



**ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

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Dated: 26-10-2018

NOTIFICATION

NO. EMIS/E&SE/1-4/GENERAL/ICT-SMIS: The competent authority in Elementary & Secondary Education Department is pleased to notify Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa as Focal Person for proper implementation of the School Management Information System (SMIS) in DEOs, SDEOs Offices and High/Higher Secondary Schools (male and female) in Khyber Pakhtunkhwa. TORs for the focal person are as under while SOPs for implementation are at **Annex-I**.

TORs for School Management Information System (SMIS)

1. Ensure proper notification of technical focal person levels i.e. Directorate, DEOs and Schools as per SOPs.
2. Ensure real time data entry in the schools and get the consolidated progress about SMIS from all districts throughout the province.
3. Arrange monthly meetings with DEOs (male/female) and furnish certificate of completion from the concerned DEOs regarding SMIS.
4. Resolve any deficiency concerning provision, maintenance and other issues related to hardware as well as technical staff in DEOs/SDEOs/School level.
5. Facilitate the field level formation regarding smooth internet connectivity, power backup and data updation on regular basis
6. Ensure randomly validation of the entered data in the SMIS with other sources and administrative record.

**Secretary to Government of Khyber Pakhtunkhwa
Elementary & Secondary Education Department.**

Endst. No. & date even.

Copy for information to the:

1. PS to Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
2. PS to Special Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
3. PS to Add: Secretary (Estb.), E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
4. Director, Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar
5. Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar.
6. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
7. All District Education Officer (Male/Female).
8. Dy. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
9. Master File.


**SECTION OFFICER (GENERAL)
EMIS, E&SE DEPARTMENT**

