



NOTIFICATION

NO.SO(SE-IV-A)2-373/2024: In supersession of the e-Transfer Policy 2022 issued vide Notification No.SO(SE-IV-A)2-145/2022 dated 27.10.2022, the Competent Authority / Chief Minister has been pleased to approve the e-Transfer Policy 2024 with immediate effect in order to ensure equitable and need based distribution of teachers / heads of schools to protect academic interests of students and optimize job satisfaction amongst teachers in a fair and transparent manner.

2. This policy shall be applicable on all teachers working in public sector schools under administrative control of the Department except those working on administrative posts in the District Education Authority/Department.

3. All teachers shall be transferred/posted as per evaluation criteria laid down in e-Transfer Policy, 2024 through SIS Portal against their cadre / transferable posts except those on hardship/compassionate grounds. No teacher shall claim posting against a particular post in a school as a matter of right.

4. **Definitions:**

In the Policy,

- I. **“Administrative Posts”** shall mean Directors Public Instruction, Additional Director Public Instruction, Directors in the office of DPs, Divisional Directors, Additional Directors in the office of Divisional Directors, Chief Executive Officers, District Education Officers, Deputy District Education Officers, Assistant Directors, Education Officers and Assistant Education Officers;
- II. **“Assessment Board”** shall mean the board established under section 27 of the Punjab Empowerment of Persons with Disabilities Act 2022, for issuance of the disability certificate.
- III. **“Circumstantial Single Parent”** shall mean a teacher whose spouse is out of Pakistan for the purpose of earning of livelihood and he/she is the sole caregiver of one or more children;
- IV. **“DEA”** shall mean District Education Authority established under the Punjab Local Government Act 2022;
- V. **“Department”** shall mean School Education Department;
- VI. **“Departmental Hardship Committee”** shall mean a committee constituted under para 10 of the Policy;

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- VII. **"Differently abled"** shall mean a teacher or his/her spouse or children having different physical or mental needs;
- VIII. **"District Hardship Committee"** shall mean a committee constituted under para 10 of the Policy;
- IX. **"Divorced/Khula'a"** shall mean a teacher who has legally terminated his/her marriage and has obtained computerized separation certificate to this effect from union council concerned;
- X. **"Ex-Municipal Corporation Cadre"** shall mean the teachers who were previously part of the Municipal Corporation;
- XI. **"General Transfer Round"** shall mean a transfer round during which teachers may apply for transfers in the category of general transfer on the basis of eligibility criteria, however, shall not include special considerations;
- XII. **"Mutual Transfers"** shall mean a transfer of two teachers with their mutual consent;
- XIII. **"QR Coded Order"** shall mean an order with specific QR Code, generated through SIS portal;
- XIV. **"Review Committee"** shall mean a committee constituted under para 05(iii) of the Policy;
- XV. **"SIS Portal"** shall mean School Information System Portal designed for transfer and posting of teachers;
- XVI. **"Single Teacher School"** shall mean a school that currently has only one teacher;
- XVII. **"Student"** shall mean a child enrolled in a public sector school to get formal education;
- XVIII. **"STR"** shall mean student teacher ratio as laid down in para 09 of the policy;
- XIX. **"Teacher"** shall mean a Principal, Senior Headmaster/Headmistress, Headmaster/Headmistress, Deputy Headmaster/Deputy Headmistress, SSS, SS, SST/SSE, EST/SESE and PST/ESE;
- XX. **"Transfer on Hardship / compassionate grounds"** shall mean transfer of a teacher on the basis of wedlock, circumstantial single parent, differently abled, widowed, divorced/khula'a and medical grounds duly supported with documentary evidence(s) as laid down in schedule-B;
- XXI. **"Transfer on Wedlock"** shall mean transfer of any of the married teacher in proximity to his/her spouse's residence/workplace;
- XXII. **"Two Teacher School"** shall mean a school having two teachers only;
- XXIII. **"Zero Teacher School"** shall mean a school having no teacher.

