



042-99231573

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No.SO(ESTT)3-4/2005
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 14th January, 2026

To

1. **Director (Monitoring)**
Directorate General of Special Education, Punjab, Lahore.
2. **All the District Education Officers,**
Special Education, Punjab.

Subject: **SERIOUS LAPSE IN NON-UPDATION OF DATA ON SIS & HRMIS PORTALS.**

Kindly refer to the subject cited above.

2. I am directed to refer to the subject noted above regarding persistent non-updation and incomplete updation of requisite data/information on SIS and HRMIS portals, students' enrollment, staff particulars, uniforms, vacant seats, and other mandatory fields.
3. In this regard, it is stated with grave concern that despite repeated instructions, reminders, and sufficient time afforded, the required data has not been updated timely, accurate, and in comprehensive manners. The Competent Authority has taken serious view of this shakiness and lethargic attitude and has expressed utter displeasure over such negligence, which reflects lack of interest, inefficiency, and poor administrative oversight on the part of the concerned field officers.
4. It is further emphasized that this lapse has not only undermined departmental efficiency but has also created embarrassing situations for the Special Education Department during meetings at apex forums, where authentic and updated data is invariably required for policy formulation, planning, and decision-making and structural reforms.
5. In view of the above, you are hereby directed in strict terms to ensure immediate, complete, and error-free updation of all data/information on SIS and HRMIS portals in all respects, under your

direct supervision and personal responsibility. Furthermore, a certificate duly signed by the concerned DEO (SE), confirming that:

- i. all required data has been updated completely,
- ii. the information is correct, verified, and up to date, and
- iii. no discrepancy or omission remains,

6. Needful be done and compliance report in the matter be submitted to the undersigned within three (03) days positively from the issuance of this communication.

7. Please note that non-compliance, delay, or submission of incorrect information shall be viewed seriously and may entail disciplinary action under the relevant rules, without any further notice.

8. **This may be treated as MOST URGENT.**

Munzur Ahmad
14/01/26

**DEPUTY SECRETARY
SPECIAL EDUCATION
DEPARTMENT**

C.C:

- i. PS to Secretary, Special Education Department.
- ii. PS to Additional Secretary, Special Education Department.
- iii. PA to Deputy Secretary, Special Education Department.
- iv. The Statistical Officer, Directorate General of Special Education, Punjab, Lahore.
- v. PA to Director General, Special Education, Punjab, Lahore.