2017
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT

Dated Lahore the 9th February, 2018

To

FIELD FORMATION

1. The Director Public Instructions (Colleges), Punjab.
2. All the Directors of Education (Colleges) in Punjab.
3. All the Deputy Directors (Colleges) in Punjab.
4. All the Principals/DDOs,
Govt. Colleges (Male/Female) in Punjab.


HIGHER EDUCATION DEPARTMENT

1. All the Deputy Secretaries
2. All the Section Officers
3. Incharge, One Window Cell,
4. Incharge, MIS, Cell
5. Incharge, Computer Cell (Mr. Fareed)

Subject:

INSTRUCTIONS REGARDING THE USE OF MANAGEMENT INFORMATION SYSTEM (MIS) IN HED AND FILED FORMATIONS

I am directed to enclose the Instructions regarding the use of Management Information System (MIS) in Higher Education Department and field formation for strict compliance in letter and spirit. The Director Public Instructions (Colleges), is directed to circulate these instructions to all field formations for information and implementation.


(TARIQ JAMEEL BHATTI)
DEPUTY SECRETARY (GENERAL)

CC:

1. All the Additional Secretaries in Higher Education Department
2. PS to Minister for Higher Education Punjab.
3. PS to Secretary, Govt. of the Punjab, Higher Education Department
4. PA to Special Secretary, Govt. of the Punjab, Higher Edu. Deptt.

INSTRUCTIONS REGARDING THE USE OF MANAGEMENT INFORMATION SYSTEM IN HED AND FIELD FORMATIONS

- 1) As a general principle, it should be understood that the recently developed MIS in HED is a database of all officers and all posts in HED at the moment; and as such, any order that causes a change in the state of these officers and posts shall have to be generated by the MIS, so that the database remains current and updated at all times.
- 2) For the following orders, all sections and wings of the HED shall ONLY issue the drafts prepared by the MIS Wing.
 - a) For officers of HED:
 - i) Transfer from one college to another;
 - ii) Transfer from a college to the Field Formation; and vice versa;
 - iii) Transfer to and from a university / constituent college;
 - iv) Sanction of leave, including any extensions or cancellation;
 - v) Asking to report to HED;
 - vi) Disposing of any officer awaiting posting in HED;
 - vii) Suspending, extending the suspension period or reinstating the services of an officer;
 - viii) sending off on deputation, where HED is a lending agency;
 - b) For officers received on deputation, all orders;
 - c) Upgradation, downgradation of any post in any college / field formation;
 - d) Change of subject of any teaching post in any college;
 - e) Creation or abolition of any post in any college / field formation; and
 - f) Any detailed and descriptive speaking orders that are to be issued from HED, the effect of which involves any of the above.
- 3) Report regarding assumption and relinquishment of 'charge' in pursuance of any order issued by the MIS shall also be invariably generated by the MIS system. No report prepared otherwise, even if authenticated by the concerned DDO / authority, shall be considered to be a valid report.
 - a) For this purpose, the MIS Wing of HED shall issue login details for all the DDOs (essentially the Principals of all colleges and the DDOs in field formations) to use MIS to generate charge relinquishment and assumptions reports accordingly.
 - b) It shall be the responsibility, fairly and squarely, of the DDO concerned to comply with this instruction.
- 4) Within the HED, the following procedure shall be adopted to get the draft orders generated by the MIS:



- a) Whenever an order referred to in paragraph 2 above is to be issued by a section, the Deputy Secretary concerned shall mark the file down to the MIS Wing rather than the Section Officer concerned. The DS shall clearly direct the MIS to print a draft order and give details of what that order is to contain.
 - b) The MIS Wing, after printing the MIS-generated draft, shall authenticate the draft with its stamp, the embossed seal and initials of the authorized official; place the draft in the file; state so on the Note Sheet and mark the file to the concerned section.
 - c) The MIS Wing, in addition to printing the standard circulation list, shall also include itself in the circulation so that it can later satisfy itself that the draft it printed has actually been subsequently issued. The MIS Wing, at any given point of time, shall be expected to report as to how many drafts it has generated and out of these, how many have actually been issued by the concerned sections.
 - d) The concerned Section Officer shall, having received the file along with the draft order, shall sign and issue the order in the usual standard way, according to the Manual of Secretariat Instructions.
 - e) The Deputy Secretary concerned shall be responsible for the implementation and compliance of these directions.
- 5) In case of BS-20 officers, DS concerned will immediately communicate the orders issued by S&GAD to MIS for feeding/entry in the MIS System. Charge relinquishment and charge assumption in pursuance of orders issued by S&GAD shall also be made on such reports generated by MS system.
 - 6) No amount of urgency, administrative expediency, or even the MIS being 'down' or out of order at any point of time shall NOT be an excuse for any DDO in the field formation / colleges or any Deputy Secretary in the HED for not having followed the procedure prescribed in these instructions.
 - 7) In the unusual case of most emergent cases, for instance, where instructions from the Chief Minister's Office or the Chief Secretary require immediate compliance, any departure from the use of MIS system, shall be done only with the prior approval of the Secretary HED.
 - 8) Non-compliance of and/or failure to follow these instructions by any DDO / DS shall amount to misconduct and inefficiency in terms of Punjab Employees Efficiency, Discipline and Accountability Act 2006.

