



GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
31-SHER SHAH BLOCK, NEW GARDEN TOWN, LAHORE

To,

All District Education Officers,
Special Education Punjab.
(Lahore, Gujranwala, Faisalabad, Rawalpindi, Multan, Sargodha,
Bahawalpur, D.G. Khan, Sahiwal).

Memo No. DGSE-PO-2/63/2023 5965 **Dated:** 18-10-2023

Subject:- **ONE DAY ORIENTATION WORKSHOP FOR DISTRICT
EDUCATION OFFICERS (SPECIAL EDUCATION) PUNJAB.**

Please refer to the subject cited above.

2. It is to inform that an orientation workshop is scheduled to be held on **October 24, 2023 (Tuesday)** at Government In-Service Training College for Teachers of Disabled Children Lahore. The plan for one-day orientation workshop is attached herewith.
3. You are, therefore, requested to attend the above said workshop on scheduled date & time positively at 8:00AM sharp.


(JAMAL ABDUN NAFAY)
DIRECTOR (ACADEMICS)
18/10/2023

C.C.

1. Principal, Govt. In-Service Training College Lahore with the request to make necessary arrangements.
2. The workshop Coordinators, Ms. Bismillah and Ms. Sajida Tabasum Govt. In-Service Training College Lahore with the request to make necessary arrangements.
3. P.S to Secretary Special Education Department.
4. P.A to Director General Special Education Punjab, Lahore.

Course Title: Orientation Workshop for District Education Officers (DEOs)

Coordinators: Sajida Tabassum & Bismillah Bucha

Date/ Day	Time	Topic	Resource Person
Tuesday, 24-10-2023	8:00-8:10	Recitation of Holy Quran	-
	08:10-8:40	Orientation about Special Education Department	Director Planning Mr. Zahid Majeed
	08:40-9:50	Delegation of Financial Power Rules	Mr. Arshad Beig Ex-Director Finance
	09:50-11:15	PPRA-Punjab Procurement Rules 2014	Mr. Arshad Beig Ex-Director Finance
	11: - 11:30	Tea Break	
	11:30-01:00	PEEDA Act 2006	Mr. Nawaz Khalid Arbi EX-DG Home Department
	01:00-01:30	Lunch Break/ Prayer Break	-
	01:30-03:00	Audit & Settlement of Paras	Mr. Raza Ullah Khan Director Audit
	03:00-04:00	Auction & Write-off	Mr. Raza Ullah Khan Director Audit
	04:00-04:30	Closing Ceremony	-