

CHARGE SHEET

I, ~~Pervez Khattak~~, Chief Minister, Khyber Pakhtunkhwa /Controlling Authority, Khyber Pakhtunkhwa Textbook Board, as Competent Authority, hereby charge you, Mr. Muhammad Amin, Subject Specialist (General Science & Chemistry) in the Khyber Pakhtunkhwa Textbook Board, Peshawar on deputation basis, now Principal, (BS-19) GHSS Hassanzai Charsadda, as follows:-

That you, while posted as Subject Specialist (General Science & Chemistry) in the Khyber Pakhtunkhwa Textbook Board have committed the following irregularity:-

- (i). That you, while deputed to work as Subject Specialist (General Science & Chemistry) in the Textbook Board did not perform your duties devotedly and diligently and hence you are held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
- (ii). That you are responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
- (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, you while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar have not performed your duties responsibly and honestly and thus due to your slackness and lethargy in your duties, large number of books with errors and omissions were printed and released.

2- By reason of the above, you appear to be guilty of misconduct under Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have rendered yourself liable to all or any of the penalties specified in Rule-4 of the Rules ibid.

3- You are, therefore, required to submit your written defense within seven days of the receipt of this Charge Sheet to the inquiry officer/ inquiry committee, as the case may be.

4- Your written defense, if any, should reach the inquiry officer/ inquiry committee within specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

5- Intimate whether you desire to be heard in person.

6- A Statement of Allegations is enclosed.

Pervez Khattak

(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014

Mr. Muhammad Amin,
Subject Specialist (General Science & Chemistry),
Khyber Pakhtunkhwa Textbook Board, Peshawar,

DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Muhammad Amin, Subject Specialist (General Science & Chemistry) in the Khyber Pakhtunkhwa Textbook Board, Peshawar on deputation basis now Principal, (ES-19) GHSS Hassanzai Charsadda, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while deputed to work as Subject Specialist (General Science & Chemistry) in the Textbook Board did not perform his duties devotedly and diligently and hence he is held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
- (ii). That he is responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
- (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, he while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar have not performed his duties responsibly and honestly and thus due to your slackness and lethargy in his duties, large number of books with errors and omissions were printed and released.

2- For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Mr. Asmatullah Khan. (PCS-EG-ES-20)
- ii. Mr. Saif-ur-Rehman. (PS-20)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014.

Mr. Muhammad Amin,
Subject Specialist (General Science & Chemistry),
Khyber Pakhtunkhwa Textbook Board, Peshawar,

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DISCIPLINARY ACTION

Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of opinion that Mr. Muhammad Iqbal, Sales Manager (BS-17) in Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while working as Sales Manager are held responsible for the lapse that the books of Mathematics for Class-9th were supplied to the Government without having been recommended by the Subject Specialists for release due to defective printing cutting and binding.
- (ii). That he is also supplied other books unilaterally to Government without proper release order by the E&P Wing to the Board and by violating the settled rules & regulations, he exceeded his lawful authority illegally and unlawfully without any cogent reason.

For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. M. J. Ahmadullah Khan (PCS-EG-BS-20)
- ii. Sulphur Rehman (BS-20)
- iii. _____

3. The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.11.2014.

Mr. Muhammad Iqbal,
Sales Manager,
Khyber Pakhtunkhwa Textbook Board, Peshawar.

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DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Muhammad Iqbal, Sales Manager (BS-17) in Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while working as Sales Manager are held responsible for the lapse that the books of Mathematics for Class-9th were supplied to the Government without having been recommended by the Subject Specialists for release due to defective printing cutting and binding.
- (ii). That he is also supplied other books unilaterally to Government without proper release order by the E&P Wing to the Board and by violating the settled rules & regulations, he exceeded his lawful authority illegally and unlawfully without any cogent reason.

For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Mr. Anwarullah Khan (PCS-EG-BS-20)
- ii. Mr. Iqbal Rehman (BS-20)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY
26-12-2014

Mr. Muhammad Iqbal,
Sales Manager,
Khyber Pakhtunkhwa Textbook Board, Peshawar.

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CHARGE SHEET

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa /Controlling Authority, Khyber Pakhtunkhwa Textbook Board, as Competent Authority, hereby charge you, Mr. Alamzeb, Textbook Examiner (BS-17) in Khyber Pakhtunkhwa Textbook Board, Peshawar, as follows:-

That you, while posted as Textbook Examiner (BS-17) in Khyber Pakhtunkhwa Textbook Board has committed the following irregularity:-

- (i). That you, while working as Textbook Examiner (BS-17) in the Textbook Board are held responsible for the lapse on your part that you did not process the receipts of the supply of defective books by the printers in time due to which its supply to districts could not be stopped.
- (ii). That you are responsible for not processing the case for release or otherwise of the books in question for decision of the Board as recommended by the Subject Specialists and instead processing it for imposition of fine printers.

2- By reason of the above, you appear to be guilty of misconduct under Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have rendered yourself liable to all or any of the penalties specified in Rule-4 of the Rules ibid.

3- You are, therefore, required to submit your written defense within seven days of the receipt of this Charge Sheet to the inquiry officer/ inquiry committee, as the case may be.

4- Your written defense, if any, should reach the inquiry officer/ inquiry committee within specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

5- Intimate whether you desire to be heard in person.

6- A Statement of Allegations is enclosed.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014

Mr. Alamzeb,
Textbook Examiner (BS-17),
Khyber Pakhtunkhwa Textbook Board, Peshawar.

DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Alamzeb, Textbook Examiner (BS-17) in Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

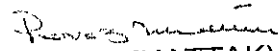
- (i). That he, while working as Textbook Examiner (BS-17) in the Textbook Board are held responsible for the lapse on your part that he did not process the receipts of the supply of defective books by the printers in time due to which its supply to districts could not be stopped.
- (ii). That he is responsible for not processing the case for release or otherwise of the books in question for decision of the Board as recommended by the Subject Specialists and instead processing it for imposition of fine printers.

For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Mrs. Asmatullah Khan (PCS-EG-BS-26)
- ii. Said Farooq Rehman (BS-26)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.


(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY
26.12.2014

Mr. Alamzeb,
Textbook Examiner (BS-17),
Khyber Pakhtunkhwa Textbook Board, Peshawar.

CHARGE SHEET

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa /Controlling Authority, Khyber Pakhtunkhwa Textbook Board, as Competent Authority, hereby charge you, ~~Mr. Nasir Kamal~~ Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board, Peshawar, as follows:-

That you, while posted as Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board have committed the following irregularity:-

- (i). That you, while deputed to work as Assistant Subject Specialist (16) in the Textbook Board did not perform your duties devotedly and diligently and hence you are held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
- (ii). That you are responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
- (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, you while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar have not performed your duties responsibly and honestly and thus due to your slackness and lethargy in your duties, large number of books with errors and omissions were printed and released.

2- By reason of the above, you appear to be guilty of misconduct under Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have rendered yourself liable to all or any of the penalties specified in Rule-4 of the Rules *ibid*.

3- You are, therefore, required to submit your written defense within seven days of the receipt of this Charge Sheet to the inquiry officer/ inquiry committee, as the case may be.

4- Your written defense, if any, should reach the inquiry officer/ inquiry committee within specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

5- Intimate whether you desire to be heard in person.

6- A Statement of Allegations is enclosed.

Pervez Khattak
(PERVEZ KHATTAK)

CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014

Mr. Nasir Kamal,
Assistant Subject Specialist (BS-16),
Khyber Pakhtunkhwa Textbook Board, Peshawar

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8

DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Nasir Kamal, Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while deputed to work as Assistant Subject Specialist (16) in the Textbook Board did not perform his duties devotedly and diligently and hence you are held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
- (ii). That he is responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
- (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, he while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar have not performed his duties responsibly and honestly and thus due to your slackness and lethargy in his duties, large number of books with errors and omissions were printed and released.

For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Mrs. Ammatullah Khan (PES-EG-BS-28)
- ii. Saif-Ul-Rahman (BS-28)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014.

Mr. Nasir Kamal,

X
3

CHARGE SHEET

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa /Controlling Authority, Khyber Pakhtunkhwa Textbook Board, as Competent Authority, hereby charge you, Mr. Waqar Ahmad, Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board, Peshawar, as follows:-

That you, while posted as Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board have committed the following irregularity:-

- (i). That you, while deputed to work as Assistant Subject Specialist (16) in the Textbook Board did not perform your duties devotedly and diligently and hence you are held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
- (ii). That you are responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
- (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, you while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar has not performed your duties responsibly and honestly and thus due to your slackness and lethargy in your duties, large number of books with errors and omissions were printed and released.

2- By reason of the above, you appear to be guilty of misconduct under Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have rendered yourself liable to all or any of the penalties specified in Rule-4 of the Rules *ibid*.

3- You are, therefore, required to submit your written defense within seven days of the receipt of this Charge Sheet to the inquiry officer/ inquiry committee, as the case may be.

4- Your written defense, if any, should reach the inquiry officer/ inquiry committee within specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

5- Intimate whether you desire to be heard in person.

6- A Statement of Allegations is enclosed.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014

Mr. Waqar Ahmad,
Assistant Subject Specialist (BS-16),
Khyber Pakhtunkhwa Textbook Board, Peshawar.

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X

DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Waqar Ahmad, Assistant Subject Specialist (BS-16) in the Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while deputed to work as Assistant Subject Specialist (16) in the Textbook Board did not perform his duties devotedly and diligently and hence he is held responsible for the irregularities and inconsistencies found in the development and printing of textbooks under the Curriculum 2006-2007.
 - (ii). That he is responsible for the initial review of the manuscripts, ensuring corrections/ additions/ alterations proposed by the Review Committee at various stages and for final release of good quality and error-free books.
 - (iii). That as evident from Para-7 of the Enquiry Committee regarding scrutiny of textbooks, he while posted as Subject Specialist in Khyber Pakhtunkhwa Textbook Board Peshawar has not performed his duties responsibly and honestly and thus due to his slackness and lethargy in his duties, large number of books with errors and omissions were printed and released.
2. For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Prof. Asmatullah Khan (PCS-EG-BS-20)
- ii. Saif-U-Rahman (BS-20)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY
26.12.2014.

Mr. Waqar Ahmad,
Assistant Specialist (16).

CHARGE SHEET

Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa /Controlling Authority, Khyber Pakhtunkhwa Textbook Board, as Competent Authority, hereby charge you, Mr. Faqir Muhammad Assistant now Deputy Secretary in Khyber Pakhtunkhwa Textbook Board, Peshawar, as follows:-

That you, while posted as Assistant in Khyber Pakhtunkhwa Textbook Board has committed the following irregularity:-

- (i). That you, while working as Assistant in the Textbook Board is held responsible for the lapse on your part that you did not process the receipts of the supply of defective books by the printers I time due to which its supply to districts could not be stopped.
- (ii). That you are also responsible for not processing the case for release or otherwise of the books in question for decision of the Board as recommended by the Subject Specialists and instead processing it for imposition of fine o the printers.

By reason of the above, you appear to be guilty of misconduct under Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have rendered yourself liable to all or any of the penalties specified in Rule-4 of the Rules ibid.

You are, therefore, required to submit your written defense within seven days of the receipt of this Charge Sheet to the inquiry officer/ inquiry committee, as the case may be.

Your written defense, if any, should reach the inquiry officer/ inquiry committee within specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

Intimate whether you desire to be heard in person.

A Statement of Allegations is enclosed.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014.

Mr. Faqir Muhammad,
Assistant now Deputy Secretary,
Khyber Pakhtunkhwa Textbook Board, Peshawar.

DISCIPLINARY ACTION

I, Pervez Khattak, Chief Minister, Khyber Pakhtunkhwa as Competent Authority, am of the opinion that Mr. Faqir Muhammad, Assistant now Deputy Secretary in Khyber Pakhtunkhwa Textbook Board, Peshawar, has rendered himself liable to be proceeded against, as he committed the following acts/ omissions, within the meaning of Rule-3 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011.

STATEMENT OF ALLEGATIONS

- (i). That he, while working as Assistant in the Textbook Board is held responsible for the lapse on his part that he did not process the receipts of the supply of defective books by the printers in time due to which its supply to districts could not be stopped.
- (ii). That he is also responsible for not processing the case for release or otherwise of the books in question for decision of the Board as recommended by the Subject Specialists and instead processing it for imposition of fine on the printers.

2. For the purpose of inquiry against the said accused with reference to the above allegations, an inquiry officer/ inquiry committee, consisting of the following, is constituted under Rule 10(1)(a) of the ibid Rules:

- i. Mr. Asmatullah Khan (PCS-EG-BS-20)
- ii. Saif-ur-Rehman (BS-20)
- iii. _____

3- The inquiry officer/ inquiry committee shall, in accordance with the provisions of the ibid Rules, provide reasonable opportunity of hearing to the accused, record its findings and make within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4- The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/ inquiry committee.

Pervez Khattak
(PERVEZ KHATTAK)
CHIEF MINISTER KHYBER PAKHTUNKHWA
COMPETENT AUTHORITY

26.12.2014

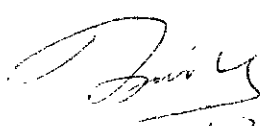
Mr. Faqir Muhammad,
Assistant now Deputy Secretary,
Khyber Pakhtunkhwa Textbook Board, Peshawar.

ASSISTANCE IN INQUIRY

Annex-IV
46

CHEMISTRY FOR CLASS – 9TH

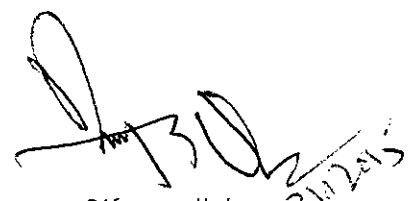
1. Page 43, The book is developed in the light of 2006 curriculum therefore the author has shown 109 elements in the periodic table. However, its number in 2012 has exceeded to 118. The newly discovered elements should be incorporated in the periodic table of new edition of Chemistry for Class – 9th.
2. Page 44, The notation of group may be corrected to IIIA- VIIIA from IV – VIII. The notations are already mentioned on the periodic table on each group.
3. Page 46, Atomic radius of Sodium (Na) is 1.35 on page 46 while on page 128, atomic radius of same element (Sodium) is 1.86 mentioned. Although the atomic radius of sodium is present in different sources with different values ranging from 1.51 to 1.88, so in new edition same values should be incorporated in all pages where needed.
4. Page ⁸⁵84, The actual date is 1985 instead of 1995. It should be incorporated in new edition as 1985. It may be a printing mistake.
5. Page 93, The correct composition of Bronze alloy is Copper and Tin instead of copper and Zinc (solid in solid solution). Though the examples given for explanation of solution of solid in solid is valid generally but the correct composition of BRONZE is copper and Tin.
6. Page 146, The atomic mas of vanadium is 50.94 rounded to 51 instead of 238. These are additional information in the end of the book for the teacher.



Neutral Subject Experts

Bashir Khan

SS(Cheistry) GTHSS , Gulbahar Peshawar



Rifaqatullah

SST, GCMHS No. 4 Peshawar Cantt

- Umar Fanoog SS also liable.

✓ Annex - V

V

TEXTBOOK BIOLOGY GRADE - IX

S#	Observations of the member of inquiry committee	Comment of the neutral subject expert.
1.	At page 9 Quranic versus caption are same font	Text is in the same font.
2.	At page 10 Abdul Malik Asmai pictures is not given	Picture does not matter if not available.
3.	At page 14 in para level of biological organization arrow indication is not shown	Arrow is shown and clear, but not to the end. <i>As. W. Khan</i>
4.	At page frog picture is not given	For representation of multicellular body figure of frog is not must.
5.	At the end of each chapter there is no division of SRQs and ERQs	Curriculum guide line 2006 reference is correct and there is no need of separation of SRQ and ERQ.
6.	At page 25 picture quality is not clear	Picture and detail is clear.
7.	At page 26 in world map malarial regions are not clearly shown	It is not a mistake teacher should present the area mentioned in a large map or globe.
8.	At page 29 culex or anopheles causes malaria	Text statement is correct and clear.
9.	At page 34 font size	Although readable but font size must be increased for clarity.
10.	At page 37 printing error	Quality is ^{not} so bad.

