



**NO. SO (SE-III) 5-99/2016**  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore, the August 12, 2016

To,

1. All the District Coordination Officers, in Punjab
2. All the Executive District Officers (Edu), in Punjab

**Subject: UP-GRADATION AND REDUCTION OVERCROWDING THROUGH DOUBLE SHIFTING IN SCHOOLS**

The Chief Minister has been pleased to decide that Department will start pilot of up-gradation and reduction in overcrowding through **Double Shift Schools** from next academic year (April 01, 2017) for a period of one year, during the Internal Stocktake meeting on Education Sector Reforms dated July 22, 2016. PMIU will conduct a Third Party Validation of the pilot Double Shift in schools to analyze the results and issues.

2. The Department observed that number of overcrowded schools is functioning in the urban area in which sufficient land is not available for construction of additional classrooms, computer labs and science labs. Further, there is no High School for girls or boys or both in number of union councils in Punjab. The Department therefore consider it appropriate to start up-gradation, to reduce overcrowding and access issues through **DOUBLE SHIFTING SCHOOLS** by utilising the existing infrastructure. In this regard, the Department is going to start pilot Double Shift in the selected schools as per requirements and demand of the community subject to the following **GUIDELINES**:

- i. Double shifts should not be aimed at dividing students enrolled in the morning shift but it should target additional enrolment as a principle;
- ii. The existing infrastructure will be used for double shifting;
- iii. Double shifts be limited only in those schools where there are no other schools to cater the demand of the area and parents have no other choice;
- iv. Double shifting schools be explored in urban and far flung

- v. The earlier attempts at a double shifting in public schools did not yield results as there was no unity of command and headmaster of morning shift did not take administrative responsibility for the evening shift. Therefore senior most teacher / Head teacher shall perform duties as Head teacher of Double Shift School in morning and afternoon shifts.

3. Basic modes of double shift schools shall be as under:

**i. Up gradation of Primary Schools to Middle Schools**

Primary School with three classrooms and 40 enrolment in class 4 & 5 each may be upgraded at Elementary level. Add an afternoon shift for middle classes (6, 7, 8), while primary classes (K to 5) will continue to operate in morning shift. Middle portion will be run in the evening shift.

**ii. Up gradation of Middle Schools to High Schools**


Middle School with 40 enrolment in class 7 & 8 each may be upgraded at High level. Add an afternoon shift for high classes (9, 10) while primary (K to 5) and middle (6,7, 8) will continue to operate in morning shift. High portion will be run in the evening shift.


**iii. Additional shift for middle classes in Middle Schools**

Additional shift for middle classes may be added in Middle School having 40 enrolment in class 6, 7 & 8 each. Add an afternoon shift for overcrowded middle classes (6,7,8) while existing primary (K to 5) and middle classes (6,7,8) will continue to operate in morning shift.

**iv. Additional shift for high classes in High Schools**

Additional shift for high classes may be added in High School having 40 enrolment in class 6, 7 & 8 each. Add an afternoon shift for overcrowded high classes (9,10) while existing primary (K to 5), middle classes (6,7,8) and high classes (9,10) will continue to operate in morning shift.

  
4. The teaching and non-teaching staff of evening shift in Double Shift Schools shall be paid out of Non Salary Budget for a period of less than one year. The Head Teacher with the consent of School Council members will hire teachers from amongst his staff members, retired teachers or qualified persons having Master or Bachelor degree as per requirement for smooth functioning of Double Shifts Schools. The staff of such schools shall be given an honorarium per month for managing evening shifts in their respective schools as under:



<b>Honorarium per month</b>				
Post	Upgrading primary	Upgrading middle	Additional shift for middle classes in Middle Schools	Additional shift for high classes in High Schools
Head Teacher	Rs. 18,000	Rs. 20,000	Rs. 18,000	Rs. 20,000
Teacher	Rs. 15,000	Rs. 18,000	Rs. 15,000	Rs. 18,000
Servant	Rs. 7,000	Rs. 7,000	Rs. 7,000	Rs. 7,000

5. Number of posts for each category of Double Shifting Schools (Single Section) may be allocated as per following criteria:

<b>Number of Posts and at least Enrolment</b>					
	Head Teacher	Servants	Teachers for Elementary classes	Teachers for Secondary classes	At least enrolment in evening classes
Upgrading primary	01	02	04	-	100
Upgrading middle	01	02	-	04	80
Additional shift for middle classes in Middle Schools	01	02	04	-	100
Additional shift for high classes in High Schools	01	02	-	04	80

6. PMIU will allocate additional funds through NSB to such schools for their requirements and smooth functioning of the double shift schools.

7. The EDO (Edu), DEO (SE/EE) and Deputy DEO are requested to finalize the list of names of schools for piloting Double Shifts as per requirements of the area on the following format:

Sr. No.	EMIS Code	School's Name	School's UC Name & No.	PP No.

8. The EDO (Edu) shall submit requisite information (soft copy on [dd.me.pmiu@gmail.com](mailto:dd.me.pmiu@gmail.com) and hard copy) on the prescribed format and feasibility of each school before August 22, 2016 through special messenger.

9. The Committee comprises of the following members for finalization of the names of schools for double shifting:

- i. Programme Director, PMIU-PESRP, Punjab Lahore
- ii. DPI (SE), Punjab, Lahore
- iii. Addl. DPI (EE), Punjab,



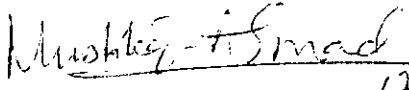

The Committee will examine feasibility of each school, finalize the names of the schools for double shifting and submit its report to the Department by September 20, 2016. Further Addl. DPI (EE), Punjab, Lahore will act as a Focal Person.

  
**ADDITIONAL SECRETARY (SCHOOLS)**

**NO. & DATE EVEN**

A copy is forwarded for information and necessary action to:

1. Programme Director PMIU-PESRP, Punjab, Lahore
2. Additional Secretaries (Schools & B&F), SED
3. Director Public Instructions (SE), Punjab, Lahore
4. Director Public Instructions (EE), Punjab, Lahore
5. District Monitoring Officers, in Punjab
6. All the District Education Officers (SE, EE-M/F), in Punjab

  
(MUSHTAQ AHMAD SIAL)<sup>12-8-16</sup>  
**Addl. DPI (EE)**

**CC:**

1. PSO to Chief Secretary, Punjab
2. PSO to Secretary, School Education Department
3. PS to Special Secretary, SED