5. **Procedure to apply for Online Transfer:**

All transfers/postings of teachers shall exclusively be made as per provisions and evaluation criteria laid down in the policy through SIS Portal, except those on hardship/compassionate grounds. The Secretary, SED shall accord approval for opening of transfer/posting rounds. The procedure to apply for online transfer/posting on SIS Portal shall be as under:

- i) All teachers shall be required to generate their independent login/username on SIS Portal in order to register themselves and apply for online transfer/posting against the desired posts. They may be asked to submit requisite documents/information as stipulated within the framework of SIS Portal and annexed schedules.
- ii) Teachers shall be required to present original documents appended with their applications to the concerned DEA for scrutiny and verification.
- iii) Tentative transfer/posting merit list shall be visible to all applicants. They may view merit list of a post(s), they applied for. Teachers may submit objection(s), if any, on tentative transfer/posting merit list before Review Committee constituted at district level comprising of following:
 - a. Deputy Commissioner or his/her representative
(Not below BS-18) **Convener**
 - b. District Monitoring Officer **Member**
 - c. Two parent members (one male and one female)
from School Management Council, nominated
by CEO concerned. **Member**
 - d. Any coopted member **Member**
- iv) The Review Committee shall examine objections raised by applicants on tentative transfer/posting merit list and decide the same within the stipulated time as mentioned in transfer/posting schedule of SIS round. The CEO (DEA) concerned shall implement the decisions of Review Committee qua objections on SIS Portal before display of final merit list.
- v) Final transfer/posting merit list of a post shall be visible to all concerned applicants before issuance of orders.
- vi) SIS Portal shall generate QR coded transfer/posting orders in favor of eligible applicants automatically. The applicants may download system generated orders from SIS Portal.
- vii) The applications of teachers applying for transfer/posting in general category, shall be evaluated on detailed criteria laid down in the policy.
- viii) The transferred teachers shall actualize (relieving and joining) such transfer orders through SIS Portal only within given time.

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- ix) In case, a teacher fails to actualize such transfer/posting orders due to any reason, he/she shall be ineligible to apply for transfer/posting for a period of three years from the date of issuance of order not actualized, except in case of promotion and hardship.

6. Posting Upon Fresh Appointment:

- i) After issuance of the appointment orders, newly recruited teachers shall be tagged as "New Teacher" in SIS Portal along with appointment orders. At the time of tagging, their inter-se-seniority as recommended by the concerned forum (PPSC/DRC) shall not be disturbed.
- ii) A special SIS round shall be opened for posting of newly recruited Teachers after approval of the Secretary, SED. The department shall prioritize vacant posts (zero teacher, single teacher and two teachers' schools) on SIS Portal and the same shall be visible and available for posting of newly appointed teachers.
- iii) The Punjab Information Technology Board (PITB) shall facilitate newly recruited teachers in making their login/usernames & passwords enabling them to use SIS Portal to apply online as per the procedure laid down in the policy.
- iv) Newly recruited teachers shall enter their complete data/information on SIS Portal e.g. name and parentage, CNIC and contact number, home address, academic qualification, date of entry in Government service, cadre, appointment date, email address, marital status, domicile, personal number (once allotted) or any other information as per instruction of the Department, issued time to time.
- v) Newly recruited teachers shall give preference(s) for their posting on SIS Portal. In case of more than one application against the same post, preference shall be given to senior teacher as per his/her selection/appointment merit list. All posting orders of newly recruited teachers shall be issued through SIS Portal.
- vi) In case any newly recruited teacher fails to get posting order due to submission of less number of preferences against vacant posts, or non-submission of any preference at all, the appointing authority shall post him / her through SIS Portal against any available vacant post.
- vii) The Punjab Information Technology Board (PITB) shall generate login/usernames & passwords of concerned appointing authorities for the purpose of tagging of new teachers in SIS Portal.

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- viii) The posting orders of newly recruited teachers shall be actualized by joining through SIS Portal only within given time. In case, he/she fails to actualize first posting order, he/she shall be deemed to have been absent from duty from the date of issuance of his/her posting orders and disciplinary proceedings under the law/rules/policy shall be initiated against him/her by the Competent Authority.
- ix) The newly recruited teachers shall serve on his/her first place of posting for a period of at least two years. He/she may be eligible to apply for general category of transfer/posting on SIS Portal in third year of his/her service. However, he/she may apply for transfer on hardship/compassionate grounds after one year, as per provisions of the policy.

