



Sindh Education Foundation
Government of Sindh

SAY NO TO CORRUPTION

Ref: SEF/PSDU/065/2022

Date: 07-02-2022

SAY NO TO CORRUPTION
DEPARTMENT OF PROGRAMS AND PLANNING

NOTIFICATION

With the approval of the Managing Director, SEF, the policy for "Relocation of a School" is hereby notified as under;

1. Title:

Relocation of a School

2. Introduction:

The Sindh Education Foundation is managing a diverse portfolio which is designed to address the challenge of educational access & quality in the province.

The selection of school location is an essential part of the planning while establishing an educational facility. Therefore, relocation of an existing school or a selected site needs to be regularized in situations, where the events and circumstances arise which are beyond the control of school partner and the school operations otherwise might be at the risk.

The relocation of school shall be categorized as under;

a. Change of building: process of shifting a school into another building within the radius of 0.5 km from the existing/original location under the conditions set for change of building.

b. Change of location: process of relocating a school to another location within the radius of 02 km from the existing/original location under the conditions set for change of location.

3. Objective:

The objective of the '*Change of School Building or Location*' is to address and govern the cases pertaining to the change of school building or location due to uncontrollable events/circumstances.

4. Conditions:

This policy deals with the applications pertaining to the change of building and change of location in accordance with the conditions set to sustain or improve the educational activities and preferably serve the existing communities for which the school has been awarded.

Minimum Distance:

Proposed location shall maintain minimum distance of 0.5 km from the similar functional educational facility(s) i.e. Government school(s) or SEF school(s). The level or category of such nearby school(s) shall not be same.

Exception:

Change of location shall not be allowed in following cases under this policy;

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Regional Offices: Karachi Ph: 021-34305752-54, 021-34301460-63,
Hyderabad Ph: 022-9240173-4, 022-9240156,
Sukkur Ph: 071-5632292-3, 071-9310985, Mirpurkhas Ph: 0233-9290385

District Offices: Jamshoro, Umerkot, Mithi, Badin, Khairpur, Naushahro Feroze, Kamber-Shahdadkot, Dadu, Larkana, Shaheed Benazirabad, Sanghar, Thatta, Shikarpur, Ghotki & Satellite Office Sehwan.

- a. which might give rise to a conflict (if any) whether real or perceived with any stakeholder(s) on the proposed site.
- b. Community is unwilling to provide support on the proposed location in terms of running the school etc.

a. Change of building:

The permission for change of school building may be granted in case(s);

- i. where building is rented and the situation arises where partner is unable to continue the school operation in same rented building.
- ii. the existing space of the building may not serve the need of the current/potential enrolment.
- iii. school partner is running the school in community donated / rented building and is willing to move the school in a building owned by the partner.

Procedure:

- i. The partner shall submit his/her application along with non-refundable fees i.e. **Rs. 5,000/- (Five thousand)** to the Foundation.
- ii. The Partner shall submit request to the concerned District Office. The District head shall forward the application to the Regional Office with his/her report / recommendation(s).
- iii. The Regional Head shall forward the request with his/her recommendation(s) to the Deputy Director (Concerned) who shall submit the case to the Director, Programs & Planning for consideration.
- iv. The Director, Programs & Planning after due consideration shall submit his/her recommendation(s) to the Competent Authority for approval.
- v. If a case is approved, the Program Support and Development Unit shall issue a notification accordingly.
- vi. In case of change of building the partner must ensure the 100% retention rate of the students and teaching staff. The regional team must verify the status of students and teaching staff after two months of permission granted.
- vii. In case of approval of first request of change the building, the partner may ensure to operate the school in the same building at least for five years. Any subsequent requests may be decided upon by the Competent Authority.
- viii. In case, where, there is huge enrollment in the school and existing building may not be able to serve the need of a large number of enrolled students, the second building may be allowed which must not exceed the distance of 200 meters from the first school building. This maybe applicable only to the schools already running in double shift or located in densely populated areas and where, there is need to be cater the out of school children.

b. Change of Location:

Events or circumstances that largely include community conflict, permanent migration, natural calamities, law and order situation, or any unforeseen conditions beyond the control of partner that result in having no access to the area whereby the school operations on the existing location may not be continued and it may otherwise lead to closure of school. The aforementioned conditions may also be declared by the government.

Procedure:

- i. The partner shall submit his/her application along with non-refundable fees i.e. **Rs. 10,000/- (Ten thousand)** to the Foundation.
- ii. The Partner shall submit request to the concerned District Office. The District head shall forward the application to Regional Office with his/her report / recommendation(s).



- iii. The Regional Head shall forward the request with his/her recommendation(s) to the Deputy Director (Concerned) who shall submit the case to the Committee for consideration. A committee shall be notified for the purpose, accordingly.
- iv. The Committee after due consideration shall submit its recommendation(s) to the Competent Authority for approval.
- v. If a case is approved, the Program Support and Development Unit shall issue a notification accordingly.
- vi. In case of change of location, the partner shall submit a list of students those who can be retained on the proposed location.
- vii. The request for change of the location shall only be granted once. However, the partner may submit a request for change of building as per the conditions set under change of building.

(Abdul Kabir Kazi)
Managing Director

No: SEF/PSDU/065/2022

Karachi, dated 7th Feb, 2022

A copy is forwarded for information to:

- The Secretary, School Education & Literacy Department, Government of Sindh, Karachi.
- Deputy Managing Director (Operations), SEF, Government of Sindh, Karachi.
- Deputy Managing Director (Support Services), SEF, Government of Sindh, Karachi.
- The Directors (All), SEF, Government of Sindh, Karachi.
- The Program Heads (All), SEF, Government of Sindh, Karachi.
- The Regional Heads (All), SEF, Government of Sindh, Karachi.
- The District Heads (All), SEF, Government of Sindh, Karachi.
- The Staff Officer to Managing Director, SEF, Government of Sindh, Karachi.
- Office File



(Mubashir Mirza)
Deputy Director
Program Support & Development Unit