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Government of Balochistan  
Secondary Education Department  
(Development Section)

Dated Quetta the 28/11 2012.

**Notification.**

No. SO(Dev.) H-22/2012/ 359. The Government of Balochistan, Secondary Education Department is pleased to allow the formation of Parent Teacher School Management Committee (PTSMC) in all the existing schools and schools to be established in future as per formation;

**Composition for Primary Schools.**

The Committee will be composed of 05 members, 03 from the Parents in the community and 02 teachers. (For single teacher schools the number of Parent members will be 04).

**Composition for Middle/High Schools.**

The Committee will comprise 08 members; 01 head teacher, 02 teachers and 05 parents the community. The committee will elect its chairman on the basis of the majority vote.

**TORs.**

Following are the TORs of the PTSMCs.

- To coordinate with community and Education Department in the allocation of 3000 sq-ft area of land and transfer the land ownership rights of 20 community schools building to the Education Department Government of Balochistan.
- To coordinate and supervise during the process of construction of school building.
- To hire a qualified teacher as per criteria of Education Department, Balochistan at the rate of Rs.200/- per day.
- To monitor the affairs of the school and take actions accordingly.
- To maintain record of each and every action taken.
- To submit the regular reports to the District Education Officer on any action taken.
- To stimulate parents for the enhancement of the enrollment, attendance, cleanliness and uniform of the students.
- To check the hygiene and cleanliness of the school and the students.
- To participate in trainings organized for their capacity building.
- To participate in exposure visits at the inter-district levels.

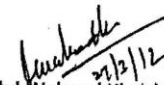
- The head teacher and one parent, preferably the Chairman, of the committee will be the co-signatories of the account opened for that purpose.
- The chairman of the PTSMC will not take any action without the consent of the members of the Committee.
- The chairman will sanction one-day casual leave to the teachers and other staff, if any, of the primary schools only.
- The chairman of the PTSMCs shall maintain the expenditure register. The funds will be utilized for the following purposes.
  - Minor repairs, i.e. repair of broken windows, locks and doors, floor, heaters, fans and other electrical appliances, replacement of broken window glass, white wash of the building of the school, and other minor construction/repair recommended by the Committee.
  - Purchase of Consumables, i.e. chalks, slates and slate pencils, dusters, takhti, coloured pencils, paper, charts, register and other stationary items.
  - To recommend to the Authority/Donors, subject to the availability of funds, grant of stipend on rates, determined by the Authority, as reward to the first three position holders of the class per annum.

Munir Ahmed Badini  
Secretary Secondary Education

No.                      Even.                      Dated.                      Even.

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1. All Concerned \_\_\_\_\_.
2. Master file.

  
 (Abdul Waheed Khan)  
 Deputy Secretary (Dev:)