*

[Handwritten signature]

1111

2



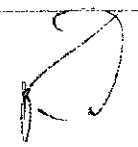
Annex - V

V

TEXTBOOK BIOLOGY GRADE - IX

S#	Observations of the member of inquiry committee	Comment of the neutral subject expert.
1.	At page 9 Quranic versus caption are same font	Text is in the same font.
2.	At page 10 Abdul Malik Asmai pictures is not given	Picture does not matter if not available.
3.	At page 14 in para level of biological organization arrow indication is not shown	Arrow is shown and clear, but not to the end. <i>As-ham</i>
4.	At page frog picture is not given	For representation of multicellular body figure of frog is not must.
5.	At the end of each chapter there is no division of SRQs and ERQs	Curriculum guide line 2006 reference is correct and there is no need of separation of SRQ and ERQ.
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8.	At page 29 culex or anopheles causes malaria	Text statement is correct and clear.
9.	At page 34 font size	Although readable but font size must be increased for clarity.
10.	At page 37 printing error	Quality is so bad.

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400

11.	At page 42 compare two and five system of classification (two kingdom names).	Comparision is given in para 3 rd and 4 th coreectly.
12.	At page 50 wild life conservation is not given in the curriculum	It is the part of curriculum document.
13.	Ate page 55 hunting	A.S.S is correct as overhunting is a major issue in biodiversity conservation.
14.	At page 56 markhor picture is ambiguous	Picture is clear.
15.	At page 64 SEM instead of Tem	<u>Yes</u> , already rectified in new edition.
16.	At page 67 diagram of prokaryotes	Observation of the enquiry member is not clear.
17.	At page 68 cell picture	Diagram is clear but labeling requires clarity which has been already done in the up coming edition.
18.	At page 70 picture structure and function	Clear
19.	At page 73 picture problem	Clear
20.	At page 75 parenthesis is required description of 70s	Correct
21.	At page 61 exocytosis and endocytosis	Exocytosis and endocytosis are atpage 81 and not on page 61.
22.	At page 78 facilitation diffusion is not explained	Clear box information explain facilitated diffusion.

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23.	At page 79 comparison of active and passive transport	Correct
24.	At page 88 picture name is not given	Clear and labeled diagram
25.	At page 93, 96 picture name is not given	Picture labeling at page 93 is not required and at page 96 they are given.
26.	At page 98 chromosomes must be shown at the exact location	Position/location is correct.
27.	At page 97 mitotic apparatus must be shown	Correct and shown on page 99.
28.	At page 102, 105 picture quality is not best	Printing problem and not an error.
29.	At page 107 chromosomal non disjunction is not match with the contents of the curriculum	It is separate topic which highlights the abnormalities if meiosis fails to operate normally.
30.	At page 108 picture quality is not good	Printing problem and not an error.
31.	At page 109 leaf name is not given	No need of giving name.

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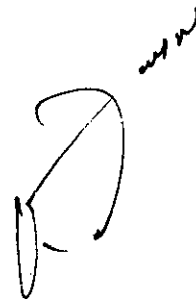
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2.2.2017

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32.	At page 115 fruit (toot siah) is not given	Given
33.	At page 122 labeled B and C	Clear
34.	At page 129-30 picture quality is not upto mark	Clear
35.	At page 132 factor effecting on the role of photosynthesis numbering is not given	Numbering or highlighting have the same significance.

- Different quality papers used.
- Quality of some pictures very poor.
- Labels of some pictures unreadable OR out of focus.



S. L. ...

Report of General Science 4th textbook

S#	Observations of the member of inquiry committee	Remarks
1	At Page 3 Ear picture be pasted on exact location while teeth picture be adjusted accordingly.	Text is enough to convey the concept of SLO and there is no difficulty for the student and teacher.
2.	At page 5 only arm picture is given and leg picture is not shown. Stomach, lungs, heart. diagrams scanned but without captions	No need of leg picture. Activity provides ample opportunity to the students for developing scientific skills.
3.	At page 7 what is doing the person; no description.	Description is not required.
4.	At page 10 read the Urdu sentences	Observation is not clear and precise
5.	At page 14 picture is scanned but without caption	A.S.S comment is correct.
6.	At page 16 ruler is shown in urdu version	Ruler was missing but rectified in the next edition.

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[Handwritten signature]

Report of General Science 4th textbook

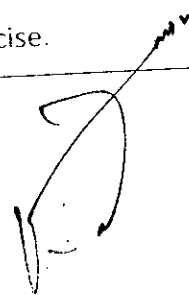
S#	Observations of the member of inquiry committee	Remarks
1	At Page 3 Ear picture be pasted on exact location while teeth picture be adjusted accordingly.	Text is enough to convey the concept of SLO and there is no difficulty for the student and teacher.
2.	At page 5 only arm picture is given and leg picture is not shown. Stomach, lungs, heart. diagrams scanned but without captions	No need of leg picture. Activity provides ample opportunity to the students for developing scientific skills.
3.	At page 7 what is doing the person; no description.	Description is not required.
4.	At page 10 read the Urdu sentences	Observation is not clear and precise
5.	At page 14 picture is scanned but without caption	A.S.S comment is correct.
6.	At page 16 ruler is shown in urdu version	Ruler was missing but rectified in the next edition.

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	but no ruler is shown in the English version	
7.	At page 18 only animal life cycle description is given	The content is develop as per Curriculum outline.
8.	At page 20 plant life cycle description is required .	The content is develop as per Curriculum outline
9	At page 22 read the urdu sentence	Observation is not clear and precise.
10.	At page 29 difference between balance and unbalanced diet is not clearly given	Difference is given.
11.	At page 22 read the urdu sentence	Observation is not clear and precise.
12.	At page 37,38 and 39 picture quality is not properly scanned due to sub standard paper quality.	Printing problem and not an error.
13.	At page 39 there is no description of the word decomposer	Already given in the text.
14.	At page 46 read the urdu sentence .	Observation is not clear and precise.

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S. L. Shah

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5/4

Report of General Science 5th textbook

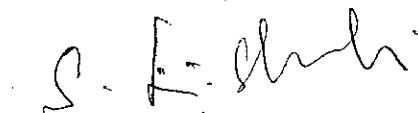
S#	Observations of the member of inquiry committee	Remarks
1.	At age 13 text position, tape, worm.	Observation is not clear and precise.
2.	At page 18 similarities and differences are not clearly shown.	Relevant text is present.
3.	At page 24 viral infection specific names of host not given.	Host name is not required.



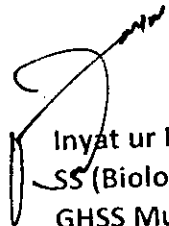
S. L. Shukla

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11.	Page 41. Hypogeal and epegal is not clearly explained.	Text supporting the said topic is explained at length at page 42.
12.	Page 44, 49, 50 54 62, 63, 81, 82, 83, 85, 87, pictures names are not given.	Most of them are either part of activities or either their names are mentioned in the text.



Syed Latif Shah
SS (Biology)
GHS No4, Peshawar City




Inyat ur Rehman
SS (Biology)
GHSS Musazai Peshawar City

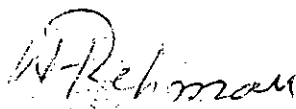
Report of Physics 9th

- (1). At page 12 the caption of Fig 1.2 (b) which must be added for its complete explanation. In this Figure the zero is to the left of vernier scale. Which is not an error but it is suggestion for the improvement of textbook Physics 9th.
- (2). The table of content of both the urdu and English versions of Physics was found same.
- (3). Some of the diagrams were not clearly visible which should be made visible by improving its print quality. Although few of the diagrams were already replaced by suitable one as suggested by review committee.

Subject Expert 1.


SST (Physics/ Math)
GHSS NO.1 Peshawar city 1

Subject Expert 2.


Wasi Ur Rehman SS (Physics)
GHSS Musazai Peshawar

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Report of General Science 4th (E) Physics portion

At page 95 the method of magnetizing and demagnetizing material is found complete in line with the curriculum 2006 contents.

Report of Science 5th (E) Physics portion

1. At page 81, 82, 83, 85, 87, & 88 the names of pictures are not given but it is not necessary to give name to every picture of the textbook Since their names are mentioned in the paragraph. These suggestions are already incorporated in the printed textbook. *Names not visible.*
2. Same is the case for pages 89, 97 & 111.
3. At page 110 the ON and OFF in picture is indicated by push button.

Subject Expert 1.

Sanaullah
Sanaullah SST (Physics/ Math)
GHSS NO.1 Peshawar city 1

Subject Expert 2.

W-Rehman
Wasi Ur Rehman SS (Physics)
GHSS Musazai Peshawar

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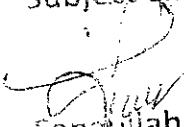
Report of Science 6th (E) Physics portion

1. At page 84 & 88 although the picture names are not given along with the picture however it is mentioned/ explained in the text.
2. At page 95 the Fig No. 9.1 & 9.2 are not referred in the paragraph but it is not necessary to give its number in the text. But for the improvement of text book it must be referred in the paragraph.
3. Similarly, at page 102 Fig No. 9.12 is not referred in the paragraph but it is not necessary to give its number in the text. But for the improvement of text book it must be referred in the paragraph.
4. At page 106, Fig 10.1 rays are explained in the text.
5. At page 112 periscope is mentioned and explained in the text.


Conclusion:

The textbooks of physics 9th, General Science 4th, General Science 5th and General Science 6th are completely found in line with curriculum 2006. There is no major error found in these textbooks. For the improvement of good and proper it is necessary that before printing a new textbook feed-back may be collected from the schools and colleges. In the light of their feed-back/ suggestion new textbooks may be printed. This will make the textbooks student friendly and error free.

Subject Expert 1.


Sanaulah SST (Physics/ Math)
GHSS NO.1 Peshawar city 1

Subject Expert 2.


Wasi Ur Rehman SS (Physics)
GHSS Musazai Peshawar

بخدمت جناب عصمت اللہ خان صاحب، انکوائری آفیسر

بخدمت جناب سیف الرحمان صاحب، انکوائری آفیسر

عنوان: چارج شیٹ

جناب عالی! بحوالہ چارٹ شیٹ بتاریخ 26 دسمبر 2014۔ مجھ پر جو الزامات عائد کیے گئے ہیں، ذیل میں ان کی وضاحت کی جاتی ہے۔

الزام نمبر 1:

مروجہ طریق کار کے مطابق E&P برانچ کتاب تب ریلیز کے لیے پیش کرتا ہے جب اسی کتاب کی تمام سپلائی رسیدات برانچ میں موصول ہو جاتی ہے۔ اگر کتاب ٹیکسٹ بک ایگزامینر (TBE) اور ماہر مضمون ہر لحاظ سے ٹھیک پاتا ہے تو ریلیز آرڈر ممبر صاحب کی وساطت سے موصول ہوتے ہی برانچ اسی وقت سیز ونگ کو جاری کر دیتا ہے۔ اس کے برعکس اگر کسی کتاب میں TBE یا متعلقہ ماہر مضمون کسی قسم کے نقص کی نشاندہی کرے تو برانچ پہلے اس پرائیمریمنٹ کے مطابق جرمانہ تجویز کر کے منظوری کے لیے جناب چیئر مین صاحب کو بھیجتا ہے۔ جرمانے کی منظوری کے بعد برانچ اس کتاب کا ریلیز آرڈر سیز ونگ کو جاری کرتا ہے۔ اسی طرح برانچ نے تمام کتاب کے ریلیز آرڈرز ضروری کارروائی کے بعد بروقت جاری کیے ہیں۔ اگر اس مروجہ طریق کار میں کوئی کمی یا خامی پائی جاتی ہے تو اس کو دور کرنا افسران بالا کا کام ہے۔ کتاب میں فنی خرابی کی نشاندہی TBE کرتا ہے جبکہ متن میں اغلاط کی نشاندہی کا کام متعلقہ ماہر مضمون کی ذمہ داری ہوتی ہے۔ برانچ صرف ان کی دی ہوئی احکامات کی روشنی میں ضروری کارروائی کرتی ہے۔ یہاں پر اس بات کا ذکر کرنا ضروری ہے کہ کسی بھی فائل پر متعلقہ حکام کی طرف سے یہ ہدایات جاری نہیں ہوئیں کہ کتاب کو ریلیز نہ کیا جائے یا اس کی سپلائی روک دی جائے ورنہ برانچ انہی ہدایات کی روشنی میں سیز ونگ کو صورت حال سے بروقت آگاہ کر دیتی یعنی تمام کتب متعلقہ حکام کی طرف سے ریلیز شدہ تھی۔ ماسوائے ایک کتاب ریاضی (اردو) جماعت نہم (ایڈمن پرنٹرز) جس پر متعلقہ ماہر مضمون کی یہ رائے تھی کہ میں اسی حالت میں کتاب کو ریلیز نہیں کر سکتا۔ لہذا بورڈ اس کے بارے میں فیصلہ صادر فرمائے۔ خدا جانے ان کتب میں کون سی فنی یا متن کی خامیاں تھیں جن کی نشاندہی طلباء و اساتذہ نے کی تھیں اور گورنمنٹ کی طرف سے بورڈ کو موصول ہوئی ہیں۔ ویسے میری ناقص رائے کے مطابق اگر اس مرحلے پر جب ایک کتاب پوری طرح پرنٹ ہو کر سٹاک آجائے اس کی سپلائی روکنا کسی خطرے سے باہر نہیں کیونکہ پھر اسی کتاب کی کم وقت میں دوبارہ چھپائی یا سپلائی کی بجالی بھی ناممکن ہو جاتی ہے اور نہ اتنی بڑی تعداد کو دوی میں پھینکا جاسکتا ہے۔ صرف تصور وار پرنٹریا اہلکار کے خلاف قانون کے مطابق ضروری کارروائی عمل میں لائی جاتی ہے۔ یہ بھی سننے میں آیا ہے کہ سیز نیجر صاحب نے گورنمنٹ کی بروقت سپلائی کے پیش نظر جناب چیئر مین صاحب سے تمام کتب کی رسمی ریلیز اور سپلائی کی اجازت پہلے سے لی ہوئی تھی کیونکہ بعض کتب کی سٹاک کی سپلائی ریلیز آرڈر جاری ہونے سے پہلی کی گئی تھی۔ اس میں کتنی حقیقت ہے معلوم نہیں۔

کتاب ریاضی (ادو) جماعت نہم (ایڈمن پرنٹرز) کے متعلق عرض ہے کہ جب اس کتاب کی فائل ریلیز سے واپس
 برائچ میں آئی تو میں نے متعلقہ ماہر مضمون کی رائے ریلیز پروفارمے پر پڑھ لی جس میں لکھا تھا کہ "اس کتاب کو اسی حالت
 میں ریلیز نہیں کر سکتا۔ لہذا بورڈ اس کے بارے میں کوئی موزوں فیصلہ صادر فرمائے"۔ اسی وقت میں نے فائل سٹیٹ اور
 ڈپٹی سیکرٹری (E&P) کے پاس لے گیا۔ ان کو ماہر مضمون کی رائے دکھائی تو انھوں نے اسی وقت فون پر سیکرٹری صاحب
 سے رابطہ کیا کہ مذکورہ کتاب کی سٹاک کی پوزیشن کیا ہے؟ جس پر انھوں نے جواب میں کہا کہ کتاب کا سٹاک پتے کے
 سپلائی ہو چکا ہے۔ اس پر ڈپٹی سیکرٹری صاحب نے فائل مجھے واپس دے دی کہ چونکہ کتاب کی سپلائی ہو چکی ہے۔ اس لیے
 بورڈ سے اس کے متعلق فیصلہ لینا بے کار ہے۔ فائل پر جرمانہ تجویز کر کے منظوری کے لیے پیش کیا جائے۔ لہذا فائل پر فیصلہ
 بک ایگزیمینر سے ضروری ہدایات لینے کے بعد میں نے حسب حکم کتاب کی گم بائنڈنگ اور ناقص چھپائی پر مبلغ - 19,000
 روپے تجویز کر کے فائل جرمانے کی منظوری کے لیے آگے بھیج دی۔

3۔ میں ذاتی طور پر انکوائری کمیٹی کے سامنے پیش ہونا چاہتا ہے:

جناب والا! برائچ میں سٹاف کی کمی اور سپرنٹنڈنٹ صاحب کی عین وقت پر بیمار ہونے کی وجہ سے مجھے کام کو بروقت
 مکمل کرنے کے لیے کافی مشکلات سے دوچار ہونا پڑا۔ تقریباً 180 کتب کے مسودات، پروف، اور قیمتیں مقرر کرنے کے
 علاوہ برائچ کے دیگر امور بھی سرانجام دینے تھے، جو میرے لیے کافی مشکل تھے لیکن اللہ تعالیٰ نے ہمت دی۔ دن رات
 محنت کرنے اور دفتر میں لیٹ آور تک کام کرنے کے بعد میں نے یہ تمام امور بروقت نمٹانے کی کوشش کی اور کسی کو شکایت
 کا موقع نہیں دیا۔ بورڈ کو چاہیے تھا کہ مجھے اس کے بدلے کوئی صلہ یا انعام دیتا لیکن اس کے برعکس مجھے رسوائی اور پریشانی کا
 سامنا کرنا پڑا۔

یہ چند حقائق آپ کے سامنے پیش کرتا ہوں اور پُر امید ہوں کہ اگر ان تمام مشکل امور کی انجام دہی میں مجھ سے کہیں کوئی
 کوتاہی رہ بھی گئی ہے تو اس کی معافی چاہتا ہوں اور ملتمس ہوں کہ آپ میری اس بے جا اور غلط چارج شیٹ کو ختم کرنے کے
 احکامات صادر فرما کر ممنون فرمائیں گے۔

فقیر محمد

سینوگرافر (E&P) / ذاتی معاون برائے چیئرمین
 خیر پختونخوا ٹیکسٹ بک بورڈ پشاور

مورخہ 19 جنوری 2015

ممبر پارلیمینٹ
 15/1/2015

✓ Annex - VIII

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VIII

To.