7. Posting upon Promotion:

The Department and DEAs shall convene Departmental Promotion Committee (DPC) meetings as per notified schedule. Secretary, SED shall accord approval of SIS round for timely actualization of promotions. A special posting round for promoted teachers shall immediately be opened on SIS Portal as required under para 16(1) of the Promotion Policy, 2010, preferably within 30 days from issuance of promotion order/advice. The procedure to apply for posting shall be as under:

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- i. Status of promoted teachers shall be updated (tagged) on SIS Portal prior to opening of e-transfer round for promoted teachers.
 - ii. All promoted teachers shall be required to apply online for their posting against vacant posts as reflected on SIS Portal. In case of more than one application for a particular post, the senior most teacher as per seniority shall be posted on the said post.
 - iii. Tentative posting merit list of a post shall be visible to all applicants. Applicants may submit objection(s), if any, on tentative posting merit list before Review Committee at district level as elaborated in the policy within stipulated time on SIS Portal only.
 - iv. The Review Committee shall examine grievances/objections raised by applicants on tentative posting merit list and decide the same within the stipulated time. The decisions of Review Committee qua grievances shall be uploaded on SIS Portal before display of final posting merit list.
 - v. Final posting merit list of a post shall be visible to all applicants before issuance of transfer/posting orders.
 - vi. SIS Portal shall generate QR coded posting orders in favor of promoted/eligible applicants automatically. The eligible/selected

applicant may download system generated posting order(s) from SIS Portal.

- vii. The promoted teachers shall actualize (relieving and joining) their promotion/posting orders through SIS Portal only, within given time.
- viii. In case, any promoted teacher fails to get posting order due to submission of less number of preferences against vacant posts or non-submission of any preference at all, the Department shall post him/her through SIS Portal against any available vacant post.
- ix. In case, any promoted teacher fails to actualize his/her promotion within the given time, it shall be deemed that the teacher has foregone his/her promotion and he/she shall stand superseded as laid down in para 24 of Promotion Policy 2010 of Government of the Punjab.

8. Posting of Ex-MC Teachers:

8.1 The cadre of Ex-MC teachers has been declared as a dying cadre vide Notification dated 01.07.2002. The Department has been managing their service matters now. An Ex-MC cadre teacher may apply for transfer online against a vacant post of his/her cadre in the same subject and scale as per procedure laid down in the policy. The Ex-MC cadre posts shall be earmarked separately, only for the purpose of promotion of Ex-MC teachers. However, in order to protect academic interests of students and ensure smooth functioning of MC schools in Punjab, this Department has allowed posting of general cadre teachers on Ex-MC cadre posts through SIS Portal.

8.2 Promotion and subsequent actualization of Ex-MC cadre teachers shall be made only on their own earmarked cadre posts. The earmarked Ex-MC posts shall be visible/available to Ex-MC teachers for actualization of promotions. SIS Portal shall generate transfer order of general cadre teacher (in category of awaiting posting) serving on Ex-MC cadre post against which promoted Ex-MC teacher applied to actualize his/her promotion.

9. General Transfer/Posting:

9.1 The Department may open SIS round after end of each term or as and when required after approval of Secretary, SED to facilitate transfers/postings of teachers in general category, as per the procedure laid down in the policy.

9.2 Notwithstanding anything contrary to the provisions of the policy, all teachers shall be eligible to apply for transfer against their desired vacant posts on SIS Portal including those teachers who have completed three years' service in a school having high Student Teacher Ratio (STR) subject to the evaluation criteria laid

down hereinunder and provisions laid down in paras 9.4.1(i)(b), 9.4.2 and 9.4.3 of the policy. However, the transfer shall be actualized upon completion of each term. The transferred teacher shall be required to complete his/her assigned tasks e.g. written assessment, result compilation and parent teacher meeting. The transferred teacher shall submit a certificate to Head of the school regarding completion of assigned tasks. The Head teacher shall process charge relinquish of transferred teacher on SIS Portal.

