

THE PUNJAB GOVERNMENT RULES OF BUSINESS 2011

LITERACY AND NON-FORMAL BASIC EDUCATION DEPARTMENT

1. Policy and Planning

- (a) Formulation and review of policies and planning for promotion of non - formal education.
- (b) Establish Literacy Resource Centers, Directorate of Literacy, Literacy Council and other institutional support for the department.
- (c) Establish linkage with provincial, national and international bodies and provide a forum for exchange of ideas.
- (d) Promote adult literacy coupled with vocational training, life-long skills and social education.
- (e) Promote literacy through Public-Private Partnership.

2. Research and Development

- (a) Development of accreditation system.
- (b) Development of assessment system for NFE learners.
- (c) Development of curriculum, prepare syllabi and text books for non-formal education.
- (d) Development of reading material for non-formal education.
- (f) Standards for NFE and develop equivalency system.

3. Management information system

- (a) Collection and updation of data regarding illiterates and Educational facilities along with EFA Mapping.
- (b) Need assessment surveys.

4. Monitoring and evaluation–Develop MandE system for sustainability.

5. Training

- (a) Training of departmental/projects, staff and teachers working in non-formal education set up.
- (b) Organize workshops, seminars, symposia and panel discussions for Capacity building and promotion of NFE.

6. Budget, accounts and audit matters.

7. Purchase of stores and capital goods for the department.

8. Service matters except those entrusted to Services and General Administration Department.

9. Matters incidental and ancillary to the above subjects.