Mr. Asmatullah Khan,
D.G Prosecution,
Govt. of Khyber Pakhtunkhwa,
Peshawar.

SUBJECT: (i) TEXTBUAL DISCREPANCIES AND ERRORS IN TEXTBOOKS DEVELOPED UNDER THE NATIONAL CURRICULUM-2006.
(ii) INITIATION OF DISCIPLINARY ACTION.

Respected Sir,

Kind reference to letter No. SO(B/T) E&SE/8-5/2014/NCD, dated 01-01-2015 from Section Officer (Board/TRG), E&SE Department, Khyber Pakhtunkhwa and statement of allegation received on 21-01-2015, the necessary reply of the allegations raised against the undersigned is annexed herewith for perusal and record with the request that I may be heard in person on the date & time best suited and convenient to your goodself, please.

Yours obediently,

23-1-15
(Muhammad Iqbal)
Sales Manager,
Khyber Pakhtunkhwa Textbook Board,
Peshawar

Copies to:

1. Mr. Saif-ur-Rehman, Principal, GHSS No.1, Nowshehra Cantt.
2. Secretary (Local).
3. Section Officer (B/T), Govt. of Khyber Pakhtunkhwa, Elementary & Secondary Education Department, Peshawar.

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**STATEMENT SHOWING THE ALLEGATIONS RAISED
AND ITS REPLIES**

S.No	Allegation Raised	Reply
	<p>That you while working as Sales Manager are held responsible for the lapse that the books of mathematics for Class 9th were supplied to the Govt. without having been recommended by the Subject Specialist for release due to defective printing, cutting and binding.</p>	<p>Ref to allegation on the undersigned that textbook Maths (U) 9th was supplied to provincial government without having been recommended by the Subject Specialist and Textbook Examiner. In this regard it is stated that according to "settled rules", on receipt of any textbook a copy of stock receipt invoice is sent to the concerned branch i.e Editorial & Production (E&P). In the instant case the first lot of 16,640/- copies of textbook Maths (U) 9th received on 28-01-2011 vide receipt No: 196 was sent to concerned branch on the same date for further necessary action at their end, i.e release etc (copy of stock receipt invoices and acknowledgment of stock by concerned branch are annexed at flag-A). The competent authority of the Board has already approved the issuance of stock to provincial government without waiting for formal release order due to approved provincial government transportation schedule of supply of textbooks so as to avoid the following:</p> <ul style="list-style-type: none"> (i) To ensure timely availability of Textbooks to all students of Provincial government schools. (ii) To avoid the burden on government ex-checker for payment of extra transportation charges. (iii) To avoid hue and cry both in electronic and print media. (iv) To avoid going into litigation. (copies of relevant papers attached at flag-B). <p>It is further added that the release of Textbooks is not the assigned duty of Sales Manager (duty roster is attached at flag -C) it is also worth mentioning that the Govt. supply schedule commenced from 1st Feb. 2012 (copy at flag.-D) and closed on 29-03-2012 while the book in question was declared defective in gum binding and printing on 21-04-2012 when the Govt. supply was completed. It is also added that according to</p>

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		agreement signed with the printers, a Textbook is not withheld from release for defective cutting, printing and gum binding etc but only fine is imposed on the printer for the afore mentioned shortcomings. Furthermore, the Text Book Examiner has only recommended 1000/- copies of Maths (U) 9 th as defective in gum binding and printing (copy attached at Flag-E) on which Board has imposed fine as per relevant clause of the agreement executed between Board and printers. (copy of the agreement attached at Flag-F)
2.	That you also supplied other books unilaterally to Govt. without proper release order by the E&P Wing of the Board and by violating the settled rules & regulations, you exceeded your authority illegally and unlawfully without any cogent reason.	As already replied above that release of Textbooks to provincial government without formal release order is already approved by the competent authority of the Board, so as to ensure complete supply of all demanded Textbooks to provincial government schools as per distribution schedule for transportation of Textbooks duly approved by the controlling authority of the KP Textbook Board. In view of the foregoing, it is quite clear that supply of books to the government in time was made in good faith and in the interest of the students. In case the book(s) had not been supplied in time, the students would have suffered a lot, whereas the end result of withholding of the book would have been imposition of fine on the printer and the same book would have been supplied to students but at a very belated stage after the wastage of precious time of the students.
3.	Intimate whether you desire to be heard in person.	I request for personal hearing so as to explain the facts to your good self.

(Muhammad Iqbal)

SALES MANAGER
Khyber Pakhtunkhwa Textbook Board
Peshawar

KHYBER PAKHTUNKHWA TEXTBOOK BOARD
HAYATABAD, PESHAWAR

No. 196

RECEIPT

Date: 28/11/12

65-

Received the following stock of textbooks

From M/s. Adman's Printers

Through

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
	Maths (U)	9th		= 16,640
	2012-13 Dino			
	from Govt.			= 16,640

Remarks: Above stock is found

COUNTERSIGNED
SALES MANAGER

STOREKEEPER

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KHYBER PAKHTUNKHWA TEXTBOOK BOARD PESHAWAR

Dated: 31/3/2012

OFFICE ORDER

The Competent Authority, Khyber Pakhtunkhwa Textbook Board has ordered that the words "Condition" or "Conditionally" may not be written while making recommendations for release of textbooks in future.

The file bears the aforesaid words for the Current Year may be treated as omitted/cancelled.

The Competent Authority has further been pleased to order that the books which have not been released upto 31st March, 2012 may be treated as released for General

Deputy Secretary (E&P)

Enlist No. E&P/ 1554-74

Dated: 31/3/2012

Copies forwarded to:

1. Member (E&P)
2. The SS (Eng)
3. The Consultant (Maths)
4. The SS (Pashto)
5. The SS (Urdu)
6. The SS (Social Sciences)
7. The SS (Sciences)
8. The ASS (Biology)
9. The ASS (Geography)
10. The ASS (Physics)
11. The CAO
12. The RAD
13. The Files Manager
14. The Textbook Examiner
15. The Proofreader (Islamiat)
16. PS to Chairman

Mehrez Khan
31/3/12
Deputy Secretary (E&P)

SUPPLY/SALE OF TEXTBOOKS WITHOUT RELEASE TO PROVINCIAL GOVERNMENT DURING ACADEMIC YEAR 2011-12.

Reference is drawn to the subject cited above and to record that supply of textbooks to Provincial Government for the academic year 2011-12 will be commenced on 15/11/2011 and Provincial Government total demanded items are 231, out of which only 191 items have been released by the L&P branch so far leaving 40 items without release. It is requested to record that only three days are left for the start of free supply of Textbooks.

It is, therefore, suggested that W.Chairman may be approached to record approval for the provisional/conditional release order for the unreleased items for onwards supply to Provincial Government on the risk and responsibility of concerned Subject Specialist and Textbook Examiner (as the final print order has already been issued to the printers by the concerned Subject Specialist) in interest of the house so that Provincial Government supply schedule may not suffer.

Submitted for perusal and further necessary action please.

[Signature]
18/11/11

M/S/L Ref. Para 1-2 above.

As most of the subject specialists are unavailable, so no proper procedure of release may be adopted before issuance of a letter to the Provincial Government, hence if agreed, the contents of above proposed forms, as suggested by the Sales Manager may be approved, as proposed.

[Signature]
18/11/2011

Chairman

[Signature]
18/11/11

All S.S. are requested to remain present on 20/11/2011 morning 7 for release of books in accordance with proposed form. For signature. 18/11/11
W. P. O.

69 FILE C

**FUNCTIONS & DUTIES OF THE OFFICERS/OFFICIALS/OF THE
KPK TEXTBOOK BOARD, PESHAWAR**

1. **CHAIRMAN**

Chief Executive Officer of the Board

2. **MEMBER, PAPER, SALES & PRODUCTION**

1. To overall supervision of PSP Branch and Sales Wing.
2. Procurement of books and availability of non-develop textbooks.
3. Recommendation for allocation and number of copies to be published.
4. Procurement of paper, paper distribution for textbooks and distribution of textbooks.
5. Allocation and permission for printing additional copies.
6. Prices in consultation with Editorial & Procurement Branch and Chief Accounts Officer etc.
(Books published through publishers)
7. Other functions as per Ordinance and duties as assigned by the Board/ Chairman.

3. **MEMBER, EDITORIAL & PRODUCTION**

1. To overall the functions of the Editorial & Procurement Branch.
2. All the functions for publication/production of textbooks printed through printers as Board's own publication and published/printed under new textbook policy.
3. To recommend names of authors, Reviewers, editors and translator etc.
4. To plans research projects, seminars, workshops and preparation of all sorts of reading material as per ordinance.
5. To procure manuscripts and to recommend payments to authors, reviewers, editors, etc.
6. To recommend release of textbooks.
7. To ensure that curriculum is reflected in the textbooks.
8. Allocation of books to printers.
9. To check piracy & over printing of textbooks.
10. Timely availability of textbooks as per schedule/target date.
11. To keep a vigilant eye on work & presence of Subject Specialists.
12. To plan and supervise the activities of the Research & Statistic cell.
13. Other functions as per ordinance and duties assigned by the Board/Chairman.

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SECRETARY

- The Secretary, subject to the control of the Chairman, is incharge of the administrative sector of the Board and issues the orders and decision of the Board and the Chairman for implementation.
- 2. The Secretary ensures that the funds of the Board are spent on the purpose for which they are provided in the budget.
- 3. The Secretary prepares and submits to the Board for approval the annual statement of accounts and budget estimates.
- 4. All meetings of the Board, the Advisory Council and the Committees are convened by the Secretary under the direction of the Chairman. Agenda for a meeting of the Board, the Advisory Council and Finance Committee are prepared by the Secretary under directions of the Chairman.
- 5. The Secretary records the minutes and maintains the records of the proceedings of the Board, the Advisory Council and the Finance Committees.
- 6. The Secretary conducts the official correspondence of the Board under the authority of the Chairman.
- 7. All cases are routed through the Secretary for submission to the Chairman/Board.
- 8. Any other duty assigned by Chairman/Board.

6. SUBJECT SPECIALISTS

- 1. To assist Member (Editorial & Procurement) in the performance of his functions and the give technical advice to him with regard to their subjects.
- 2. Inter-pretation of curriculum and preparation of guidelines for authors.
- 3. Identification of suitable authors/reviewers and editors.
- 4. Facilitate and guide the authors/editors.
- 5. Review the manuscripts.
- 6. Pre-testing of manuscripts.
- 7. Internal editing.
- 8. Submission of manuscripts to National Review Committee.
- 9. Carry out/get carried out the instructions of National Review Committee.
- 10. Technical lay out/editing of manuscripts.
- 11. Specifications for printing.
- 12. Supervision of printing and timely availability.
- 13. Evaluation of textbooks.

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CHIEF ACCOUNTS & AUDIT OFFICER

1. As per Ordinance's schedule (section-24) 5(1) the Board shall appoint a whole-time officer as Internal Auditor or Accounts Officer for the purpose of checking the bills to be paid from the fund of the Board and maintaining accounts. No expenditure shall be made from the funds of the Board unless the bill for its payment has been checked by the Internal Auditor in conformity with the provision of this Ordinance, Regulation and Rules made there under.

8. ACCOUNTS OFFICER

2. To assist the Chief Accounts Officer in maintenance of accounts matters.

9. DEPUTY SECRETARY (PSP)

1. Supervision & coordination of the wing.
2. Correspondence with publishers.
3. Reports on the performance of publishers.
4. Stock position of books.
5. Verification/registration of publishers.
6. Proposals for allocation to publishers.
7. Implementation of allocations approved by the Board (Agreements/royalties/securities).
8. Clearance to Editorial & Procurement Wing for insurance of manuscripts.
9. Assessment and insurance of paper for publication of textbooks.
10. Printing progress report.
11. Paper position, its demands and account etc.
12. Pricing of textbooks.
13. Recommendations for release of textbooks for sales.
14. Supervision of sales cell i.e. checking of record, safety of books and to ensure smooth supply of books to each place of the province.
15. Arrangement for physical verification of textbooks stock.
16. Recovery of final dues from publishers.
17. Check on over-printing and piracy.
18. Liaison with other wings.

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10. DEPUTY SECRETARY (E&P)

1. Supervision of the Branch.
2. Correspondence with authors, reviewers, proofreaders, printers and to persue the work as assigned to them.
3. Implementation of Board's decisions regarding allocation of textbooks to printings, to obtain specifications from concerned subject specialists and final approval from the Member, and record of manuscripts.
4. To ensure record of distribution of proofs to proofreaders and return thereof, and to submit daily progress report.
5. Issuance of print orders after approval.
6. To get views of the academic staff in connection with release of textbooks.
7. To obtain views of subject specialist on the dummies regarding contents.
8. To inform production, sales and paper branch with regard to printing position of publishers in connection with proofs.
9. Preparation of bills of authors etc. as per (2) above.
10. Liaison with other wings.
11. Proposals for allocation to printers.
12. Preparation of printing bills of printers.
13. Stock position of books of printers.
14. Recommendation of printing materials and its safe custody.
15. Registration of printers.
16. Implementation of allocations as approved by the Board.
17. Recommendation for release of books for sale.
18. To check the over printing and piracy.

11. SALES MANAGER

1. Supervision of the Sales Branch under direction of Member PSP, through Deputy Secretary(PSP).
2. Submission of stock position report to the Deputy Secretary (PSP) and recommendations for additional demand.
3. To supervise receipt and supply of textbooks and ensure proper storage, and maintenance of proper record thereof.
4. Supervision of performance of the Sale Agents.

Handwritten initials and "DMS-C" in the top right corner.