9.3 Evaluation criteria for General category:

Sr No	Component	Maximum Marks	Formula	Remarks
01	Distance: within District	10	$(\text{Distance in KM} + 50) \times 10$	Distance from school to school shall be considered. A teacher shall be awarded a maximum of 10 marks, irrespective of distance beyond 50 KM.
	Distance: Inter-District		$(\text{Distance in KM} + 100) \times 10$	Distance from school to school may be considered. A teacher shall be awarded a maximum of 10 marks, irrespective of distance beyond 100 KM.
02	Length of Service	05	$(\text{Number of years served} + 25) \times 05$	A teacher may be awarded a maximum of 05 marks against the component, even though he/she has served for more than 25 years.
03	Academic Qualification	5	PhD = 05 M. Phil = 03	Award of respective degree (not result card), shall be considered. Teacher having PhD degree shall not be awarded marks allocated to M. Phil degree.
04	Tenure in Current School	20	$(\text{Number of years served} + 25) \times 20$	Tenure in current grade shall be considered for allocation of marks.
05	Transfer on the Basis of Low STR	10	$(\text{Number of years served after such transfer} + 25) \times 10$	Number of years served by teacher in school after his/her transfer on the bases of low STR shall be considered.

- i. In case of a tie/equal marks amongst applicants, preference shall be given to the senior most teacher (as per notified seniority list).
- ii. Teachers transferred in general category shall not be eligible for another transfer in the same category within a period of three years except on hardship/compassionate grounds.

- iii. Teachers in BS-16 & below in all cadres applying for Inter-District transfer in general category shall submit their No Objection Certificates, No Inquiry Certificates and No Demands Certificates at the time of verification of documents in the office of CEO concerned.
- iv. A general cadre teacher may apply for transfer on Ex-MC cadre earmarked post(s). However, SIS Portal shall transfer him/her from that post (in the category of awaiting posting) for the purpose of actualization of promotion of an Ex-MC cadre teacher against the said post.

Note: No Objection Certificates, No Inquiry Certificates and No Demand Certificates shall only be required in cases of BS-16 & below as such teachers shall be transferred from one district to another resulting in change of their appointing/transferring authority.

9.4 Student Teacher Ratio (STR):

Students' ratio in a class per teacher shall be of prime importance in STR. Whereas, teachers' strength against the sanctioned posts and registration of students in a school shall be considered for rationalization of teachers to maintain the STR in a school as given below in para 9.4.1(i)(a).

a) Justifications for STR are given below:

- i. Provision of education to students is the foremost priority of the Department in line with Article 25-A of the Constitution of the Islamic Republic of Pakistan;
 - ii. Smooth functioning of schools.
- b) The SIS Portal shall analyze the data and transfer the teacher from school having low STR in schools having high STR for the following reasons:
- i. Rationalization of posting of teachers for smooth functioning of schools;
 - ii. Provision of transfer facility to those teacher(s) having longest tenure in high STR school who could not apply earlier for transfer due to high STR.

9.4.1. Requirement of Teachers in Schools:

- i. **Primary Level**
 - a. For Primary Schools and primary portion of Elementary, High and Higher Secondary Schools, the minimum requirement of teachers may be as under:

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Primary (K to 5) Enrolment Range	Maximum Teachers Required in a School	Minimum Teachers Required in a School
1 – 80	3	2
81 – 120	4	3
121 – 160	5	4
And so on ...		

Subject to availability of sanctioned post(s).

- b. In case of such teachers serving in Primary School, primary portion of Elementary/High/Higher Secondary school or each portion of consolidated Model Primary School running with one or more teachers, who could not apply for transfer due to high STR, the senior most teacher (having longest posting tenure in the same school) may apply for transfer out after serving at least three years in the same school.
- c. As a result of transfer of teacher(s) in such cases, SIS Portal shall analyze Student Teacher Ratio (STR) and transfer a teacher from a nearby school and post him/her in place of transferred teacher within 07 working days in order to maintain STR as laid down in the policy. However, the transferred teacher shall not relinquish charge till the joining of new teacher in the high STR school.

Note: Existing STR is @ 01 teacher for 40 students. However, if any school having as low STR as one teacher for 30 or less students, teacher having longest tenure (at least 03 years) in the said school shall be transferred to need based school, having high STR within the radius of 25 kilometers for male teacher and 15 kilometers for female teachers. The SIS Portal shall inform such transferred teachers as well as Head Teachers concerned through email and SMS alert.

