



GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT
SOUTH PUNJAB SECRETARIAT

Dated Multan, the 6th August, 2024

NOTIFICATION

No. SO(G)/HED/SP/1-Gen/2024. In supersession of all previous orders and in pursuance of Rule 4(2) and 10 of Government of the Punjab, Rules of Business 2011, following Officers of Higher Education Department South Punjab as mentioned in Column 4 are authorized to dispose off following cases / official business pertaining to South Punjab in the manner and to the extent specified below:-

Sr. No (1)	Nature of Power (2)	Extent of Power (3)	Delegation thereof (4)
1.	Power to dispose of cases of Obituary Notification / Retirement Notification	Full Powers	Secretary HED & Spl. Secretary HED SP
2.	Sanction of 04 Months Salary of deceased employees	Full Powers	Secretary HED & Spl. Secretary HED SP
3.	Power to dispose of Pension Cases / Family Pension Cases	Full Powers	Secretary HED & Spl. Secretary HED SP
4.	Preliminary Reports on miscellaneous complaints (except cases under PEEDA Act, 2006)	Full Powers	Secretary HED & Spl. Secretary HED SP
5.	Re-imbusement of Medical Charges (As per Instructions of Health Department & Rules on the Subject)	Secretariat Staff i. Up to Rs. 50,000/- ii. Up to Rs. 100,000/- iii. Up to Rs. 200,000/- iv. Up to Rs. 1.5 Million Non-Secretariat Staff i. Up to Rs. 50,000/- ii. Up to Rs. 200,000/- iii. Up to Rs. 1.0 Million	i. DDO / SO(G) ii. DS (Admin) iii. AS (Admin) iv. Spl. Secretary HED SP i. DDO Concerned ii. AS (Admin) iii. Spl. Secretary HED SP
6.	i. Sanction of Umra / Hajj / Ziarat Leave ii. Sanction of Ex-Pakistan Leave and other kinds of leaves (Except Study Leave)	Full Powers Secretariat Staff i. Upto BS-18 (excluding PMS / PAS) ii. BS-19 and Above	i. Spl. Secretary HED SP i. Spl. Secretary HED SP ii. Secretary HED SP

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		<p><u>Non-Secretariat Staff</u> All kinds of Ex-Pakistan Leave except Study Leave</p> <p>i. Up to 89 days where substitute is not required</p> <p>ii. Up to 01 Year</p> <p>iii. Beyond 01 Years</p>	<p>i. DPI (C) South Punjab</p> <p>ii. Spl. Secretary HED SP</p> <p>iii. Secretary HED</p>
7.	NOC to apply for new Passport / renewal of International Passport	<p><u>Secretariat Staff</u> Full Powers</p> <p><u>Non-Secretariat Staff</u></p> <p>i. BS-01 to 15</p> <p>ii. BS-16 to BS-17</p> <p>iii. BS-18 and above</p>	<p>i. Spl. Secretary HED SP</p> <p>i. Appointing Authority Concerned</p> <p>ii. DPI (Colleges) South Punjab</p> <p>iii. Spl. Secretary HED SP</p>
8.	NOC for taking admission in M.Phil and Ph.D classes	<p><u>Secretariat Staff</u></p> <p>i. Upto BS-18</p> <p>ii. BS-19 & above</p> <p><u>Non-Secretariat Staff</u></p> <p>i. BS-01 to BS-16</p> <p>ii. BS-17 and above</p>	<p>i. Spl. Secretary HED SP</p> <p>ii. Secretary HED</p> <p>i. DPI (Colleges) SP</p> <p>ii. Spl. Secretary HED SP</p>
9.	Sanction of TA / DA	<p><u>Secretariat Staff</u></p> <p>i. Up to BS-16</p> <p>ii. BS-17 & BS-18</p> <p>iii. BS-19 and above</p> <p><u>Non-Secretariat Staff</u></p> <p>i. As per TA / DA Rules</p>	<p>i. AS (Admin)</p> <p>ii. Spl. Secretary HED SP</p> <p>iii. Secretary HED</p> <p>i. Officer concerned</p>
10.	Conferment of DDO Powers	<p><u>Secretariat Staff</u></p> <p>i. Full Powers</p> <p><u>Non-Secretariat Staff</u></p> <p>i. First time (up to 06 Months)</p> <p>ii. Beyond 06 months (2nd term and onwards)</p>	<p>i. Secretary HED South Punjab</p> <p>i. DPI (C) South Punjab</p> <p>ii. Spl. Secretary HED South Punjab</p>
11.	Extension in joining time within South Punjab (as per rules) a) Transfer Cases	<p><u>Non-Secretariat</u></p> <p>i. BS-01 to BS-16</p> <p>ii. BS-17 and above</p>	<p>i. Transferring Authority concerned</p> <p>ii. Spl. Secretary HED South Punjab</p>