- 5. Submission of deposit sheets of daily sale.
- 6. Any other duty assigned to him by the Member (PSP), Chairman/Board in connection with Board's own publications.

12. LIBRARIAN

- 1. All matters/fields/records/books/periodicals/equipment etc. pertaining to the library.
- 2. Bills etc pertaining to above.

13. SUPERINTENDENT

- 1. Overall administration/supervision of the concerned Branch.

14. TEXTBOOK EXAMINER

- 1. Market survey in connection with shortage, piracy, over printing and unauthorized printing and reports thereof.
- 2. Weekly printing reports of printers/publishers as to their progress in the printing session.
- 3. Physical verification and stock checking report of the work accomplished by printers/publishers.
- 4. Collection of printing material and liaison with Deputy Secretary Editorial & Procurement Branch of the Board.
- 5. To dismantle printing material under instructions of Deputy Secretary, Editorial & Procurement Branch and Senior Subject Specialist.
- 6. Collection of specimen copies from publishers at the time of stock checking.
- 7. Inspection of printing presses to ensure the implementation of relevant clauses of the agreement mentioning schedule, quality, quantity and subletting etc.
- 8. Coordination and liaison with PSP (Paper Cell, Sales Depot), printers/publishers for expeditions printing/supply of textbooks and remove the bottle-necks, if any, on personal level.
- 9. Liaison with educational institution in connection with teaching of authorized textbooks.
- 10. Market survey to see that the sale agents follow the terms of agreement in connection with the sales of books.

15. ACCOUNTANT

- 1. Posting of accounts in ledgers/books and compilation of accounts on the basis of double entry system.
- 2. Preparation and checking of bills.
- 3. To work as primary auditors, and check all related records.

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16. PRIVATE SECRETARY TO THE CHAIRMAN

1. To keep record of all letters and files submitted to the Chairman.
2. To monitor telephone calls and visitors to the Chairman.
3. To scrutinize the files submitted to the Chairman.
4. To make necessary arrangements for entertainment of guests at the official meetings.
5. To make arrangements for official tours of the Chairman.

17. PROOFREADER

1. Proofreading of the assigned subjects/books.
2. Final checking of the work of external proofreading
3. Checking of the assigned books before release/approval.
4. Preparation of additional manuscripts.

To

The Inquiry Officer
DG Prosecution,
Govt. of Khyber Pakhtunkhwa, Peshawar

Subject: **i. TEXTUAL DISCREPANCIES AND ERRORS IN TEXTBOOKS
DEVELOPED UNDER THE CURRICULUM 2006**
ii. INITIATION OF DISCIPLINARY ACTION

Sir,

Please refer to the subject noted above and it is to state that I am thankful that you have given me a chance to defend myself against the statements of allegations. I also request you that I may be given a chance to be heard in person.

Para i. Not Admitted

While working as ASS Biology I have always performed my duties to the best of my abilities and satisfaction of my superiors, a fact which is evident from my service record. As far as devotion and diligence are concerned what can be more significant than this fact that I even worked with full zeal and commitment without pay for 10 months. The pay was stopped due to some unfair audit observations and this was the period during which I worked on all the books (General science and Biology) under scrutiny. It took 10 months after which my pay was released. Sir you being Govt Servant yourself can feel the agony and depression a salaried person has to pass through when he is solely responsible for running a family. Anyhow I took this situation as a challenge and worked against all odds and worked hard with my full potential to ensure that the books are perfect in all respects. So I strongly deny the allegations/charges in para i.

Para i. Not Admitted

Sir Textbook development is teamwork effort and there are lots of people who are involved in the materialization of curriculum into textbooks. As a representative of textbook Board I was part of this process which was shared by authors and reviewers. I as per my job description ensured that all the recommendations and suggestions of Provincial Review Committee, National Review Committee and Select Committee Meeting are incorporated.

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The issuance of NOC by the Curriculum Wing, Ministry of Education Islamabad is clear evidence that all the recommendations and suggestions proposed were incorporated, so allegations pin pointed in the para ii are not true.

Para iii. Not Admitted

As far as the observations by the honourable member of Enquiry Committee Mr. Rehman Gul Subject Specialist Govt Higher Secondary School No 2, Peshawar Cantt are concerned, need your attention. After thorough examination detailed comments page wise for each of the presumed error are being attached with this prayer. Overall the observations are mainly suggestions and majority of those observations shows that Mr. Gul was not fully aware of the intricate details regarding the Curriculum 2006 and its spirit apart from the limitation of printing facilities available to the Textbook Board.

Sir, the development and maintenance of a useful textbook can be an open and collaborative process. It requires useful and productive feedback from its different stake holders. I personally believe that constructive criticism and positive approaches for the improvement of textbooks is a never ending process and in my personal capacity I always collect feedback and incorporate valid and logical suggestions in the new editions of textbooks produced by Textbook Board.

Prayer

Respected sir, keeping in view my humble submission I hope you will kindly consider my plea and exonerate me from the charges.

Thanking you in anticipation.

You Faithfully



Waqar Ahmed

A.S.S (Biology)
Khyber Pakhtunkhwa
Textbook Board, Peshawar

Dated: 19th Jan, 2015

Annex - IX

TEXTBOOK BIOLOGY GRADE - IX

S#	Observations of the member of inquiry committee	Comment	Remarks
1.	At page 9 Quranic versus caption are not in same font	All caption are in the same font i.e. times new roman	
2.	At page 10 Abdul Malik Asmai pictures is not given	Asmai picture was not a compulsion main SLO was about the contribution of some of the great scientists of Muslim history. A part for this authentic picture of Asmai was not available and to paste wrong picture is better not give in the first place.	
3.	At page 14 in para level of biological organization arrow indication is not shown	Arrow is shown and is quite clearly shown.	
4.	At page frog picture is not given	No need to give frog diagram for two sentence text detail.	
5.	At the end of each chapter there is no division of SRQs and ERQs	As per curriculum 2006 guidelines examination are to be curriculum based and students need to practice and understand the difference between state, list, describe, etc. so students should develop an understanding that language of SRQs and ERQs need to be seriously taken and appropriate response may be framed according to the requirement of the questions. So intentionally all SRQs and ERQs are not separated.	
6.	At page 25 picture quality is not clear	It quite clear and one can check the picture.	
7.	At page 26 in world map malarial regions are not clearly shown	Students were provided an information regarding the potential areas in the world of malaria disease. These areas are shown in red colour. This simple observation is enough to sensitize the students that malaria is a disease of tropics and the whole information is	

		quite clear and offers a change for the student to think and draw and refine his science skills.	
8.	At page 29 culex or anopheles causes malaria	If someone thoroughly learn the whole text than it is quite clear	
9.	At page 34 font size	Font size although small but still readable and error free.	
10.	At page 37 printing error	Printing quality may change and is different in different books.	
11.	At page 42 compare two and five system of classification (two kingdom names.	Two kingdom name given in the third paragraph page 42.	
12.	At page 50 wild life conservation is not given in the curriculum	It is part of the curriculum page 28 biology curriculum document.	
13.	At page 55 hunting	Observation is not clear and precise. Hunting as one of the issue in conservation of biodiversity.	
14.	At page 56 markhor picture is ambiguous	Markhor is quite clear at the same. Some other picture may be added.	
15.	At page 64 SEM instead of Tem	SEM is written instead of TEM but at the same this is an abbreviations and its full name is correctly written.	
16.	At page 67 diagram of prokaryotes	Diagram is clear and new tend of showing 3D view which is at par with the international standard.	
17.	At page 68 cell picture	Same comments as in for S.No. 16	
18.	At page 70 picture structure and function	Same comments as in for S.No. 16	
19.	At page 73 picture problem	Picture is clear labels are bit small but as per principle of design and layout these has to be relative according to the size of the diagram.	
20.	At page 75 parenthesis is required description of 70s	Description of 70s has been given at page 73 along with the concerned text.	

21.	At page 61 exocytosis and endocytosis	No such term on page 61.	
22.	At page 78 facilitation diffusion is not explained	Please see the box information on page 78. it is clearly defined and explained	
23.	At page 79 comparison of active and passive transport	Description has been limited as per SLO and the same topic is dealt with more detail in the last chapter of this book.	
24.	At page 88 picture name is not given	Fig: 4.2 Different types of human tissues, parts of the diagram are also labeled.	
25.	At page 93, 96 picture name is not given	At title pages pictures are not labeled. At page 96 picture name is written (Fig:5.1)	
26.	At page 98 chromosomes must be shown at the exact location	They are at their exact position.	
27.	At page 97 mitotic apparatus must be shown	At page 98 and 99 it is explained and shown.	
28.	At page 102, 105 picture quality is not best	We can just recommend that printers should be asked to buy new and more accurate printing machinery.	
29.	At page 107 chromosomal non disjunction is not match with the contents of the curriculum	It is part of the significance of meiosis and anybody who know biology understand that it is significant process and that why it has been retained by the PRC, NRC, select Committee members before the issuance of NOC.	

30.	At page 108 picture quality is not good	Same comment as in for S.No 28	
31.	At page 109 leaf name is not given	Leaf name was not required only the disorder was to be highlighted as it is a general problem in most of the plants.	
32.	At page 115 fruit (toot siah) is not given	Toot siah is shown in black colour at page 115 in the box information	
33.	At page 122 labeled B and C	At page 122 all A,B,C are clearly labeled.	
34.	At page 129-30 picture quality is not upto mark	3D view of Chloroplast molecule and light spectrum with detail labeling for reference and both are diagrams are supported by relevant text.	
35.	At page 132 factor effecting on the role of photosynthesis numbering is not given	In textbook sometime text is highlighted if it is in the form of sentence so the same pattern has been followed.	

Respected sir, textbook development process is highly technical activity which involves a team of authors, editors and reviewers. Any textbook which is marketed has already gone through a series of reviews and scrutiny process where everyone who is involved tries his/ her level best to present error free textbook. However, space for improvement is always there and no one can claim to be perfect in all respects. Textbooks are constantly monitored and updated keeping in view the feedback that is collected through different methods.

Report of General Science 4th textbook

S#	Observations of the member of inquiry committee	Comments	Remarks
1	At Page 3 Ear picture be pasted on exact location while teeth picture be adjusted accordingly.	In English version teeth are placed right in front of text, however in urdu version due to limitation in layout and design of the page it was not possible to adjust the picture in front of the text. At the same it is present right above the concerned text and it offers no difficulties as such to students and teachers who already know how teeth look like.	
2.	At page 5 only arm picture is given and leg picture is not shown. Stomach, lungs, heart. diagrams scanned but without captions	Here in the activity students are to test their skills for recording and analyzing data. The arm picture is given just to refer how the students are going to take measurement and there is no need to give the leg picture this thing has not been suggested by the Reviews committee meetings. As for captions for figures are concerned it is a regular practice and this is intentionally done in textbooks at the primary level because this thing invokes thought process in the student and also gives him/her an opportunity to develop observation skills.	
3.	At page 7 what is doing the person; no description.	Same reason as in S.No 2 Comments.	
4.	At page 10 read the Urdu sentences		Observation is not clear and precise

5.	At page 14 picture is scanned but without caption	Same comment as in S.No 2 Comments.	
6.	At page 16 ruler is shown in urdu version but no ruler is shown in the English version	Same picture was provided for both urdu and English version but for some reason it was not	urdu and English version but due to
7.	At page 18 only animal life cycle description is given	The content is develop as per Curriculum outline and the board has no authority to add a topic on its own. So here only life cycle of animal was required, For further reference please refer to the curriculum document for G. Science 4.	
8.	At page 20 plant life cycle description is required .	Same comment as in S.No: 8.	
9.	At page 22 read the urdu sentence	Observation is not clear and precise.	
10.	At page 29 difference between balance and unbalanced diet is not clearly given	Balance Diet is topic to which the students will be introduced at the grade 4 level and as per SLO the aim is to just give an introduction to the concept of balance diet and food groups which are explained in reasonable detail on page 22-24. Even the difference between balance and unbalanced diet is addressed in a separate topic.	
11.	At page 22 read the urdu sentence	Observation is not clear and precise.	
12.	At page 37,38 and 39 picture quality is not properly scanned due	The honorable member is not clear about his comment. On page 37 no picture/diagram is present at page 38, 39 pictures are clear	

	to sub standard paper quality.	and even printing is good.	
13.	At page 39 there is no description of the word decomposer	Keeping in view the level of students the content of the topic is disseminated. Here in this particular instance the process of decomposition is fully explained and anyone who has a even humble background of science.	
14.	At page 46 read the urdu sentence .	Observation is not clear and precise.	
15.	Extraordinary activity are included 49,50,52, 53, the picture quality is not good.	All these activities have been reviewed I the review process and were recommended for the concerned grade.	
16.	At page 95 compare with curriculum the contents: Methods of magnetizing materials, demagnetizing temporary and permanent magnets.	It was checked and verified. It was in line with curriculum 2006. However, it is not necessary that all the SLOs should be covered in the text, some SLOs can also be covered through activities and projects which develop practical skills in the students and help them in learning higher order thinking skills.	

Report of General Science 5th textbook

S#	Observations of the member of inquiry committee	Comments	Remarks
1.	At age 13 text position, tape worm.	Tape worm picture has been replaced by a much simple fig understandable for the concerned grade students.	
2.	At page 18 similarities and differences are not clearly shown.	Text supporting the said topic is there and even for the coming edition it has been refined and simplified.	
3.	At page 24 viral infection specific names of host not given.	For grade 5 level student the content is developed as per curriculum requirement and the said detail is not required.	
4.	Page 25. The different shapes of bacteria are not written.	Content is developed as per curriculum requirement and the said detail is present in the text.	

5.	Page 27. The bacteria name is not given.	Content is developed as per curriculum requirement and the said detail is not required.
6.	Bacteria and insect name page 28 & 29	The observation is not clear. Content is developed as per curriculum requirement.
7.	Page 29. Crop name not mentioned.	Content is developed as per curriculum requirement and the said detail is not required.
8.	Page 31. Disease diseases of viral and bacteria differences.	The observation is not clear. Content is developed as per curriculum requirement.
9.	Page 38. Seedling name not mentioned.	Text supporting the said topic is there and maize seeds have been labeled with the concerned fig.
10.	Page 39 Bean shape must be exposed not in pod.	The observation is not clear. Content is developed as per curriculum requirement and supporting diagram is enough for the relevant text.
11.	Page 41. Hypogeal and epegal is not clearly explained.	Text supporting the said topic is explained at length at page 42.
12.	Page 44, 49, 50 54 62 ,63, 81, 8 2, 83, 85, 87, pictures names are not given.	Most of them are either part of activities or either their names are mentioned in the text.

13.	Page 88. Nut cracker name is not given.	Since they are explaining the class of lever therefore its name is not given. As a demand of the curriculum	
14.	Page 89 , 97, 111, pictures names are not given.	Most of them are either part of activities or either their names are mentioned in the text.	
15.	Page 110, name of key on and off is not mentioned.		

S#	Observations of the member of inquiry committee	Comments	Remarks

Sir Textbook development is teamwork effort and there are lots of people who are involved in it.

11
X

11
X

Annex - I

BEFORE THE ENQUIRY OFFICER

Respected Sir,

With reference to the Statement of Allegations/Charges Sheet served on me on 14-11-2015, I beg to submit Para wise reply as under:-

Para No.1:- Not admitted. I have always performed my duties diligently, devotedly and to the satisfaction of my superiors, which is evident from the record/performance evaluation records. Furthermore, I have joined the T.B.B on 3rd June, 2011 and the whole process of revision was completed prior to my posting. Therefore, I cannot be held responsible for the discrepancies committed prior to my tenure in Text Book Board.

Para No.2:- Admitted to the extent that initial review is the prime responsibility of the Subject Specialist, so that error free book is released to the market.

However, internal review committee as well as external review committee had already completed the task of review prior to my posting in T.B.B. In fact, N.O.C was received on 14th April, 2010, from the Ministry of Education meaning thereby that the book was ready for release in the market from all aspects. In such circumstances, employees of the relevant period responsible for initial review will be in better position to clarify their position regarding errors related in the book.