9.4.2 Elementary Level

- a. For schools with elementary classes (6, 7 & 8), the minimum requirement of teachers (ESTs/SESEs) shall be as under:

No. of Sections (in 6, 7 8)	Minimum required teachers (ESTs/SESEs) based on Subject Group				
	Arabic	Drawing	Computer Science	Arts/English/ General Oriental/ Urdu/Vernacular	Science
3	1	1	1	2	1
4	1	1	1	2	2
5	1	1	1	3	2
6	1	1	1	3	3
And so on ...					

Subject to availability of sanctioned post(s).

- b. A single teacher i.e. EST/SESE (Arabic), EST/SESE (Drawing), EST/SESE (Computer Science), EST / SESE (Phy.Edu) may apply for transfers having three years' tenure in the same school.

9.4.3. Secondary Level

- a. For schools with secondary classes (9 & 10), the minimum requirement of SSTs/SSEs shall be as under:

No. of Sections (in 9 & 10)	Required Teachers (SSTs/SSEs)		
	Computer Science	Arts	SST Science
2	1	2	2
3	1	3	2
4	1	3	3
5	1	4	3
6	1	4	4
And so on ...			

Subject to availability of sanctioned post(s).

- b. In case of one sanctioned post of SST (Science/Arts) and SST (Computer Science), the teacher may not apply for transfer-out, being single teacher and no one may apply for transfer-in being no vacant post. In such cases, the working SST (Science/Arts) and SST (Computer Science) having three years' service in that school, shall be allowed to apply for transfer during e-transfer round.
- c. As a result of transfer in such cases, SIS Portal shall analyze Student Teacher Ratio (STR) and transfer a teacher (SST, Science/Arts only) from a nearby school having longest tenure and post him/her in place of transferred teacher within 07 working days in order to maintain STR as laid down in the policy. However, the transferred teacher shall not relinquish charge till the joining of new teacher in the school.

Note: Existing STR is @ 01 teacher for 40 students. However, if any school having as low STR as one teacher for 30 or less students, teacher having longest tenure (at least 03 years) in the said school shall be transferred to need based school, having high STR within the radius of 25 kilometers for male teacher and 15 kilometers for female teachers. The SIS Portal shall inform such transferred teachers as well as Head Teachers concerned through email and SMS alert.

- d. In case of promotion of a single teacher in a school, the teacher shall be allowed to apply for transfer out to actualize his/her promotion, by relaxing the criteria for EST/SESE (Computer Science), EST/SESE

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(Arabic), EST/SESE (Drawing), EST/SESE (Physical Education) and SST/SSE (Science / School Head).

- e. Transfer application of SST/SSE (Computer Science) teacher shall not be processed where neither any computer lab has been established nor students of Computer Science are enrolled. Albeit, a vacant seat is available in a school.

9.4.4. Higher Secondary Level

- a. For schools with intermediate classes (11th & 12th), Subject Specialist/Senior Subject Specialist (SS/SSS), having no students in their respective subject(s), shall be posted to other schools through SIS Portal where the students of same subjects may be available. Such SS/SSS may be posted on vacant posts through SIS Portal.

10 Transfers on Hardship / Compassionate grounds:

10.1 Teachers may apply for transfer on hardship/compassionate grounds by giving at least 05 preferences against desired vacant posts. Their cases for transfer shall be placed before the District Hardship Committee constituted at district level for consideration and recommendation.

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10.2 The Composition of the committee is as under:

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| a. Deputy Commissioner | Convener |
| b. Chief Executive Officer (DEA) | Member/Secretary |
| c. District Education Officer concerned | Member |
| d. Deputy Director, Local Government | Member |
| e. Medical Superintendent DHQ / THQ | Member |
| f. Two representatives of SMC (one male member from boys' school of the district, having highest enrollment and one female member from girls' school of the district, having highest enrollment. The CEO DEA concerned shall nominate the members) | Member |
| g. Any other co-opted member(s) | Member |

10.3 Term of References (ToRs) of the District Hardship Committee are:

- i. The CEO (DEA)/Secretary of the Committee shall receive applications of teachers working in a district for transfer on hardship/compassionate grounds and place the same before the District Hardship Committee.
- ii. The cases of teachers seeking transfer on medical grounds shall be referred to Medical Superintendent of concerned District Headquarter Hospital (DHQ) to determine the veracity of claim of a teacher regarding his/her disease/disability and for examination of the teacher through a medical board. The medical board shall prepare report/finding(s) on the

prescribed proforma (**Schedule-A**). The composition of medical board is as under:

