

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ।

ਈ-ਬਲਾਕ, ਪੰਜਵੀ ਮੰਜਿਲ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-8, ਸ.ਅ.ਸ ਨਗਰ (ਮੋਹਾਲੀ)।

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ਵੱਲ

- (1) ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ. ਅਤੇ ਐ.ਸਿ.), ਪੰਜਾਬ
- (2) ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. ਸਸਅ/ ਸਮਾਰਟ ਸਕੂਲ/583763/2023-24/297011

ਮਿਤੀ: 20/10/2023

Subject: ਸਕੂਲਾਂ ਨੂੰ Standard Operating Procedure (SOP) ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ।

- 1.0 ਉੱਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨਾ ਜੀ।
- 2.0 ਵੱਖ ਵੱਖ ਮੀਟਿੰਗਾਂ ਵਿੱਚ ਲਏ ਫੈਸਲੇ ਅਨੁਸਾਰ ਸਕੂਲਾਂ ਲਈ Standard Operating Procedure (SOP) ਤਿਆਰ ਕੀਤੇ ਗਏ ਹਨ, ਜੋ ਕਿ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜਦੇ ਹੋਏ ਆਪ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ Standard Operating Procedure (SOP) ਨੂੰ ਸਕੂਲਾਂ ਵਿੱਚ ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

Vinay SubLami
ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ
ਪੰਜਾਬ

ਮੀਮੋ ਨੰ. Samagra/Smartschool/2023-24/ਉੱਕਤ

ਮਿਤੀ: 20/10/2023

ਉੱਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੀ.ਏ. ਟੂ ਸਕੂਲ ਸਿੱਖਿਆ ਮੰਤਰੀ, ਪੰਜਾਬ।
2. ਪੀ.ਏ. ਟੂ ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ।
3. ਡੀ.ਐੱਸ.ਈ. (ਸੈ.ਸਿ.), ਪੰਜਾਬ।
4. ਡੀ.ਐੱਸ.ਈ. (ਐ.ਸਿ.), ਪੰਜਾਬ।
5. ਸਮੂਹ ਡਾਈਟ ਪ੍ਰਿੰਸੀਪਲ, ਪੰਜਾਬ।

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ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ
ਪੰਜਾਬ

ਦਫਤਰ ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ) ਬਠਿੰਡਾ

ਪਿਠ ਅੰਕਣ ਨੰ: ਜੀ-1/1 () 2023 / 7228


ਮਿਤੀ 19/12/2023

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀਆਂ ਨੂੰ, ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਪੱਤਰ ਵਿਚ ਦਰਜ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ)
ਬਠਿੰਡਾ।

Subject: Standard Operating Procedure (SOP) for Deployment of Cleanliness workers in Govt. schools of Punjab

1. This Standard Operating Procedure (SOP) establishes comprehensive standards for the cleanliness and maintenance of schools with a focus on ensuring a clean, safe, and hygienic environment for students and staff.
2. First week of every month, recurring grants will be disbursed to School Heads through District Education Offices to facilitate the implementation of cleanliness measures in their respective schools.
3. The School Management Committee (SMC) will engage an adequate number of part-time cleanliness workers to assist in maintaining clean campuses as per the funds provided to respective schools.
4. Schedule of cleanliness of washrooms:
 - One hour before the school's opening.
 - After three hours of school's opening.
 - One hour after school's closing.
5. Time charts maintaining the cleanliness shall be pasted on the back of the door of the toilet in the schools. Suggestive template for time chart at Annexure 1.
6. Cleanliness workers will daily clean all classrooms, laboratories, office spaces after school closing.
7. Open areas such as lawns and playgrounds will be cleaned thrice a week.
8. The Campus Manager/Cleanliness Incharge Teacher will ensure strict compliance with the above SOP
9. The Campus Manager/Cleanliness Incharge Teacher will take photographs as evidence of compliance and send them to the School Head and SMC Chairperson daily.
10. This SOP will be prominently displayed on the notice board within the school premises and inside washroom complex for the information of all stakeholders.
11. In case this SOP is not followed, students, SMC members or school staff members are encouraged to take a photograph clearly showing the violation, along with the following details- School Name, Photograph of the violation (if applicable), Time and Date of the violation, Status of the violation. This information should be promptly sent to the District Education Officer (DEO) for appropriate action.
12. This SOP will be periodically reviewed and updated as necessary to ensure its continued effectiveness and relevance.


This SOP is essential for maintaining cleanliness of the schools and should be strictly adhered to by all personnel involved in its implementation.

Annexure I

**Cleanliness Workers Daily Duty Chart (Washrooms)
Month- October**

1. 8:00 AM- <Name of the cleanliness Staff>
2. 12:00 Noon-
3. 4:00 PM-

Sr. No.	Date	Day	8:00 AM	12:00 Noon	4:00 PM	Signature		
1	14/10/2023	Friday						
2	15/10/2023	Saturday						
3	18/10/2023	Monday						
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Subject
Unsafe

Subject: Standard Operating Procedure (SOP) for Deployment of Chowkidars in Govt. Schools of Punjab