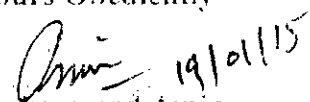
Para No.3:- Not admitted. I have performed my duties honestly and with full devotion and responsibility and it is worthwhile to mention that error did not take place during my tenure in T.B.B.

It is pertinent to note that mistakes pointed out by the enquiry committee is not conceptual in nature. But these mistakes are of composing and proof reading deficiencies. Since the post of proof reader and compositor is not available. That is why, such type of discrepancies came to the fore during enquiry.

PRAYER

In view of the facts mentioned above, it is earnestly prayed that I may graciously be acquitted from the charge. I also pray that opportunity of personal hearing may kindly be given to me so that I may be able to prove my innocence with evidence and record.

Yours Obediently


Muhammad Amin
Principal G.I.T.S.S,
Hassanzai, Charsadda.

STAGES OF TEXTBOOK DEVELOPMENT

Several stages are involved in production of Textbook like:

1. Receipt of the curriculum.
2. Determination of time schedule.
3. Identification, selection and appointment of writer/author.
4. Distribution of work among the writer/author.
5. Assessment of the work after suitable interval.
6. Editing of the manuscript.
7. Composing/layout.
8. Internal review.
9. Implementation of the recommendation of the internal review.
10. Sending for review to Abbottabad.
11. Implementation of the recommendation of the review.
12. Sending for NOC to Abbottabad.
13. Obtaining NOC.
14. Issuing of instructions for printing.
15. Issuance of manuscript.
16. Scrutiny of the machine proof.
17. Issuance of the print order.
18. Assessment of price.
19. Scrutiny of textbooks on receipt of the stock.

PART OF CHEMISTRY 9th TEXT BOOK

Annex-N

The book is thoroughly checked page by page and the book is found in line with the National curriculum (2006). All the SLO given at beginning of each of each chapter are completely addressed in the book.

10/100

S. No.	Chapter No.	Name of chapter	Page No.	Error	Correction
1.	3	Periodic table and periodicity of properties	43 44 46	109 Iv A-viiiA 1.35(Na)	118 iiiA-viiiA 1.57(Na)
2.	5	Physical states of matter	85	1995	1985
3.	6	solution	93	Copper and zinc (bronze)	Copper and tin (bronze)
4.	9	Table of elements and symbols	146	V ²³ ₂₃₈	V ²³ ₅₁

The above errors pointed out may be rectified to further enhancement of quality of text book. As a whole the text book is helping the teacher in teaching process and support the learner in learning process.

Dated 21/5/2012

Iqbal Muhammad
Iqbal Muhammad

B.S in Chemistry
GHSS No. 2, Peshawar cantt.

IQBAL MUHAMMAD
(M.Sc, M.Ed) Subject Specialist
G.H.S.S No.2 Pesh Cantt.

Annex - XI

10/11/07

XI

To

The Inquiry Officer
DG Prosecution,
Govt. of Khyber Pakhtunkhwa, Peshawar

Subject: **i. TEXTUAL DISCREPANCIES AND ERRORS IN TEXTBOOKS
DEVELOPED UNDER THE CURRICULUM 2006**
ii. INITIATION OF DISCIPLINARY ACTION

Sir,

Please refer to the subject noted above and it is to state that I am thankful that you have given me a chance to defend myself against the statements of allegations. I also request you that I may be given a chance to be heard in person.

Para i. Not Admitted

I am working as ASS (General science and Physics) from last four years. All the textbooks of Science and physics published by textbookboard, is due to the teamwork lot of peoples.

The authors write the textbooks, the textbook review committee and Curriculum Wing/ DCTE review committee point out the errors and its alignment with the curriculum. While subject specialist rectify the errors pointed by review committees.

While working as ASS Physics I have always performed my duties to the best of my abilities and satisfaction of my superiors. Since I have incorporate all the suggestions/recommendations of review committees.

Also my duty is not only the rectification of errors but also to ensure the in-time availability of textbooks and I am able to do that, therefore I deny the allegations/ charges in para (i).

Para ii. Not Admitted

I as per my job description ensured that all the recommendations and suggestions of Provincial Review Committee, National Review Committee and Select Committee Meeting are incorporated.

The issuance of NOC by the Curriculum Wing, Ministry of Education Islamabad is clear evidence that all the recommendations and suggestions proposed were incorporated, so allegations pin pointed in the para ii are not true.

10/2

Para iii. Not Admitted

The textbook of Physics was checked by member of Enquiry Committee Mr. Arif Khattak (SS Physics). After detailed examination of textbook Physics he proposed some suggestions which was for the improvement of the textbook since the room for improvement is always there. Most of his valid suggestions is already incorporated in the textbook. The difference in the urdu and English versions of textbooks of Physics is due to the terminologies of urdu and English. The textbook was completely in line with the curriculum 2006.

I always collect feedback and incorporate valid and logical suggestions in the new editions of textbooks produced by Textbook Board.

Prayer

Respected sir, keeping in view my humble submission I hope you will kindly consider my plea and exonerate me from the charges.

Thanking you in anticipation.

You Faithfully



Nasir kamal

A.S.S (Physics)
Khyber Pakhtunkhwa
Textbook Board, Peshawar

Dated: 19th Jan, 2015

Report of Physics 9th

The textbook of physics under the curriculum 2006 was checked by Arif Khattak (SS Physics). His point of view about the textbook of physics was as, the book is found strictly in line with the National curriculum (2006). All the SLO given at the beginning of each chapter are completely addressed in the book.

S#	Observations of the member of inquiry committee	Comments	Remarks
1	Spelling errors are pointed out in the textbook.	There was only one spell correction in the whole textbook of physics 9 th which is already rectified.	
3	There is some difference in the numbering of table of contents of Urdu version and English in spite of the fact that the concept of both the books is same.	Although the concept of both the books is same but the difference is only due to the terminologies of urdu and English. The arrangements of urdu version is same as English. All the figures/formulaes /MCQs/examples/Short Questions/comprehensive Questions/Numerical Problems/ topics etc, are same but language is different.	
4	Few diagrams are not clearly visible which should be made visible by improving the print quality or replacing the diagram.	All the diagrams of physics are visible and explaining its concept well according to text of the topic in which it is referred. But to make it more illustrative/interesting some of the diagrams are replaced. Since the possibility of improvement is always there.	

Textbook development process is highly technical activity which involves a team of authors, editors and reviewers. Any textbook which is marketed has gone through a series of review and scrutiny process where everyone who is involved tries his/ her level best to present error free textbook. However,

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space for improvement is always there and no one **can** claim to be perfect in all respects. Textbooks are constantly monitored and updated keeping in view the feedback that is collected through different methods.

Annex - XII

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XII

NAME OF OFFICER/ OFFICIALS UNDER INQUIRY
MR. ALAMZEB KHAN, TEXTBOOK EXAMINER

Name of Book Examined: Maths (U) - IX
Date of receipt of printed book: 28-01-2012 to 07-04-2012
Date of Issue: 06-02-2012

1. 80,000 copies of Maths (U) for class - IX were allocated to M/S Adman Printer, first installment was received on 28-01-2012. The books were issued by the Sales Manager on 6-2-2012 without obtaining the Release order to various districts. Last installment of the book was received on 07-04-2012. The book was checked by the undersigned and it was found that cutting, binding and printing is defective. The same remarks were recorded by the concerned Subject Specialist. The TBE was directed to ascertain the number of defective books, when the TBE inspected the stock it was issued by the Sales Manager without release, and only 1000 copies were available at the stock and at this stage it was impossible to stop release as more than 90% books were issued by the Sales Manager. The No. of defective books were pointed out and a fine of Rs. 19000/- was proposed to imposed on the printer. The Competent Authority has imposed on Rs. 6000/-. The relevant documents are attached.
2. Para - 6, As per Agreement, the newly arrived stock in the godown will be checked by the TBE and the relevant Subject Specialists. If the books are not prepared according to the standard mentioned in the agreement, the board will not be liable to accept them. The printers will destroy the stock in present of the representatives of Boards and will be liable to print the books again on his own expense.
3. Para - 11, upto 80,000 books will be supplied in one installment. Upto 160,000 books will be supplied in two installments whereas from 160,000 to 400,000 in three installments and above these will be supplied in four installments. In case of emergency, the printer will act according to the instructions of the Board. In the instant case, the printer has supplied the total stock i.e. 80000 in seven installments instead of one and forwarded for release on 13-4-2012 and issued by the Sales Manager before to release.

Signature: Alamzeb

Date: 20-1-12

03349095339
03365353112

get accorded by

میدرز ایڈیشن پرنٹرز، پشاور کوہ

2012-13 کیلئے کتاب ریائی سے رسا پرئے جاوا۔
تیم 80,000 ہزار کے تعداد میں ایلوکیشن کے
تحت۔ پرنٹرز نے مطلوبہ تعداد طبع کر کے
سٹاک بورڈ کے گودام میں سپلائی کر دی
یے رسیدات سپلائی فائل میں موجود ہیں۔
لیڈا فائل کتاب کے ریلیزنگ کیلئے پیش خدمت

Shahid
Kheh
13-4-12

[Signature]
13/4/2012

77

S/EXP
DS(Exp)

Put up Release Proforma para.

TBE Release order proforma prepared
and submitted for release.

[Signature]
13/4

78

79

S/S(MS) [Signature] 19/4
21/4/2012

Printing of the book is defective as mentioned by
T.B.E. in Stock checking report proforma. However the book is not
recommended for release.

However the Board may decide whether to release the book or not.

80

Member (E-P) Submitted for further

[Signature]
21/4/2012

D.S/Exp
S(Exp) [Signature] 21/4 The TBE is requested to
write down the exact no. of copies in which
present so
it accordingly

No. Exp = 829-831

27-5-12 2012

KHYBER PAKHTOONKHA TEXTBOOK BOARD HAYATABAD, PESHAWAR

STOCK CHECKING REPORT FOR THE ACADEMIC YEAR 2012-2013

Date of checking 21-4-12

Installment No. 1

Name of the Book Maths

Class 9th

Name of the Printer/Publisher Adman printer Peshawar

Code No. BP/C-37/2310

Price 1.1 -

Total allocation 8000

Copy release for sale 8000

5. Nature of Binding:- Gum binding/ two wire stitches.

CUTTING/BINDING Defective

REGISTRATION Satisfactory

PRINTING Defective

ANY OTHER REMARKS:

SIGNATURE [Signature]
TEXTBOOK EXAMINER

Remarks of Subject Specialist:

Printing, cutting of the book is defective as mentioned by T.B.E.
The book is not recommended for release. However the Board may decide whether to release the book or not.

SIGNATURE [Signature]
SUBJECT SPECIALIST

Approved
Member (E&P)

Copy to:-

1. Textbook Examiner.
2. Sales Manager.
3. Printer

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رسالتیں لکھیں یا کسی کو بھیجیں۔
جو کسی کی سیرکل میں ہے۔

2.5.12
The price for defective print for
gun binding in 1000 copies will be
calculated as under -

5. EP
The price for defective print for
gun binding in 1000 copies will be
calculated as under -

i) Defective print
Rs. 1000 x 14 pages x 1000 copies = Rs. 14000
1000

ii) Gun binding
1000 x 04 x 1000 copies = Rs. 5000
7000 Rs. 19000

Sub total per edition please

DSKAD
No. 19,000/- may please be compared as per
for defective binding and printing as per
claims of the agreement.

For review look
M/S
M/S
M/S

M/S
M/S

3/5/12
3/5/12

KHYBER PAKHTUNKHWA TEXTBOOK BOARD
RAYA TABAD, PESHAWAR

RECEIPT

No. 470

Date: 25/12/12

Received the following stock of textbooks

From M/s. Adman's Printers

Through _____

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
	M. Math	9th	1050 x 20	= 21,120 =
	U)		21,120	
	2012-2013		100	
	Math			
	Print			
				= 21,120 =

Remarks: Above stock is found Checked on 27/12/12

COUNTERSIGNED
SALES MANAGER

STOREKEEPER

KHYBER PAKHTUNKHWA TEXTBOOK BOARD
RAYA TABAD, PESHAWAR

RECEIPT

No. 316

Date: _____

Received the following stock of textbooks

From M/s. Adman's Printers

Through _____

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
	M. Math	9th	1050	21120
	U)		463 x 20	= 9260 =
	2012-2013		9260	
	For			
	Print			
				= 9260 =

Remarks: Above stock is found

COUNTERSIGNED
SALES MANAGER

STOREKEEPER

KHYBER PAKHTUNKHWA TEXTBOOK BOARD
RAVATAPAD, PESHAWAR

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RECEIPT

19

Received the following stock of textbooks

Through

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
	M. M. (U)	9th	522 x 20	10,440
	2012-2013		158	
	2012-2013			640
Remarks: Above stock is found				

COUNTERSIGNED
SALES MANAGER

STOREKEEPER

KHYBER PAKHTUNKHWA TEXTBOOK BOARD
RAVATAPAD, PESHAWAR

No. 346

RECEIPT

Received the following stock of textbooks

From M/s.

Through

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
	M. M. (U)	9th	431	8,620
	2012-2013		158	
	2012-2013			640
Remarks: Above stock is found				

COUNTERSIGNED
SALES MANAGER

STOREKEEPER

DEER PARK, JALPAIGURI DISTRICT, WEST BENGAL
 HAYATAPAD PESHAWAR

RECEIPT

Date: _____

Received the following stock of textbooks

From _____

Through _____

S.No.	Name of Textbook	Class	No. of Bundles	No. of Copies Received
		7th	17 x 20 = 340	1760
			1760	
20			158	
	2012-2013			1760
				1760

Remarks: Above stock is found

STOREKEEPER

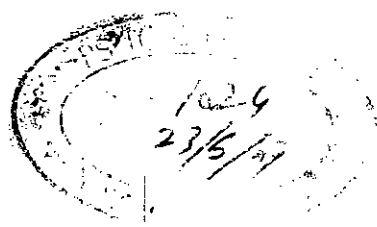
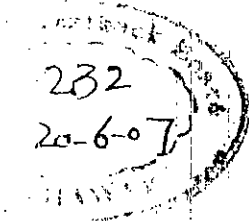
COUNTERSIGNED
SALES MANAGER

Amex - XIII

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TO BE PUBLISHED IN EXTRA - ORDINARY GAZETTE OF PAKISTAN

Government of Pakistan
Ministry of Education
(Curriculum Wing)



Islamabad: 13 June, 2007

NOTIFICATION

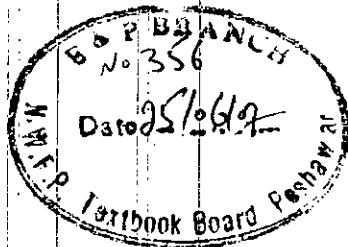
No. F.8-16/2005-SSG (.) In exercise of powers conferred by clause (a) to sub-section (2) of section 3 of the Federal Supervision, of Curricula, Textbooks and Maintenance of Standards of Education Act, 1976 (X of 1976) and in pursuance of the decision taken in 11th Inter-Provincial Education Ministers' meeting held on 27 January, 2007 in Islamabad and after consensus of the Provincial Governments and all other stakeholders, the National Textbook Policy and Learning Materials and Plan of Action is hereby notified for its implementation across the country with immediate effect and until further orders. All the Provincial Governments will take appropriate measures for its effective and timely implementation.

(MUHAMMAD NASIR) [Signature]
Assistant Educational Officer
Tel: 051-3357600

The Publisher,
Gazette of Pakistan,
Printing Corporation of Pakistan Press,
Islamabad.

