



PROGRAM SUPPORT AND DEVELOPMENT UNIT

Standard Operating Procedures - Stop Gap Arrangement (SGA)

To,

1. The Acting Director FA&A Department, SEF, Govt. of Sindh
2. The Program Heads (All)/Focal Person(s), SEF, Govt. of Sindh
3. The Regional Heads (All), SEF, Govt. of Sindh
4. The District Heads/Officer In-Charges (All), SEF, Govt. of Sindh

Subject: Standard Operating Procedures (SOPs) for managing / running Foundation Assisted Schools / Learning Centres under Stop Gap Arrangement (SGA)

With reference to the subject captioned above the following Standard Operating Procedures (SOPs) for managing / running the Foundation Assisted Schools/ Learning Centres under Foundation's Stop Gap Arrangement are being shared. These SOPs are being issued keeping in view the policy areas that the existing Stop Gap Arrangement structure, *communicated vide Notification (Reference No. SEF/PSDU/11/2018 dated; August 08, 2018)* and the Guidelines for the Financial Management of Stop-Gap Arrangement Cases (*Reference No. SEF/FIN/11/3059/2018, dated November 08, 2018*), do not cover adequately. All the concerned are hence required to ensure compliances in Stop Gap cases as under:

- I. The structure given hereunder shall serve as the framework for a Stop-Gap Arrangement which the Foundation may employ to temporarily manage Schools/ Learning Centers (under AALTP) of the Partners in the following cases:
 - a. where the contract with the Partner has either been terminated or is not renewed
 - b. in case of the death of the original Partner
 - c. in case of the closure of operations of the Partner Organization
 - d. in case the Partner abandons the School or withdraws
 - e. where the Schools/ Learning Centres face the threat of closure on any account.
- II. A temporary contract will be signed with the Head Teacher or any other Teacher (*only where the Head Teacher has left and another potential employee is present to lead as a Head Teacher*) of the School/ Learning Center under Stop-Gap Arrangement to formalize his/her role for a contractual professional engagement with the Foundation on purely temporary basis. This will further authorize the Head Teacher to manage administrative and financial matters on monthly basis. The Head Teacher will be liable to maintain academic as well as financial records of each

month including running costs such as petty cash that shall only be **reimbursed** after verifying evidences and examination & endorsement of submitted vouchers by concerned Regional / District team and Finance Dept, SEF as referred in the following clauses.

- III. A separate SEF bank account will be opened specifically for transparently handling monetary transactions for active cases under Stop Gap Arrangement in the concerned Region/District and concerned Regional/District Head will be the authorized official to disburse the subsidy amounts, relating to that particular School / Learning Centre.
- IV. A committee under Regional/District Head will authorize the eligibility of expenditures (other than Salary and Petty Cash) including; Maintenance & Repair, Student/teacher transport, essential works; missing facilities, furniture/fixture; school supplies, rent expense etc.
- V. After having received necessary approval from the Competent Authority, the concerned Program shall raise a requisition and submit it with the Finance, Audit & Accounts Department (FA&A), SEF, Head Office for the disbursement of funds for the active Stop-Gap Arrangement Case(s). The requisition must state the total amount of funds based on the subsidy calculation.
- VI. For the purpose of V above where the eligible expenditure exceeds from the due subsidy amount; the concerned Program shall provide a comparative statement of the earlier expenditure (based on the expenditure statement submitted by the ex-Partner), the expenditure under Stop Gap arrangement and the due subsidy amount. The comparative statement after verification by the Internal Control & Compliance Unit, SEF, will be placed before MD, SEF for approval. Subject to the peculiarity of the case; if the approval is so granted by the MD; then the amount shall accordingly be disbursed.
- VII. The FA&A will transfer the Funds as per approved working submitted by the concerned Program, to the bank account thus opened. Since under Stop-Gap Arrangement, Schools/ Centres are to be supported for sustaining their operations; the amount so disbursed, thus shall essentially be booked under the head of subsidy account.
- VIII. Salaries of entire staff and amounts for other expenditures will be disbursed through banks accounts/cheques by the concerned Regional / District Head whereas the amount of petty cash shall be credited into the account of Head Teacher or any other Teacher (only where the Head Teacher has left and another potential employee is present to lead as a Head Teacher) for meeting the running costs of the School / Learning Centre.
- IX. The concerned Regional/ District Office shall keep proper record of the expenditures separately along with verifiable documentary evidences.



- X. The concerned Regional/ District Office shall send quarterly utilization report along with supporting documents to the FA&A Department to the Head Office.
- XI. Such Schools / Learning Centres will continue to be managed by the SEF until the School's / Center's management is handed over to a new Partner subject to the fulfilment of requisite criteria and process.
- XII. These SOPs extend, with an immediate effect to all Schools/Learning Centres under SEF Assisted Schools (SAS) Program, Promoting Private Schools in Rural Sindh (PPRS) Program, SEF Middle/High Schools Program (SMHSP), Existing School Support Program (ESSP) and Adolescents & Adults Learning & Training Program (AALTP) of the Foundation that are subject to the conditions mentioned at Para I above and for which the Foundation has decided to manage these under Stop Gap Arrangement.



(ABDUL KABIR KAZI)
MANAGING DIRECTOR

No: SEF/132(b)/2019

Karachi, Dated 12-November-2019

A copy is forwarded for information to:

1. Director(s) / Acting director(s) (All), Sindh Education Foundation, Govt. of Sindh Karachi.
2. Assistant Director PSDU, Sindh Education Foundation, Govt. of Sindh Karachi.
3. Staff Officer to Managing Director, Sindh Education Foundation, Govt. of Sindh Karachi.