1. This Standard Operating Procedure (SOP) is established to ensure the security and safety of the campus premises, students, and staff members. It outlines the responsibilities and protocols to be followed by School Heads, Campus Managers, Security Incharge Teachers (to be nominated by school heads where campus managers are not deployed), and Chowkidars in maintaining the security of the school premises.
2. In the first week of every month, recurring grants will be disbursed to School Heads through district education offices to facilitate the implementation of security measures in their respective schools.
3. The School Management Committee (SMC) will engage chowkidar to assist in maintaining campus security.
4. The Campus Manager/Security Incharge Teacher will be responsible for handing over the keys of the school premises to the appointed chowkidars after the school hours. The School will also maintain a register documenting the key handover process.
5. The Chowkidar will conduct a thorough checks of each room to ensure they are locked, all windows are closed, and lights/fans are turned off. If any room is found unlocked or if lights/fans are left on, the chowkidar will immediately inform the Campus Manager/Security Incharge Teacher.
6. Chowkidars will be responsible for patrolling the entire campus periodically throughout the night. Chowkidar will move along the boundary walls to monitor and ensure the security of the premises.
7. If a chowkidar observes any suspicious activity or individuals inside or near the school campus, he/she shall immediately contact the Campus Manager and School Heads to report the incident. Chowkidar can also contact the Station Head Officer (SHO), in case of emergency.
8. The duty hours of the chowkidars will be from late evening until the morning. In the morning, he/she shall hand over the keys to the Campus Manager/Security Incharge Teacher.
9. This SOP will be prominently displayed on the notice board within the school premises for the information of all stakeholders.
10. In case this SOP is not followed, students, SMC members or school staff members are encouraged to take a photograph clearly showing the violation, along with the following details- School Name, Photograph of the violation (if applicable), Time and Date of the violation, Status of the violation. This information should be promptly sent to the District Education Officer (DEO) for appropriate action.
11. This SOP will be periodically reviewed and updated as necessary to ensure its continued effectiveness and relevance.



This SOP is essential for maintaining the security and safety of the schools and should be strictly adhered to by all personnel involved in its implementation.

Subject: Standard Operating Procedure (SOP) for Declaration of Building Unsafe and its Demolition and Disposal of Materials

1. This Standard Operating Procedure (SOP) outlines the process for the Declaration of Building Unsafe and its Demolition and Disposal of Materials at the district level. It includes the formation of a committee, declaration of building safety, and subsequent actions.
2. The following 5 member committee shall be constituted at the district level to examine building safety standards:
 - Sub-Divisional Officer & Junior Engineer (PWD)
 - District Education Officer/ Dy. District Education Officer (EE/SE)
 - Junior Engineer (School Education)
3. School Head in consultation with SMC Chairperson shall mark the unsafe part of the school building after their own assessment. After that, the School Head will obtain a resolution from the School Management Committee (SMC) to declare the building unsafe and shall send the request to DEO, attaching the copy of the SMC resolution.
4. DEOs shall forward this request to the above-mentioned committee. The committee will start the work of assessment as per the request by the DEO.
5. After the committee's assessment, the concerned DEO shall inform the school principal and SMC chairman about the building's safe/unsafe status. In the same order, the DEO shall authorize the school principal and SMC chairman to:
 - Demolish the unsafe building
 - Auction the unused materials from the demolished building
 - Reuse the material from the building if possible
6. Dy. DEO/BPEO shall be appointed to monitor the demolition and auction process to maintain transparency and accountability.
7. The proceeds from the auction of the building materials shall be deposited into the amalgamated funds of the respective schools.
8. All relevant documentation, including the SMC resolution, verification reports, valuation reports, auction records, and information regarding the deposited funds, will be maintained for record-keeping purposes.
9. The DEO's office will monitor the entire process to ensure compliance with the SOP and proper utilization of funds.
10. This SOP shall be reviewed periodically and updated as necessary to ensure its effectiveness.

This SOP is essential for the examination and declaration of building safety standards at the district level, ensuring safety in educational institutions and public buildings while ensuring transparency and compliance with relevant regulations. It should be strictly adhered to by all personnel involved in its implementation.

Subject: Standard Operating Procedure (SOP) for the Removal of Trees Hazardous to Life and Property in Government School Campuses

1. The objective of this Standard Operating Procedure (SOP) is to ensure the safe and organized removal of trees that pose a danger to life and property within government school campuses.
2. The School Head in consultation with SMC Chairperson will compile a list of trees within the school campus that are deemed hazardous. This list will include Dead trees, Dry trees, Fallen trees, Green trees that pose a threat to life and property.
3. The compiled list will be submitted to the School Management Committee (SMC) for resolution. The SMC will hold a meeting to deliberate on the list of hazardous trees and will pass a resolution specifying which trees should be removed. After that the list of hazardous trees, along with the SMC resolution, will be forwarded to the respective District Education Officer (DEO).
4. The DEO (SE) or DEO (EE) through Dy DEO/BPEO will conduct a cross verification to ensure the accuracy of the identified hazardous trees.
5. Once the verification process is complete and the list is finalized, it will be forwarded to the Divisional Forest Officer (DFO) for the valuation of the trees. The DFO will assess the value of the trees based on their size, type, and other relevant factors.
6. After the DFO determines the value of the trees, the DEO (SE) or DEO (EE) will send the valuation report back to the School Principal.
7. The School Principal, in collaboration with the SMC, will organize an auction for the identified hazardous trees. During the cutting and removal process, safety precautions must be taken to protect life and property. After that, proper disposal of tree debris and adherence to environmental regulations must be ensured.
8. The funds generated from the auction of the hazardous trees will be deposited into the amalgamated funds of the school.
9. All relevant documentation, including the SMC resolution, verification reports, valuation reports, auction records, and information regarding the deposited funds, will be maintained for record-keeping purposes.
10. The DEO's office will monitor the entire process to ensure compliance with the SOP and proper utilization of funds.
11. This SOP shall be reviewed periodically and updated as necessary to ensure its effectiveness.

This SOP is essential for safe removal of hazardous trees within government school campuses while ensuring transparency and compliance with relevant regulations. It should be strictly adhered to by all personnel involved in its implementation.

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