


**Government of Punjab
Department of School Education**

To

All School Principals
All School Heads
In the State of Punjab
(through Website)

Memo No. 15/51-2015 co. cell (1) / 125348
Dated: 25.04.2019

- 1.0 It has come to the notice that at times the School Heads call the teachers for discussion in his/her office when the teacher is already taking classes.
- 2.0 It is advised that calling of the teacher in the middle of the classes should be avoided. In case any teacher is required for discussion, the same may be held by the School Principal when the period of the teacher concerned is over.


23-4-19
**Secretary School Education
Punjab**