



**STANDARD OPERATING PROCEDURES (SOPS)**  
**FOR SCHOOL MANAGEMENT COMMITTEE**

Education & Literacy Department, Government of Sindh made the following Standard Operating Procedures (SOPs) with the mutual consultation with State Bank of Pakistan.

1. The Bank representatives shall not ask SMC Account holders to provide certificate/Letter/Endorsement from Finance Department/District Administration Government of Sindh for any bank.
2. The Banks will not demand any type of service charges from the SMC Account holders (i.e. Bank Statement charges, minimum bank requirement etc)
3. School improvement plan – SIP or any other fund utilization documentation will not be demanded by banks as well as District Government of Sindh for drawing of funds from their SMC Accounts.
4. The SMC funds can be withdrawn by Account holders with any number of transactions. (However, Number of transactions should not be less than two). Not in (Individual/PTA/Any other Account).
5. The scheduled banks will cooperate with the SMC account holders in the opening of New SMC accounts as the PTA Accounts are invalid. And the SMC funds will be credited to the SMC Accounts of School.
6. Transaction or delay in activity by the SMC account holders will not result in closed and dormant account.
7. District Administration officers are not authorized to stop/hold SMC funds.
8. Payment related to SMC can be disbursed in terms of cash, the condition of cross cheque is not mandatory.
9. All the scheduled banks will provide "Bank Verification Report" (including Credited & Not Credited) of SMC funds on timely basis to the Reform Support Unit, Education & Literacy Department.
10. The bank will provide the information of the "Not Credited" SMC funds along with the reasons with each case.
11. The bank branches will facilitate Reform Support Unit; Education & Literacy Department in the complaint redressal process of the SMC Accounts and the credit information will be updated and intimated to RSU in timely manner.
12. At the end of every fiscal year the banks will provide the information of not credited SMC funds to Reform Support Unit on prescribed format and refund the same as and when instructed by RSU.

**Any violation of SOPs by Banks can be intimated to State Bank of Pakistan which assured that reported non compliance by Scheduled banks will be taken care from their end.**

(SABA MAHMOOD)

**CHIEF PROGRAM MANAGER  
REFORM SUPPORT UNIT**