Copy to:-

1. All Provincial Education Secretaries and AJK.
2. All Provincial Textbook Boards and National Book Foundation.
3. All Provincial Curriculum Bureaus and DCRD AJK.
4. All JEAs /JS and Director, Monitoring Cell, Ministry of Education, Islamabad.
5. Director General NISTE, Ministry of Education, Islamabad.
6. Mrs. Nighat Lone, Consultant for Coordination, NCC.
7. Pakistan Publishers & Booksellers Association, Karachi/Lahore.
8. Others concerned.
9. PSO to E.M.
10. PS to MOS.
11. PS to ES.
12. PS to AS.



MEP

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**Government of Pakistan
Ministry of Education
Curriculum Wing**



**itional Textbook and Learning Materials Policy
and Plan of Action**

in pursuance of the decisions taken in the Inter-Provincial
Education Ministers' conference held on 22nd January, 2006 in
Islamabad

Vide Notification No. F.8-16/2005-SSG dated 13 June, 2007

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1. TEXTBOOK & LEARNING MATERIALS POLICY

1.1 PREAMBLE

In pursuance of a decision of 9th Inter-Provincial Education Ministers' Conference held on 6th December, 2005, at Karachi, a committee was constituted to design and recommend a Textbook Policy for improvement in Textbooks and Learning Materials. The composition of the Committee and its Terms of Reference are contained in Ministry of Education's Notification No.F.8-16/2005-SSG, dated 20th December, 2005, as per Annexure - I.

The draft of the Policy prepared by the Committee was considered in 11th Inter-Provincial Education Ministers' Conference held on 22nd January 2007 in Islamabad. In pursuance of the decision taken in the Conference the following Textbook and Learning Materials Policy is proposed:

1.2 OBJECTIVE

Improvement in the quality of education at all levels through better quality textbooks at affordable prices and other learning materials for promoting Pakistan as a knowledge-based society.

Choice and competition are major forces in achieving this objective. Choice on the part of the buyer promotes acquisition of knowledge empowerment and participation. Competition on the part of the producer leads to a wider variety of products, improved quality, availability and better prices.

1.3 POLICY STATEMENT

- (i) A well **regulated** system of competitive publishing of textbooks and learning materials shall be introduced as part of an enhanced public-private partnership in the development of education in Pakistan.
- (ii) Textbook Boards shall be transformed into competent facilitating, regulating and monitoring authorities, and shall review and help support the process of approval textbooks for use in schools in their respective areas of jurisdiction.

- (iii) A Provincial Committee duly represented by the Education authorities, Textbook Boards, private sector and others as may be considered necessary, shall be formed to select and prescribe textbooks for use in public schools in the respective province or areas of jurisdiction. Books so selected may be published by the Textbook Boards in the manner defined in 2.4(1)(i).
- (iv) The Secretary of the concerned Department of the respective province will be the mediator in case of complaints of publishers regarding handling and decisions in the process of approval of manuscripts and in the process of selection of textbooks for use in government schools.
- (v) In the case of private schools, they shall be free to use from amongst the books duly approved and certified by the respective Textbook Board.
- (vi) As part of the review and approval process, Textbook Boards shall seek a no objection certificate from Federal Ministry of Education, Curriculum Wing, which is the competent authority to certify that a particular textbook is compatible with National Curriculum.
- (vii) Federal and Provincial governments shall arrange for the Textbook Boards to provide assistance in capacity development for the national and/or Provincial publishing industry to become competitive players in an expanded education publishing market.
- (viii) Federal and Provincial Governments shall increase investments in school libraries and supplementary reading, teachers' guides, teachers training and learning materials, shall introduce reading lessons, teachers' guides and teachers training and promote a reading culture in schools and outside schools.
- (ix) An "Inter-Provincial Standing Committee on Textbook Policy" shall be established to regulate operational and procedural issues, and monitor and coordinate further implementation process. Curriculum Wing of Federal Ministry of Education shall be the secretariat for the Committee and shall be strengthened for the expanded tasks.
- (x) Implementation of the new system of regulated competitive publishing of textbooks and learning materials shall start with the introduction of revised National Curricula.

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(xi) Resource Centers shall be established at Federal and Provincial levels under the respective Textbook Boards, Curriculum Wing, and National Book Foundation, with the support of the Federal Government through donor agencies. These Resource Centres will serve as a central point both for the respective government institutions and for the private sector publishers as a facility for reference and resource material and training activities. These Centres will ultimately contribute towards the enhancement of quality of textual and other learning materials produced in Pakistan.

(xii) All stakeholders of this Policy will take necessary steps to redress the situation of piracy. Those convicted under the copyright laws for infringement of intellectual property rights shall be disqualified/debarred from participating in any activity under this Policy.

2. PLAN OF ACTION

2.1 IMPLEMENTATION FRAMEWORK

(1) Introducing the new policy

- (i) Curriculum Wing, Federal Ministry of Education shall inform all stakeholders in education publishing and the general public about the new policy, the stages of curriculum reform and the estimated time schedule for new textbooks to be developed based on revised National Curriculum.

(2) Setting up the Inter-Provincial Standing Committee on Textbook Policy

- (i) As laid down in Policy Statement (see 1.3(ix) above) an "Inter-Provincial Standing Committee on Textbook Policy" shall be established to regulate operational and procedural issues, and monitor and coordinate further implementation process. Curriculum Wing, Federal Ministry of Education shall be the secretariat for the Committee.
- (ii) The composition of the Committee referred to in (i) above will be as in Annexure - II.

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The Curriculum Wing will notify the Terms of Reference and Rules of Business for the "Inter-Provincial Standing Committee on Textbook Policy" on the recommendations of the Committee and in consultation with the Provincial Governments.

(3) Reform and capacity development of Textbook Boards

- (i) Federal and Provincial Governments will support capacity building of the Textbook Boards for their modified facilitating, regulating, controlling and monitoring functions, including
- o setting up of review panels for review and approval of manuscripts from the publishers,
 - o familiarization and exposure for Textbook Board professional personnel in the functioning of textbook systems in public-private partnership,
 - o setting up of textbook and learning materials resource centers,
 - o provision of training facilities for textbook and learning material development,
 - o assistance in running training courses in functioning of publishing industry, copyright and legal frameworks,
 - o assistance in running of training courses and provision of guidance and assistance to publishers for textbook and learning material development,
 - o provision of adequate operational capacity to effectively monitor the use of learning materials in schools.

2.2 DEVELOPMENT OF TEXTBOOKS BY PUBLISHERS

(1) Submission of Manuscripts, Review and Approval Process

- (i) Textbook Boards will invite provincial/national publishers to register their interest or intent and specify for which subjects and grades they intend to develop and submit manuscripts.
- (ii) For subjects and grades where no letter of intent is submitted by private publishers, Textbook Boards will re-advertise, and if still no letter of intent is forthcoming, develop textbooks as per current procedures.

- (iii) Textbook Boards will establish a review panel, to review the manuscripts submitted with regards to curriculum, quality of content, presentation, language and specific provincial coverage.
- (iv) Publishers will submit their manuscripts to the Textbook Boards for review and authorization for use in the schools of the respective Province.
- (v) Textbook Boards will review the manuscript through the review committee, return it to the publisher with comments and requests for modification (if any), and receive the corrected manuscript again from the publisher for final review. The entire process is recommended to be completed within a period of 30 days.
- (vi) After necessary corrections to the satisfaction of the review committee, the Textbook Boards will submit such manuscripts to the Curriculum Wing for No Objection Certificate regarding compatibility with the National Curriculum. The Curriculum Wing will return the manuscript to the publisher through the Textbook Board for further revisions if any. The Textbook Board will thereafter re-submit the manuscript to the Curriculum Wing for final endorsement. The entire process is recommended to be completed in a period of 30 days.
- (vii) In case more than one manuscript of any given subject is approved by the Textbook Board and Curriculum Wing after following the above process, the Provincial Committee referred to in 1.3(iii) will rank the approved textbooks, according to the criteria to be specified by the Committee and select the best textbook for prescribing in the Government Schools.

(2) Supporting the development of textbooks by publishers

- (i) Curriculum Wing will plan and arrange through appropriate channels for a transfer of know-how with regards to the revised curriculum and the new textbooks to institutions and programs of teacher education (pre-service) and teacher professional development (in-service).
- (ii) Textbook Boards will make available their resource centers to publishers and will arrange for training and hands-on guidance and assistance to publishers in textbook development.

- 5)
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- (iii) Textbook Boards will agree to provide all current textbook manuscripts to Curriculum Wing, in hard copy and soft copy, for the Curriculum Wing to prepare a complete collection, which in turn is provided back to the Textbook Boards.
 - (iv) Textbook Boards will offer this package to publishers against a fee (level of fee determined by the Inter-Provincial Standing Committee on Textbook Policy). Publishers will be allowed to use the materials contained in the package as 'raw material' in the development of textbooks and school reading and learning materials under the new curriculum.

2.3 DEVELOPMENT OF SCHOOL READING AND LEARNING MATERIALS (OTHER THAN TEXTBOOKS) BY PUBLISHERS

- (i) The Textbook Boards shall invite national/provincial publishers to submit manuscripts and samples of school reading and learning materials (other than textbooks) to the Textbook Boards for review and certification as 'recommended learning materials' with age-wise and grade-wise classification.
- (ii) For purchase and use of school reading and learning materials (other than textbooks) in government schools the recommendation certificate of Textbook Boards shall be binding.
- (iii) Private schools are not bound by the recommendation certificate of Textbook Boards, but are free in their decisions to purchase and use school reading and learning materials (other than textbooks).
- (iv) Federal and Provincial Governments will increase public investment and recurrent expenditure in school libraries and school educational materials, teacher resource books and guides, and will provide adequate regular budgets to schools for that matter.
- (v) Federal and Provincial Governments will support an awareness campaign for enhancement of reading culture, targeting children, parents and teachers to create increased understanding and interest in buying reading materials and other educational materials for their children.
- (vi) Textbook Boards will make available their resource centers to publishers and will arrange for training and support in capacity building of publishers in development and marketing of supplementary materials including library materials, educational

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toys, graphs and charts, workbooks and teacher resource books and guides

- (vii) Textbook Boards will support marketing of reading and learning materials through an advertisement page (or leaflet) in all textbooks and display in all schools for recommended school and general reading and learning materials, encouraging parents to buy these for their children.

2.4 PRINTING, MARKETING, SALE AND DISTRIBUTION

(1) For the Government Schools in case of free distribution:

- (i) After selection by the Provincial Committee referred to in 1.3(iii) the respective Textbook Boards shall purchase, from the publisher whose textbook is selected, a print license for a certain number of copies and a certain period of time or as may be considered appropriate for free distribution in the government schools through the Education Department processes.
- (ii) The Textbook Boards may allocate the printing of the selected textbook in the manner as may be considered appropriate.

(2) For the Government schools in case of textbooks to be purchased by parents

- (i) Textbook Boards and Education Departments will notify the books so selected.

In this case printing, distribution and sale through bookstores is the responsibility of the publisher.

- (ii) For the Government schools under this arrangement, therefore, the Province has the multiple choice option, but the textbook chosen is then the same for all government schools. There may, however, be books from different publishers in the school, e.g. the Mathematics series from publisher X and the Social Studies series from publisher Y. Overall compatibility is given through adherence to National Curriculum by all publishers.

(3) For the Private schools

- (i) Private schools decide and choose from the approved and certified textbooks by the Textbook Boards according to quality and price, and purchase textbooks directly from the publisher, i.e. printing and binding are part of the publishers business.

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(4) For Learning Material other than Textbooks

- (i) For school reading and learning materials (other than textbooks) printing, pricing, marketing and sale will be under the direct responsibility of the publisher.

2.5 EXAMINATIONS

- (i) Since the examinations will be curriculum based, therefore the Examination Boards may recommend multiple textbooks duly approved by the Curriculum Wing under this Policy.

2.6 FURTHER DEVELOPMENT OF EDUCATION PUBLISHING

Support activities and capacity building shall continue till adequate competitive functioning of the industry is reached. The Inter-Provincial Standing Committee on Textbook Policy shall monitor, guide and advise the Federal and the Provincial Governments accordingly.

2.7 TIME FRAME FOR THE IMPLEMENTATION OF THE POLICY

The Policy, when approved, may be implemented as soon as possible. However, the Provincial Education Departments may decide about the implementation time frame for their respective Province.

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ANNEXURE-I

**Government of Pakistan
Ministry of Education
(Curriculum Wing)**

Islamabad: 20th December, 2005

NOTIFICATION

No.F.8-16/2005-SSG. In pursuance of the decision taken in the Inter-Provincial Education Ministers' meeting held at Karachi on 6th December 2005, it has been decided to set up the following Committee to design and recommend a Text Book Policy for improvement in standards of Textbooks and Learning materials :-

- | | | |
|----|--|----------|
| 1. | The Managing Director, National Book Foundation | Chairman |
| 2. | The Chairman, Punjab Textbook Board, Lahore | Member |
| 3. | The Chairman, Sindh Textbook Board, Jamshoro | Member |
| 4. | The Chairman, NWFP Textbook Board, Peshawar | Member |
| 5. | The Chairman, Balochistan Textbook Board, Quetta | Member |
| 6. | A representative of M/s Feroze Sons Ltd., Lahore | Member |
| 7. | A representative of Oxford University Printing Press, Karachi | Member |
| 8. | Joint Educational Adviser, Curriculum Wing, Ministry of Education, Islamabad | Member |
| 9. | Chairman, Pakistan Publishers Association Lahore. | Member |

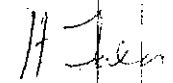
The following will be the terms of reference of the Committee:

- Recommend a National Text Book Policy.

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- Recommend an agreed overall implementation plan for development of textbook and learning materials moving towards gradual introduction of competitive country-wide textbook publishing.
(The plan should show main steps and phases of implementation and provide options in terms of time schedule, proposed interventions and investments to allow for provincial variations).
- Make recommendations regarding a regular quality monitoring and improvement cycle between schools, Education Departments, Textbook Boards, Examination Boards and Curriculum wing.
- Propose long term capacity building measures to be introduced and institutionalized to ensure continued high quality of learning materials and textbooks developed by government and private sector.
- Design strategies to develop a sustainable partnership between the government and private sector for enhancement of the textbook and learning materials sector.
- Recommend measures to strengthen Textbook Boards for their revised role of regulating, monitoring and facilitating.
- Design and implement steps to ensure Pakistan's participation in International book and publishing fairs.

3. The Committee shall submit its report to the Federal Ministry of Education by 15th January 2006.



(DR. HAROONA JATOI)
Joint Educational Adviser
Ph: 051-4448349
Fax: 051-9290141

C.C:
All Provincial Education Secretaries.
PS to E.M.
PS to E.S.

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ANNEXURE - II

Composition of Inter Provincial Standing Committee

1. Managing Director, National Book Foundation (Convener)
2. All Provincial Education Secretaries or their nominees not below the rank of BPS-19.
3. All Chairpersons of Provincial Textbook Boards and DCRD AJK
4. Joint Educational Adviser, Curriculum Wing, Ministry of Education
5. Chairperson, Pakistan Publishers and Booksellers Association or his authorized nominee.
6. One private sector publisher from each Province to be nominated by the respective Provincial Government in consultation with Pakistan Publishers and Booksellers Association; and one private sector publisher to be nominated by the Government of AJK
7. Secretary, National Book Foundation (Member / Secretary)

Annex - XIV

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NORTH-WEST FRONTIER PROVINCE ORDINANCE

No. 1 OF 1971.

AN
ORDINANCE

*to provide for the establishment of
the North-West Frontier Province Textbook Board.*

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**THE NORTH-WEST FRONTIER PROVINCE TEXTBOOK BOARD
ORDINANCE, 1971.**

*NORTH-WEST FRONTIER PROVINCE ORDINANCE
No. 1 OF 1971.*

**AN
ORDINANCE**

*to provide for the establishment of the North-West Frontier Province
Textbook Board.*

WHEREAS, it is expedient to make arrangements for

- (a) production and publication of:
 - (i) textbooks for Classes I to XII,
 - (ii) supplementary reading material relating to textbooks,
 - (iii) guide books for teachers;
- (b) production of reference and research material in respect of problems relating to schemes of studies and preparation of textbooks; and
- (c) conduct of research in the field of curricula, textbooks and other reading material, in the manner hereinafter appearing.

