



GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

Dated: Peshawar, the 10th August 2026

CIRCULAR:

No. SO(Gen)/E&SE/2-11/2026. In order to streamline, the HR related issues in the Elementary & Secondary Education (E&SE) and its attached formations, the Competent Authority i.e. Secretary E&SE Department, Government of Khyber Pakhtunkhwa is pleased issue the following instructions in continuation of the iEMIS SOPs already notified on 16-07-2026 for strict compliance by all the concerned with immediate effect:

- i. **No case of HR related matters i.e. postings/transfers, leaves, deputations, pensions, MPhil/PhD allowance etc. shall be processed and entertained in respect of employees whose profiles are not fully completed and updated.**
- ii. Profiles of all the employees within the E&SE Department must be completed and updated in all respects (i.e. basic profiles, academic & professional qualification, leave, deputation and training records etc.) in the HRMIS-iEMIS.
- iii. All the HR related orders (recruitments / postings / transfers / adjustments / corrigendum / cancellation / withdrawal / re-instatement / deputation / leave / lien / promotions / retirements / pension etc.) should be issued through HRMIS-iEMIS e-Notification module. Only HRMIS-iEMIS System Auto-Generated Orders shall be considered valid and enforceable.

Any breach or violation of these instructions shall render the responsible person(s) liable for disciplinary action under the Khyber Pakhtunkhwa Government Servants (Efficiency & Discipline) Rules, 2011 (Amended).

SECRETARY
Elementary & Secondary Education
Department

Endst: of Even No. & Date:

Copy forwarded for information to the:

1. Accountant General, Khyber Pakhtunkhwa.
2. The Director General, Education Monitoring Authority, Peshawar.
3. The Director, Directorate of E&SE, Khyber Pakhtunkhwa.
4. The Director, Directorate of Curriculum and Teacher Education, Abbottabad.
5. The Director, Directorate of Professional Development, Peshawar.
6. Director EMIS, E&SE Department, Khyber Pakhtunkhwa.
7. All the District Education Officers (Male/Female), in Khyber Pakhtunkhwa.
8. All the District Accounts Officers in Khyber Pakhtunkhwa.
9. **All the Section Officers, E&SE Department, Khyber Pakhtunkhwa with the direction to mandatorily attach the fully updated profile cards along with each and every HR matter/issue.**
10. PS to Minister, E&SE Department, Khyber Pakhtunkhwa.
11. PS to Secretary, E&SE Department, Government of Khyber Pakhtunkhwa.
12. PS to Special Secretaries (Estab & Dev), E&SE Department, Khyber Pakhtunkhwa.
13. PAs to All Additional Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.
14. PAs to All Deputy Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.

SECTION OFFICER (GENERAL)