



No. DCEK/INSP/ 10481 / 2015,

Dated: 20-04-2015

Most Important

To,

The Principals/ D.D.Os,  
All Government Colleges,  
Karachi Region, Karachi.

Subject: - GUIDELINE TO PRINCIPALS & DDOs OF GOVERNMENT COLLEGES.

The Director of College Education is Controlling Officer, looks after administrative affairs of 131 colleges in Karachi region and is an intermediate link between the colleges and the Government of Sindh through the Director General (Colleges) Sindh. Unfortunately it has been observed that most of the Principals do not response/attend Telephone call/ Messages and never visit the official website of this office to keep update regarding different type information required by the Department. Keeping this in view the following guidelines have been issued:

- In order to keep update and compliance of orders issued by this office time to time, Principals or any officials of college will regularly visit official website of this office [www.dcek.gos.pk](http://www.dcek.gos.pk).
- Principal of each college will create its official email account and send through an email with contact numbers of Principal and two senior officials to this address [info@dcek.gos.pk](mailto:info@dcek.gos.pk)
- Principals and staff will strictly observed college timings according to the decision of steering committee and notification of E & L Department.
- Any verbal instruction/ orders, messages issued/send on phone by any officer should be entertained only after verification from the official website. D.G. and Director Colleges Karachi must be informed, in case of any misrepresentation.
- All Principals/DDOs will submit regular assignments ie: budget, reconcile, excess and surrender, half yearly after six month, ACRs, reply of Audit/Advance Para, Audit reports, and information as per schedules.
- Principals/DDOs will be responsible for regularly paying utility bills. Electricity and Gas is not free for canteen/ shops, contractors (Works Dept:) and residents in college building.

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- During summer/winter vacations College will remain open and except teaching staff and lab assistant all staff will remain on duty as usual.
- In case of absconding of BPS-1 to BPS-14 staff, Principal will issue three explanations (ask attendance certificate if working assigned to work) and after one month finally send FO-II form to AG Sindh for stopping salary.
- Principals/DDOs are responsible for maintaining muster rolls of all gazetted and non gazetted staff with progressive total of leave up to date and keep photocopies as backup and also verify the total no of staff from pay roll issued by A.G. Sindh each month. Principals are authorized to sanction leave of 60 days to official from BS-1 to BS-14.
- Principals/DDOs are responsible for maintaining Service Books of all official from BS-1 to BS-14 staff with up to date leave entry on the last page and keep photocopies as backup.
- Principals/DDOs are responsible to check/watch students dealing counters where Admissions/ Examinations/ Enrolment forms are collected or admit card and marks sheets/ certificate are issued. No cash dealing or extra charges are allowed. In case of complaints responsibility will be fixed on Principals.
- Principals/DDOs will be responsible to maintain D.C.R, Cash Book, Head wise accounts register and demand register.
- Co- operative staff is not allowed, No service certificate/ appointment letter or any type document will be issued by the Principal to such type staff.
- All the orders issued by higher authorities must be endorsed to this office before compliance.



(PROF. INAM AHMED)  
DIRECTOR OF COLLEGE EDUCATION  
KARACHI REGION, KARACHI

Copy forwarded for information to:-

1. Director General Colleges Sindh, Karachi.
2. The PS to Secretary, Education & Literacy, Govt. of Sindh.



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