Preamble

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NOW, THEREFORE, in pursuance of the Martial Law Proclamation of 25th March, 1969, read with the Provisional Constitution Order, and in exercise of all powers enabling him in that behalf, the Governor of the North-West Frontier Province is pleased to make and promulgate the following Ordinance:

1. (1) This Ordinance may be called the North-West Frontier Province Textbook Board Ordinance, 1971.

(2) It extends to whole of the North-West Frontier Province, except the Tribal Areas.

(3) It shall come into force at once.

2. In this Ordinance, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Advisory Council" means the Advisory Council constituted under this Ordinance.
- (b) "Board" means the North-West Frontier Province Text Bookboard established under this Ordinance.
- (c) "Chairman" means the Chairman of the Board.
- (d) "Controlling Authority" means the Controlling Authority specified in section 8.
- (e) "Government" means the Government of the North-West Frontier Province.
- (f) "Head of an Institution" means the Principal of an Intermediate College or the Headmaster or Headmistress of a School, as the case may be.
- (g) "Institution" means an Intermediate College or a School.
- (h) "Intermediate College" means an institution recognised for imparting instruction to Classes XI and XII and includes an institution imparting instruction to Classes IX to XII.

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(i) "Member" means a Member of the Board; [& includes the Chairman.*]

(j) "Prescribed" means prescribed by Regulations or Rules made under this Ordinance.

(k) "Regulations and Rules" respectively mean the Regulations and Rules made under this Ordinance.

(l) "School" means an institution imparting instruction to all or any of the Classes I to X and includes a School for handicapped children and any other school which Government may declare to be a school for the purposes of this Ordinance.

3. (1) As soon as may be, there shall be established a Board to be known as the North-West Frontier Province Textbook Board for carrying out the purposes of this Ordinance. Establishment and incorporation.

(2) The Board shall be a body corporate, shall have power to acquire, hold and transfer property, shall have perpetual succession and common seal and shall by the said name sue and be sued.

4. (1) The Board shall consist of:

**(i) [a] Chairman appointed by Government by name or by designation on such terms and conditions as Government may specify from time to time; and*

**(ii) [such number of Members as Government may from time to time appoint.]*

(2) A Member shall-

(a) unless sooner removed by Government, hold office for a term of three years and shall be eligible for re-appointment for such further period or periods as Government may from time to time specify;

(b) receive such salary and allowances as Government may determine; and

(c) perform such duties as are assigned to him by or under this Ordinance or by the Regulations and Rules made thereunder.

(3) Every person appointed as Chairman or Member shall divest himself of any other directorship or other interest held by him in any corporation, company or concern which has dealings with the Board.

5. The Chairman shall be the Chief Executive Officer of the Board.

Chairman.

*Inserted vide NWFP Textbook Board (Amendment) Ordinance No. 10 of 1981.

*4(i) i. amended AND

*4(i) ii. Substituted vide NWFP Textbook Board (Amendment) Ordinance No. X of 1981

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- (1) No person shall be or shall continue to be Chairman or Member who:
- (a) is or has at any time been convicted of any offence involving moral turpitude, or
 - (b) is or has at any time been adjudicated insolvent, or
 - (c) is found a lunatic or becomes of unsound mind, or
 - (d) is or has at any time been disqualified for employment in or dismissed from the service of Pakistan.
- (2) Government may, after giving an opportunity of being heard, by order in writing, remove the Chairman or Member, if he:
- (a) refuses or fails to discharge or becomes, in the opinion of Government, incapable of discharging his responsibilities under this Ordinance; or
 - (b) has, in the opinion of Government, abused his position as Chairman or *Member; or
 - (c) has knowingly acquired or continued to hold without the permission in writing of Government, directly or indirectly, or through a partner, any share or interest in any contract or employment with or by or on behalf of the Board or in any land or property which, in his knowledge, is likely to benefit or has benefited as a result of the operations of the Board.
- (3) The Chairman or a Member may at any time resign his office by tendering his resignation to Government.

Meet. of the
Board

7. (1) The Board shall meet at such time and place and in such manner as may be prescribed.

**[(2) The Chairman shall preside over the meetings of the Board. In the absence of Chairman, the Senior Member as specified by Government will preside over the meeting.]*

**[(3) Two-third of the total number of Members shall be present to constitute a quorum at a meeting of the Board.]*

Provided that where the Board is to consist of the Chairman and one Member, both the Chairman and the Member shall be present to constitute a quorum.]

**[(4) The Chairman and each Member shall have one vote, but in the event of equality of votes the Chairman or, as the case may be, the Member presiding at a meeting shall have a second or casting vote.]*

**[(5) The minutes of every meeting of the Board stating among other things the names of the Chairman and the Member or Members, to be kept for the purpose, and shall be signed by the person presiding, as the case may be, present, shall be drawn up and recorded in a Book at the meeting. Such book shall be open to inspection by the Chairman and the members.]*

Section 7(2) to 7(5)

*Substituted vide NWFP Textbook Board (Amendment) Ordinance No. X of 1981.

8. The Governor of the North-West Frontier Province or his nominee shall be the Controlling Authority of the Board.

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Controlling Authority.

9. (1) The Controlling Authority shall have the power to cause an inspection to be made by such person or persons as it may direct, of the offices, activities and funds of the Board, and to cause an enquiry to be made in like manner in respect of any matter concerning the Board.

Powers of the Controlling Authority.

(2) The Controlling Authority shall communicate to the Board the result of such inspection or enquiry and may advise the Board to take action within such period as may be specified.

(3) The Board shall report to the Controlling Authority the action as it proposes to take or has taken on such communication.

(4) Where the Board does not within a reasonable time take action to the satisfaction of the Controlling Authority, the Controlling Authority may, after considering any explanation made by the Board, issue such directions as it thinks fit, and the Chairman shall comply with such directions.

(5) If the Controlling Authority is satisfied that any proceeding of the Board or the Advisory Council is not in conformity with this Ordinance, the Controlling Authority may, without prejudice to the foregoing provisions of this section, by an order in writing annul such proceeding.

Provided that before making any such order the Controlling Authority shall, through the Chairman, call upon the Board or the Advisory Council, as the case may be, to show cause why such an order should not be made.

10. (1) The Board shall have an Advisory Council consisting of the following as its members:-

Advisory Council.

- (i) the Chairman of the Board;
- (ii) the Vice-Chancellor of University of Peshawar or his nominee;
- *(iii) the Vice-Chancellor of the North-West Frontier Province Agricultural University or his nominee;*
- *(iv) the Vice-Chancellor of the North-West Frontier Province University of Engineering and Technology or his nominee;*
- *(v) the Vice-Chancellor of the Gomal University or his nominee;*
- *(vi) the Director of Education (Schools), North-West Frontier Province;*
- *(vii) the Director of Education (Colleges), North-West Frontier Province;*
- *(viii) the Director of Education, Federally Administered Tribal Areas;*
- *(ix) the Director of Technical Education, North-West Frontier Province;*

* Clauses (iii) to (ix) of sub section (1) of section 10 substituted by (iii) to (xv) above AND in sub section (3) of section 10 the word Five substituted by the word eight vide NWFP Textbook Board (Amendment) Ordinance No. ix of 1982.

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- *(x) the Chairman, Board of Intermediate and Secondary Education, Peshawar;
 - *(xi) one Principal of a College nominated by the Controlling Authority;
 - *(xii) one Headmaster/Headmistress of a High School, nominated by the Controlling Authority;
 - *(xiii) one Headmaster/Headmistress of a Middle School nominated by the Controlling Authority;
 - *(xiv) one representative of the publishers, nominated by the Controlling Authority; and
 - *(xv) the Manager, Government Printing Press, Peshawar.

(2) The nominated members of the Advisory Council shall hold office for such period as may be specified by Controlling Authority, and they shall also be eligible for re-appointment.

(3) The quorum for a meeting of the Advisory Council shall be *(eight)

(4) The functions of the Advisory Council shall be to advise the Board in the performance of the functions of the Board under this Ordinance.

(5) Government may frame Rules of Procedure to regulate the transaction of business by the Advisory Council. The Rules of Procedure may in particular provide for the following matters, namely:

- (i) appointment of the authority that may convene a meeting of the Advisory Council;
- (ii) appointment of the person who shall preside over the meetings of the Advisory Council;
- (iii) the manner in which and the authority by whom minutes of the meetings shall be recorded; and
- (iv) any other matter considered necessary for the transaction of business by the Advisory Council.

Power and
duties
Board and the
framing of
schemes.

11. (1) The Board may take such measures and exercise such powers as it considers necessary or expedient for carrying out the purposes of this Ordinance.

(2) Without prejudice to the generality of the power conferred by the provisions of sub-section (1) the Board may for carrying out the purposes of this Ordinance:

- (a) undertake any works,
- (b) incur any expenditure,
- (c) procure plant, machinery and material required for its use,
- (d) acquire by purchase, lease, exchange or otherwise any material or machinery or any interest therein, and
- (e) enter into and perform all such contracts as it may consider necessary or expedient.

*Clauses (iii) to (x) of sub section (1) of section 10 substituted by (iii) to (xv) above AND in sub section (3) of section 10 the word five substituted by the word eight vide NWFP Textbook Board (Amendment) Ordinance No. 11 of 1982.

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(3) In particular, the Board may prepare schemes pertaining to all or any of the following matters:

- (a) implementation of the educational policies of Government in respect of the production and publication of textbooks, supplementary reading material and teaching aids;
- (b) arrangement for the publication of textbooks, for all stages and types of education and teachers' training courses as detailed hereunder, namely:
 - (i) Primary Education;
 - (ii) Secondary Education;
 - (iii) Intermediate Education;
 - (iv) Teachers' training courses:- J.V., S.V., C.T., Diplomas in Physical Education, Diploma in Commerce, Diplomas in Arts and Crafts and such other training courses as may be prescribed by Regulations;
 - (v) courses of English Medium Institutions;
 - (vi) education of handicapped children;
 - (vii) adult education;
- (c) production of supplementary material relating to the textbooks, for the stages and types of education enumerated under clause (b) above;
- (d) production of reference and research material relating to the problems of curricula and preparation of textbooks;
- (e) the laying down of specifications of textbooks, for their preparation and publication;
- (f) control of the policy relating to (i) distribution of textbooks and other material, and (ii) appointment of agencies for this purpose in the North-West Frontier Province, so as to make the textbooks, and material available to the students well in time;
- (g) the holding of training courses for the writers of textbooks;
- (h) preparation and publication of literature for adults;
- (i) preparation and publication of reading material on new developments in educational concepts and teaching methods and techniques;
- (j) workshops and seminars and courses for effective use of textbooks and reading materials.
- (k) conduct of research in curricula, textbooks, other reading materials and teaching aids;
- (l) exhibition of textbooks and teaching material;
- (m) maintenance of a library:
 - (i) reference books;
 - (ii) textbooks;

- (iii) maps, charts, diagrams and other documents of that nature;
- (iv) educational journals and periodical literature on education published in Pakistan and other countries;
- (v) books and reading material, other than the textbooks, which the Board may consider useful for fulfilling the purposes and objects of this Ordinance.

(4) Every scheme prepared by the Board under the last preceding sub-section shall be submitted to the Controlling Authority with full details as regards its purpose and financial implications and the manner in which it is to be executed.

(5) The Controlling Authority may approve, or disallow, or remit the scheme to the Board with its recommendations for further consideration.

(6) In the preparation and execution of any scheme the Board may seek and obtain advice from Directorate of Education or Board of Intermediate and Secondary Education or Institutions, who shall give advice and assistance sought to the best of their ability, knowledge and judgement.

12. (1) The Board may appoint such Committees as it may consider necessary.

(2) The constitution, functions, and duties of the Committees shall be such as may be prescribed by Regulations.

Officers and
Servants

13. (1) The following shall be the officers of the Board:

- (a) Chairman;
- *(b) Member;*
- (c) Secretary; and
- (d) such other officers as may be appointed by the Board with the approval of the Controlling Authority.

(2) The Board may, from time to time, within the limits of its funds and with the previous approval of the Controlling Authority, employ such officers and servants or appoint such whole-time or part-time experts or consultants as it may consider necessary for the performance of its functions on such terms and conditions as it may deem fit.

(3) Save as otherwise provided in this Ordinance or the Schedule, the Chairman may, in case of urgency, appoint for a period not exceeding six months such officers and servants as he may consider necessary:

Provided that every appointment so made shall be reported to the Board at its next meeting for information.

Duties of Officers
and servants

14. Subject to other provisions of this Ordinance, the powers, duties and functions of the Chairman and **Member* shall be such as may be specified by the Controlling Authority, and those of officers and servants as may be assigned to them by the Regulations or Rules or by the Chairman.

*In section 13, 14 the word "Members" substituted by the word "Member" vide NWFP Textbook Board (amendment) Ordinance No. X of 1981.

15. Subject to other provisions of this Ordinance, the Board shall prescribe such procedure for appointment, removal, dismissal, suspension, other disciplinary action and general conditions of the service of its officers other than the Chairman and *Member and servants as it may consider necessary.

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Recruitment and conditions of services and disciplinary powers.

16. (1) The Board shall establish for the benefit of its employees such Pension or Provident Fund or both, as it may deem fit, in such manner and subject to such conditions as may be prescribed by Regulations.

Provident Fund or pension

(2) Government may, by notification, declare that the provisions of the Provident Fund Act, 1925 (Act XIX of 1925), shall apply accordingly as if the Board were Government and the said fund were the Government Provident Fund.

17. The Board may by a general or special order delegate to its Chairman, *Member and other officers any of its powers, duties and functions under this Ordinance and subject to such conditions as it may think fit to impose.

Delegation of powers to Chairman, Members, etc.

18. The Chairman, *Member, officers and servants of the Board shall, when acting or purporting to act in pursuance of any of the provisions of this Ordinance, be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

Immunity of the Board and its employees.

19. The Board shall be deemed to be a Local Authority under the Local Authorities Loans Act, 1914 (Act IX of 1914), for the purpose of borrowing money under the said Act, and the making and execution of any scheme under this Ordinance shall be deemed to be a work which such authority is legally authorised to carry out.

Board to be Local Authority.

20. In the month of April each year the Chairman shall submit a statement of the estimated receipts and expenditure in respect of the next financial year for approval by the Controlling Authority.

Budget estimates.

21. (1) The Board shall maintain complete and accurate books of accounts in such form as it may prescribe by Rules.

Maintenance of accounts.

(2) The statement of accounts of the Board shall be submitted to Government once a year.

22. (1) The Board shall submit to the Controlling Authority, as soon as possible, after the end of every financial year but not later than the 30th September, a report on the conduct of its affairs for that year.

Submission of yearly reports and returns.

(2) The Controlling Authority may require the Board to furnish it with:

- (i) any return, statement, estimate, statistics or other information regarding any matter under the control of the Board, or
- (ii) a report on any such matter, or
- (iii) a copy of any document in the charge of the Board, and the Chairman shall comply with every such requisition.

*In section 15, 17 and 18 the word "Members" substituted by the word "Member" vide NWFP Textbook Board (amendment) Ordinance No. 1 of 1981.

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23. The accounts of the Board shall be audited once in a year by such agency and in such manner as may be laid down by Government. Copies of the audit report shall be sent to the Board and with the comments of the Board to Government, with a copy thereof to the Controlling Authority. The Board shall carry out any directive issued by Government for the rectification of irregularities, if any, pointed out in the audit report.

Regulations.

24. (1) For the purpose of carrying into effect the provisions of this Ordinance, the Board shall have the power to make Regulations, consistent with this Ordinance, on all or any of the following matters:

- (a) the powers and duties of the officers of the Board;
- (b) rules of service including rules regulating disciplinary action, grant of leave and retirement of the employees of the Board;
- (c) constitution of Pension or Provident Fund or both for the benefit of the officers and servants of the Board; and
- (d) such other matter as may appear necessary for giving effect to the provisions of this Ordinance.

