



**GOVERNMENT OF THE PUNJAB
LABOUR & HUMAN RESOURCE DEPARTMENT
DIRECTORATE OF EDUCATION
PUNJAB WORKERS WELFARE BOARD**

F-A/1, Khyber Block, Allama Iqbal Town, Lahore.
Ph:042-37813253, Fax:042-37812609
E-mail:edu.pwwb@yahoo.com



Dated: 28.02.2014

NOTIFICATION

PWWB.DE-(759)01/VOL-II/ADMISSION POLICY-2014/600 In order to streamline the procedure laid down for admission of workers' children) / private students in Workers Welfare Schools in Punjab, the policy guidelines issued vide this Directorate's letters No.PWWB.DE-(759)/5472 dated 24.04.2004 are hereby revised as under:

1. Free education would be provided to all the children of Industrial workers in Workers Welfare Schools. They would be provided books, copies, stationery, uniform, shoes and transport etc free of cost. The free computer education to the workers' children would also be provided by the Punjab Workers Welfare Board.
2. Directorate of Education, Punjab Workers Welfare Board shall get the NOTICE for admission in all classes published in three Urdu Newspapers, which shall appear before 1st of March each year, giving list of schools where admissions are to be made. The students would be required to apply for admission on prescribed Admission Forms to be available at Workers Welfare Schools on payment of Rs.10/- each. Admission forms from the students shall be received by workers welfare schools till March 31st. No admission form in any case shall be entertained after March 31st. Admission in all classes will be finalized up to 15th of April.
3. The candidates for Nursery Class should be within the age group of 4-5 years till the closing date of submission of admission form
4. Nursery classes will start with the commencement of academic year in April.
5. Candidates will be admitted in schools after interview/Test by the Admission Committee for each school. The Admission committee for each school shall be consisted of following members :

i) Principal Concerned	Chairman
ii) District Office Labour	Member
iii) Medical Officer from Social Security Dispensary	Member
iv) Senior Most Teacher	Member
v) Representative of Employer	Member
vi) Representative of Employees	Member
6. All children of secured industrial workers shall be eligible for admission / free education in the schools, subject to the condition that employer of the worker is paying Education Cess /WWF.
7. "B" form will have to be attached with admission form duly issued by NADRA.
8. The worker applying for admission of his / her children should be social security /E.O.B.I cardholder which is registered under Factory Act, 1934.
9. The educational institution shall display banners on the main road of the vicinity of school mentioning, "Admissions are open in Nursery class and other classes subject to the availability of seats".

10. Admission in Nursery classes shall be made in each school against the sanctioned seats by the Punjab Workers Welfare Board. The ratio of workers & private children eligible for admission in Workers Welfare Schools would be 80:20 in all Workers Welfare Schools. However, private students can only be admitted if workers students are not available.
11. The admission in Nursery classes shall be made according to the schedule given in clause 2 of the policy.
12. The students studying in evening shift Workers Welfare Schools will be eligible to apply for admission in morning shift schools at the time of admission in March each year, however, admission will be allowed to them subject to their qualification in test / interview. No application for granting admission to the evening shift students in morning shift schools during the academic session shall be entertained.
13. The private students / migration cases of workers children shall however, be entertained / admitted / enrolled in all classes throughout the year against their reserved quota after test / interview, subject to availability of seats against said quota.
14. Admissions in higher classes will be subject to availability of seats provided that the candidate pass written test in the month of April.
15. A student who fails twice consecutively in a class shall be struck off from the school roll. If, however Director Education, Punjab Workers Welfare Board allows such student to continue education, will be observed in First term exam and if he / she fails again in first term exam, will be struck off from the school roll.
16. Children of deceased workers are fully entitled for free education in Workers Welfare Schools.
17. Every worker shall submit declaration on stamp paper that if it is proved at any stage that he / she availed the facility of free education of their children from Workers Welfare Schools on fake documentation then he / she will be liable to deposit all the expenditure incurred by the Board despite legal action against him / her.
18. If a student consecutively remains absent from the class without prior information for more than 10 days, his / her name will be struck off from school roll. Re-admission fee, for first time, will be charged from private students @ 300/- and for workers students Rs.100/-. Re-admission fee, for second time, will be charged from private students @ 500/- and for workers students Rs.200/-. Re-admission will not be granted for third time. If Principal deems fit then he/she can waive off / reduce the fee after being convinced under special circumstances.
19. If a student fails in three subjects in annual exam, he will not be promoted to next class.
20. Principal will be fully empowered to expel a student or impose fine up to a maximum of Rs.500/- or as he may deem appropriate give a warning in the best interest of institution, in case any students is found involved in following activities :-
- Using unfair means in the examination.
 - Smoking, possession of narcotics, weapons & Mobile Phones etc.
 - Willfully disfiguring or defacing school property.
 - Gambling or playing lotterics etc.
 - Being insolent and rude towards a teacher.
 - Stealing or committing any immoral act.
21. As per rules of the boards of intermediate and secondary education in Punjab, the registration of a student of 9th and 10th class shall not be forwarded to the concerned board, in case his / her attendance is below 75%.
22. Two children of an employee of Punjab Workers Welfare School or Punjab

Workers Welfare Board will be allowed full fee concession in Punjab Workers Welfare Schools. All the facilities will be extended for the children of employees of Punjab Workers Welfare Board studying in Workers Welfare Schools in Punjab being provided to the children of Industrial Workers studying in these schools. Facility for admission in higher classes will also be admissible as available for workers children.

23. Director Education, Punjab Workers Welfare Board may allow admission in any class considering the hardship in individual cases.

24. New fee structure for private students is as under.

a. Admission fee Rs.2000/-

b. Fee Structure for already admitted private students in Workers Welfare Schools:

i) Tuition fee for Primary, Middle and Secondary level :Rs500/- per month,

ii) Transport Charges: Rs 500/- Per month.

c. Fee Structure for Private students to be admitted in future: -

i)	Tuition fee for Primary Level	Rs.500/- Per month
ii)	Tuition fee for Middle Level	Rs.800/- Per month
iii)	Tuition fee for Secondary Level	Rs. 1000/-Per month
iv)	Tuition fee for Secondary Level-Matric Tech	Rs. 1200/-Per month
v)	Tuition fee for Higher Secondary Level	Rs. 1200/-Per month
vi)	Transport Charges	Rs.800/- Per month

• No Extra charges regarding Computer fee will be charged.

• Rs.300 will be charged as examination fee annually in the start of academic session.

• No extra / other fee / funds will be charged from any student.

• 25% fee discount in case of kinship for private students.

25. Provision of Technical Education in Matriculation- 25 students will be admitted on merit in each of the Matric Tech Trades under Punjab Board of Technical Education/TEVETA in selected schools of Punjab;

TRADE FOR BOYS' SCHOOLS

TRADE FOR GIRLS' SCHOOLS

• Electric Appliances.

• Knitting & Embroidery

• Welding

• Office Secretary / Computer Operator

• Civil Draftsman & Auto Cad

• Tailoring

CHAIRMAN

PUNJAB WORKERS WELFARE BOARD

NO.& DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Secretary, Punjab Workers Welfare Board, Lahore.
2. The P.S. to Minister Labour & Human Resource Punjab.
3. All Principals, Workers Welfare Schools in Punjab.
4. All District Labour Officers.
5. The P.S.O. to the Chairman, Punjab Workers Welfare Board,
6. Office file.

(DR. MUHAMMAD ARSHAD)
DIRECTOR EDUCATION

28.02.2014