



No.SO(ESTT)13-21/2022/5503  
**GOVERNMENT OF THE PUNJAB**  
**SPECIAL EDUCATION DEPARTMENT**  
31-Sher Shah Block New Garden Town, Lahore.

Tel:042-99231573

Fax:042-99230889

[so.establishment@sed.punjab.gov.pk](mailto:so.establishment@sed.punjab.gov.pk)

To

Dated Lahore the 11<sup>th</sup> March, 2024

- i. The Director General,  
Directorate General of Special Education, Punjab, Lahore.
- ii. The all District Education Officers (Spl.Edu.),  
Punjab.

Subject: **INSTRUCTIONS / GUIDELINES FOR INCORPORATING CNIC NUMBER IN OFFICIAL COMMUNICATION OF OFFICERS / OFFICIAL**

Please refer to the subject noted above.

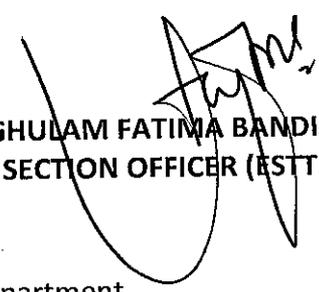
2. It is to state that the Establishment Section of Special Education Department deals with service matters pertaining to the teaching / non-teaching staff of Special Education Department in BS-16 & above, including the following:-

- i. Recruitment through PPSC.
- ii. Regularization of contract employees.
- iii. Trainings & Promotions.
- iv. Transfer and posting.
- v. Leave Cases.
- vi. Disciplinary cases.
- vii. Additional Charge / Allowance Cases.
- viii. Retirement & post-retirement benefits.

3. The record of all the establishment encompasses approximately 6000 files. It is observed that, confusion arises while dealing with the cases having identical name & nomenclature. This tendency, at times, leads to placement of PUC in wrong file which causes in-convenience with regard to relocation of file and undermines the effectiveness of smooth official business. Resultantly, it affects the expeditious processing and disposal of the cases.

4. To avoid such confusion, the Competent Authority has desired to request you to assign a unique attribution to each file. CNIC of the officers / officials concerned can be used as unique attribution for the sake of convenience and traceability. It is, therefore, requested that indication of CNIC of officials / officers may be ensured in each reference being forwarded to the department in future.

5. These directions may be disseminated to the entire field formation for strict compliance, please.

  
(GHULAM FATIMA BANDIAL)  
SECTION OFFICER (ESTT.)

**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.