(2) The Regulations approved by the Board shall be submitted to Government and shall not take effect until they are approved by Government. Government may approve, or disallow, or remit them to the Board with its recommendations for further consideration.

(3) Notwithstanding anything to the contrary contained in this Ordinance, the Regulations set out in the Schedule shall, on the commencement of this Ordinance, be deemed to be the First Regulations framed by the Board under this section.

(4) The Regulations laid down by Government within six months of the date of commencement of this Ordinance shall become part of the Schedule.

Powers of the Board to make Rules.

25. The Board may, consistent with this Ordinance and the Regulations made thereunder, make Rules to carry out the purposes of this Ordinance.

Validation.

26. No act or proceedings of the Board or the Advisory Council shall be invalidated merely by reason of the existence of a vacancy on the Board or the Advisory Council, or by reason of any irregularity in the appointment of any member of the Board or the Advisory Council.

Protection of acts and orders.

27. No suit for damages or other legal proceedings shall be instituted against Government, the Controlling Authority, the Board, Advisory Council, Chairman or member of the Board or member of the Advisory Council, or officer or employee of the Board in respect of anything done or purported to have been done in good faith in pursuance of this Ordinance and the Regulations and Rules made thereunder.

Repeal.

28. (1) The West Pakistan Text Book Board Ordinance, 1962 (West Pakistan Ordinance No. XLI of 1962), in its application to the North-West Frontier Province, is hereby repealed.

(2) Notwithstanding the repeal of the West Pakistan Text Book Board

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Ordinance, 1962, everything done, action taken, obligation or liabilities incurred, rights, assets or property acquired, persons appointed or authorised, jurisdiction or powers conferred, agreements made or contracts signed, recognition granted or notifications or orders issued under any of the provisions of the said Ordinance or Regulations or Rules made thereunder, not inconsistent with the provisions of this Ordinance, or Regulations or Rules, made under this Ordinance, shall be continued, and, so far as may be, be deemed to have been respectively done, taken, incurred, acquired, appointed, authorised, conferred, made, signed, granted and issued under this Ordinance, and any document referring to any of the provisions of the said Ordinance, Regulations or Rules, shall, so far as may be, be considered to refer to the corresponding provisions of this Ordinance, or Regulations or Rules made under this Ordinance.

29. All assets, property, rights and interests of whatever kind used, enjoyed, possessed, owned by, vested in, or held in trust by or for the Board established under the West Pakistan Text Book Board Ordinance, 1962, and all liabilities legally subsisting against the said Board, shall to the extent of the share of the North-West Frontier Province, pass to the Board.

Succession.

30. The expression 'Board' as used in the West Pakistan Publication of Text Books (Regulation and Control) Ordinance, 1970 (West Pakistan Ordinance XXVII of 1970), shall in relation to the North-West Frontier Province mean the Board established under this Ordinance.

Substitution.

SCHEDULE

(Section 24)

The First Regulations of the North-West Frontier Province Textbook Board.

1. The Chairman shall exercise control over the office of the Board as its principal executive officer and shall do all acts to ensure that the officers and the staff properly perform the duties entrusted to them. In particular he shall:

Powers and duties of the Chairman.

- *(i) Write confidential reports on the work of officers [in N.P.S. 15 and above and countersign the confidential reports of the employees in grade 14 and below].
- (ii) recommend to the Board any disciplinary action that he considers necessary against officers mentioned in clause (i);
- *(iii)[appoint employees in N.P.S. 14 and below; and]
- *(iv)[take disciplinary action against employees in N.P.S. 14 and below.]

2. (1) The Secretary shall, subject to the control of the Chairman, be incharge of the administrative sector of the office and shall cause the orders and decisions of the Chairman and the Board to be carried out.

Powers and duties of the Secretary

(2) The Secretary shall take all possible steps to ensure that the funds of the Board are spent on the purpose for which they are provided.

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(3) The Secretary shall cause to be prepared and submit to the Board for approval the annual statement of accounts and budget estimates.

(4) All meetings of the Board, the Advisory Council and the Committees shall be convened by the Secretary under the directions of the Chairman. While preparing the agenda for a meeting of the Board, the Advisory Council or a Committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without previous permission of the Chairman.

(5) The Secretary shall record the minutes and maintain the records of the proceedings of the Board, the Advisory Council and the Committees.

(6) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman.

(7) All dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Bank Treasury approved by the Board.

(8) The Secretary shall perform such other duties as may be assigned to him by the Chairman.

(9) Notwithstanding anything to the contrary in these Regulations, the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary.

and provisions of the Advisory Council

3. (1) The Advisory Council may recommend scale of officers or employees of the Board **[in NPS 15 and above]*. The Advisory Council may advise the Board on qualifications of officers and specialists or experts, their duties and conditions of appointments.

(2) The Advisory Council shall:

- (i) examine the annual budget and advise the Board thereon; and
- (ii) review the financial position of the Board periodically and make recommendations to the Board for improving its finances.

(3) The Advisory Council may advise the Board on matters concerning schemes which may be proposed under section II of the Ordinance.

Unsolicited advice.

4. The Advisory Council may consider and advise the Board on all cases of advice and suggestions, received from the Education Department of Government, Board of Intermediate and Secondary Education and other Institutions in the North-West Frontier Province.

Accounts and Audit

5. (1) The Board shall appoint a whole-time officer as Internal Auditor or Accounts Officer for the purpose of checking the bills to be paid from the funds of the Board and maintaining accounts. No expenditure shall be made from the funds of the Board unless the bill for its payment has been checked by the Internal Auditor in conformity with the provisions of this Ordinance, and the Regulations and Rules made thereunder.

*Amended vide NWFP Textbook Board (amendment) Ordinance No. IX of 1982.

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(2) The statement of accounts of the Board signed by the Secretary and the Internal Auditor or Accounts Officer shall be submitted to the Controlling Authority and Government within six months of the closing of the financial year.

(3) The accounts of the Board shall be audited once a year in conformity with the provisions of this Ordinance, the Regulations and Rules made thereunder, by Auditors appointed by Government for this purpose. It shall be the duty of the Secretary to move Government well in time to appoint the Audit Agency in the first instance.

LIEUT. GENERAL K. M. AZHAR KHAN,
S. Pk., S.Q.A.,
Governor of the North-West Frontier Province
and
Martial Law Administrator Zone 'F'.

Peshawar, dated
the 29th March, 1971.

E&A 0.0-314/10/XII/SOS3

Dated 24-07-2012

OFFICE ORDER

The Khyber Pakhtunhwa Textbook Board vide resolution No.11 of its 433rd meeting on 12-07-2012, has been pleased to approve the following proposed charter of duties of the employees of the Board as recommended by the concerned Committee.

1. CHAIRMAN

1. Chief Executive Officer of the Board
2. Duties as mentioned in Ordinance.

2. MEMBER, PAPER, SALES & PRODUCTION

1. The overall supervision of PSP Branch and Sales Wing.
2. Procurement and availability of non-develop textbooks.
3. Recommendation for allocation and number of copies to be published.
4. Procurement of paper, paper distribution for textbooks and distribution of printing textbooks.
5. Allocation and permission for printing additional copies.
6. Pricing in consultation with Editorial & Procurement Branch and Chief Accounts Officer etc. Books published through publishers
7. Other functions as per Ordinance and duties as assigned by the Board Chairman.

3. MEMBER, EDITORIAL & PROCUREMENT

1. Overall supervision of the Editorial & Procurement Branch.
2. All the functions for publication/printing of textbooks printed through printers as Board's own publication and published/printed under new textbook policy.
3. To recommend names of authors, Reviewers, editors and translator etc.
4. To plans research projects, seminars, workshops and preparation of all sorts of reading material as per ordinance.
5. To procure manuscripts and to recommend payments to authors, reviewers, editors, etc.
6. To recommend release of textbooks.
7. To ensure that curriculum is reflected in the textbooks.
8. Allocation of books to printers.
9. To check piracy & over printing of textbooks.
10. Timely availability of textbooks as per schedule target date.
11. To keep a vigilant eye on work & duties of Subject Specialists.
12. To plan and supervise the activities of the Research Cell.
13. Other functions as per ordinance and duties assigned by the Board/Chairman.

4. SECRETARY

1. The Secretary, subject to the control of the Chairman, is incharge of the administrative sector of the Board and issues the orders and decision of the Board and the Chairman for implementation.

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Punjab Textbook Board

Phase-V, Hayatabad, Peshawar (EPABX - 9217159-61, Fax # 9217163)

- 7. Paper position, its demands and account etc.
- 8. Pricing of textbooks printed by publisher.
- 9. Arrangement for physical verification of textbooks stock and paper.
- 10. Recovery of final dues from publishers (royalty & other developmental charges).
- 11. Check on over-printing and piracy.
- 12. Liaison with other wings.
- 13. Any other duty assigned by the Chairman and Member (PSP).

9. DEPUTY SECRETARY (E&P)

- 1. Overall supervision of the Branch.
- 2. Correspondence with authors, reviewers, proofreaders, printers and to persue the work as assigned to them.
- 3. Implementation of Board's decisions regarding allocation of textbooks to printer, to obtain specifications from concerned subject specialists and final approval from the Member, and record of manuscripts.
- 4. To ensure record of distribution of proofs to proofreaders and return thereof, and to submit daily progress report.
- 5. Issuance of print orders after approval.
- 6. To get views of the academic staff in connection with release of textbooks.
- 7. To obtain views of subject specialist on the dummies regarding contents.
- 8. Preparation of bills of authors etc. as per (2) above.
- 9. Liaison with other wings.
- 10. Proposals for allocation to printers.
- 11. Checking verification and submission for onward process of pricing bills of printers.
- 12. Recommendation of printing materials and its safe custody.
- 13. Registration of printers.
- 14. Recommendation for release of books for sale.
- 15. To check the over printing and piracy.
- 16. Any other duty assigned by the Chairman and Member (E&P)

DEPUTY SECRETARY (E&A)

- 1. Implementation of Board's decision and Chairman/Secretary orders.
- 2. Miscellaneous correspondence with sister Board's, Provincial & Federal Govt. etc.
- 3. Over all supervision of E&A Branch
- 4. Any other duty assigned by the Chairman and Secretary.

SALES MANAGER

- 1. Supervision of the Sales Branch under direction of Member PSP, through Deputy Secretary(PSP).
- 2. Submission of stock position report to the Deputy Secretary (PSP) and recommendations for additional demand.
- 3. To supervise receipt and supply of textbooks and ensure proper storage, and maintenance of proper record thereof.
- 4. Supervision of performance of the Sale Agents.
- 5. Submission of deposit sheets of daily sale.
- 6. Provision of date for allocation to Member (E&P)/allocation committee.

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Khyber Pakhtunkhwa Textbook Board

Phase V - Hayatabad, Peshawar (EPABX: 0217150-61 Fax# 0217162)

7. To keep vigilant eye on stock position of textbooks and demand and inform concerned branch for additional allocation in time.
8. Any other duty assigned to him by the Member (PSP), Chairman/Board.
12. **LIBRARIAN**
 1. All matters/fields/records/books/periodicals/equipment etc. pertaining to the library.
 2. Bills etc pertaining to above.
13. **SUPERINTENDENT**
 1. Overall administration/supervision of the concerned Branch.
14. **TEXTBOOK EXAMINER**
 1. Market survey in connection with shortage, piracy, over printing and unauthorized printing and reports thereof.
 2. Weekly printing reports of printers/publishers as to their progress in the printing session.
 3. Physical verification and stock checking report of the work accomplished by printers/publishers.
 4. Collection of printing material and liaison with Deputy Secretary Editorial & Procurement Branch of the Board.
 5. To dismantle printing material under instructions of Deputy Secretary, Editorial & Procurement Branch and Subject Specialist concerned.
 6. Collection of specimen copies from printers/publishers at the time of stock checking.
 7. Inspection of printing presses to ensure the implementation of relevant clauses of the agreement mentioning schedule, quality, quantity and subletting etc.
 8. Coordination and liaison with PSP (Paper Cell, Sales Depot), printers/publishers for expediting printing supply of textbooks and remove the bottle-necks if any, on personal level.
 9. Liaison with educational institution in connection with teaching of authorized textbooks.
 10. Market survey to see that the sale agents follow the terms of agreement in connection with the sales of books.
 11. Any other duty assigned to him by the Member (PSP), Chairman/Board.
15. **ACCOUNTANT**
 1. Maintaining of all accounts books.
 2. Preparation and checking of bills.
 3. Checking and verification of all kinds of bills received for payment.
 4. Overall supervision of Accounts Branch.
16. **PS TO THE CHAIRMAN**
 1. To keep record of all letters and files submitted to the Chairman.
 2. To monitor telephonē calls and visitors to the Chairman.
 3. To scrutinize the files submitted to the Chairman.
 4. To make necessary arrangements for entertainment of guests at the official meetings.
 5. To make arrangements for official tours of the Chairman.

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17. **PROOFREADER**

1. Proofreading of the assigned subjects/books.
2. Final checking of the work of external proofreading
3. Checking of the assigned books before release/approval.
4. Preparation of additional manuscripts.

Encl: No. E&A/ 0-0-316 / Vol VIII

Copy forwarded for information to:-

1. The Member (PSP)
2. The Member (E&P)
3. The CAC.
4. The RAD.
5. PS to Chairman.


SECRETARY

Dated 24-07-2012

-sd-
SECRETARY

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BOOKS DEVELOPMENT PROCESS

1. Books are developed under curriculum notify by the Competent Authority.
2. Books are written by the qualified authors/ writers.
3. Books are reviewed by textbooks Board through the internal Review Committee (IRC) first.
4. Books are improved in light of IRC recommendations.
5. Books are reviewed through the National Review Committee (NRC) before 18th scenario and Provincial Textbook Review Committee (PTRC) after 18th scenario.
6. Competent Authority: before 18th amendment (Ministry of Education, Curriculum Wing, Islamabad) and after 18th amendment (the Directorate of Curriculum & Teachers Education (DCTE), Abbottabad).
7. After incorporation of the suggestions/ alteration of NRC/ PTRC, the updated version of the books are reviewed once again by the Select Committee under the supervision of Competent Authority.
8. The improved version of the book after SC review, are sent for final approval to Competent Authority i.e. Ministry of Education, Curriculum Wing, Islamabad / DCTE Abbottabad.

Encl: Specimen minutes of various review meetings & Copy of NOC

1. Copy of IRC minutes
2. Copy of PTRC minutes
3. Copy of SC minutes
4. Copy of NOC for a book



Annex - XVI XVI
KHYBER PAKHTUNKHWA TEXTBOOK BOARD

PESHAWAR

E&P/ 961-65

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1. Mr. Muhammad Muddasir, GHS Sardar Garhi Peshawar
2. Mr. Sanullah, GHS Gulbahar Peshawar
3. Mr. Niaz Muhammad, GHS Sarband Peshawar
4. Hazrat Muhammad, Principal, Uloom-ul-Sharia Peshawar
5. Syed Rezaqat Ali Shah, SS (Soc. Sc), Textbook Board Peshawar.

Subject: REVIEW MEETING

Sir,

I am directed to inform that the Khyber Pakhtunkhwa Textbook Board intends to review the manuscript of Islamiat - 8th (developed by M/S University Books Publishers) based on National Curriculum 2006. Review meeting is scheduled to be held on 12 - 14 January 2013 from 09:00am to 03:00pm in the premises of the Board and you have been nominated as Review Members for the purpose.

It is, therefore, requested to kindly attend the said Review meeting review charges etc will be borne by the publisher concerned.

Deputy Secretary (E&P)

Endst. No. E&P/ 964-68

Dated: 23/1/2013

Copy forwarded to:

1. PS to Chairman
2. M/S University Books Publishers, Peshawar to arrange review expenditure.

Deputy Secretary (E&P)