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	b) Fresh appointment	i. BS-01 to BS-16	i. Appointing Authority concerned
12.	Posting and Transfer of Officers / Ministerial Staff within the Higher Education Department South Punjab	<u>Secretariat Staff</u> i. BS-1 to BS-18 ii. BS-19	i. Special Secretary HED South Punjab ii. Secretary HED SP
13.	Posting & Transfers (As per policy)	<u>Non-Teaching Staff</u> i. Within Division ii. Inter Division <u>Teaching Staff</u> i. BS-17 & 18 ii. BS-19 & above and Admin Posts	i. Director Education (Colleges) concerned ii. DPI (Colleges) South Punjab i. Special Secretary (HED) South Punjab Except Admin Posts ii. Secretary HED
14.	Relieving of Officials / Officers of the Department including relieving in absentia	<u>Secretariat Staff</u> Full Powers <u>Non-Secretariat Staff</u> i. Full Powers	i. Spl. Secretary HED South Punjab i. Concerned Transferring Authority
15.	Adjustment for the purpose of draw of salary	i. BS-01 to BS-15 ii. BS-16 to BS-18 iii. BS-19 and above	i. Appointing Authority Concerned ii. Spl. Secretary HED South Punjab iii. Secretary HED
16.	Sanction and encashment of LPR on completion of service qualifying for pension	i. BS-17 to BS-19 ii. BS-20 & above	i. Spl. Secretary HED South Punjab ii. Secretary HED
17.	Final Payment of G.P Fund to the retired / retiring employees (Non-Refundable)	<u>Secretariat Staff</u> Full Powers <u>Non-Secretariat Staff</u> Full Powers	i. AS (Admin) i. Spl. Secretary HED South Punjab
18.	Withdrawal of G.P Fund (Refundable)	<u>Secretariat Staff</u> Full Powers <u>Non-Secretariat Staff</u> i. BS-01 to BS-15	i. AS (Admin) i. Appointing Authority Concerned

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		ii. BS-16 to BS-17 iii. BS-18 and above	ii. DPI (C) South Punjab iii. Spl. Secretary HED South Punjab
19.	Loan, Advance, House Building Advance, House Purchase Advance and House Repair Advance etc. on earmarking of funds by AG Punjab & on advice of FD Punjab	<u>Secretariat Staff</u> i. Full powers <u>Non-Secretariat Staff</u> i. BS-01 to BS-16 ii. All kinds of advances BS-17 and above	i. Spl. Secretary HED SP i. Director Concerned ii. DPI (Colleges) South Punjab
20.	Nomination to attend Seminars / Workshops / Boards etc.	i. Out of the Country ii. Within Country	i. Secretary HED South Punjab ii. Spl. Secretary HED SP
21.	Power to dispose of Audit Cases / matters	<u>Secretariat</u> / <u>Non-Secretariat</u> Full Powers	Spl. Secretary HED SP

SECRETARY HIGHER EDUCATION

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:-

1. Director Public Instructions (Colleges) Lahore
2. Director Public Instructions (Colleges) South Punjab
3. All Directors of Education (Colleges) in South Punjab
4. All Deputy Director (Colleges) in South Punjab
5. All Deputy Secretaries / Section Officers in HED Punjab
6. All Deputy Secretaries / Section Officers in HED South Punjab
7. PSO to the Additional Chief Secretary South Punjab
8. PSO to the Secretary, Higher Education Department South Punjab
9. PS to the Secretary, Higher Education Department Punjab
10. PS to the Secretary, Higher Education Department South Punjab
11. PS to Special Secretary, Higher Education Department Punjab
12. PS to Special Secretary, Higher Education Department, South Punjab
13. PAs to Additional Secretaries, Higher Education Department Punjab
14. PAs to Additional Secretaries, Higher Education Department South Punjab
15. Office Order file.


SECTION OFFICER (GENERAL)