- a. Head of Medicine
 - b. Head of Surgery
 - c. Head of Radiology/Pathology (whoever is relevant)
 - d. Consultant
 - e. Any coopted Member/Doctor
- iii. The District Hardship Committee shall convene its meetings at least on bi-monthly basis or as and when required to examine/scrutinize applications as per given check list (**Schedule-B**).
- iv. The District Hardship Committee shall not entertain applications of teachers for transfer on hardship/compassionate grounds, facing disciplinary or criminal proceedings.
- v. The District Hardship Committee shall also consider and make recommendations on transfer applications of such teachers who are eligible to apply for transfer on hardship/compassionate grounds but unable to avail transfer facility due to high STR.
- vi. The Committee shall make recommendations for transfer against substantial vacant post(s) to the Departmental Hardship Committee on the prescribed proforma (**Schedule-C**).
- vii. Teachers whose applications for transfer on hardship/compassionate grounds were rejected by District Hardship Committee may file their representation before the Divisional Grievance Redressal Committee within 15 days from the rejection of their application. The Divisional Grievance Redressal Committee shall decide representations within 15 days. In case the Divisional GRC decides any representation in favor of an applicant, the same shall be forwarded to the Departmental Hardship Committee with specific recommendation(s) for consideration and decision thereon. The composition of Divisional Grievance Redressal Committee shall be as under:

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| a. Commissioner or his/her representative not below the rank of BS 19 | Convener |
| b. Divisional Director (SE/EE) concerned | Member |
| c. Principal of teaching hospital of the division | |
| d. Project Director PMIU, SED or his/her representative not below the rank of BS-18. | Member |
| e. Two representatives of SMC (one male member from boys' school of the division, having highest enrollment and one female member from girls' school of the division, having highest enrollment. Both members must be from different tehsils. The CEO DEA concerned shall nominate the member) | Member |

- f. Educationist/Philanthropist (to be nominated by the Department from amongst the panel as recommended by the Commissioner concerned) Member
- g. Representative of Special Education Department (Not below the rank of BS-18) Member
- viii. The Departmental Hardship Committee shall be as under:
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| a. Additional Secretary (Schools), SED | Convenor |
| b. Director Public Instruction (SE/EE), Punjab | Members |
| c. Director Monitoring, SED | Member/Secretary |
- ix. The Departmental Hardship Committee shall examine recommendations of District Hardship Committee and decide cases as per provisions of the policy. In case of transfer of a teacher involving high STR, the committee shall ensure posting of a suitable substitute through SIS Portal as per the procedure provided in the policy.
- x. After approval of Departmental Hardship Committee, all transfer/posting QR coded orders on hardship/compassionate grounds shall be made on SIS Portal. A teacher once transferred on hardship/compassionate grounds, cannot re-apply for another transfer (in any category) within three year, except in case of his/her promotion.
- xi. All transfer orders on hardship/compassionate grounds shall be issued through SIS Portal on term end, except in cases of transfer under category of divorce/Khula'a and widow.
- xii. An aggrieved teacher may file an appeal before the Special Secretary of the Department against the decision of Departmental Hardship Committee within seven days from the issuance of transfer order.
- xiii. The Special Secretary, School Education shall decide such appeal(s) after affording an opportunity of personal hearing to the appellant either himself/herself or through an officer authorized by him/her within 30 days.

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11. Posting of awaiting posting teachers:

11.1 A teacher shall only be placed at the disposal of Department/District Education Authority and considered awaiting posting on the following grounds:

- i. Suspension on account of registration of a criminal case under the relevant law or initiation of disciplinary proceedings under the PEEDA Act, 2006.
- ii. Administrative grounds: The head teacher, in the first instance shall issue an advisory to a teacher who fails to perform satisfactorily or

behaves in a manner contrary to the established norms/traditions, except in cases of corruption and harassment, recommending him/her to improve his/her performance. In case, the teacher concerned fails to improve his performance or mend his behavior, head teacher shall issue an explanation to a teacher on his/her poor performance/ actionable charges. After receiving reply from the concerned teacher, the matter (poor performance/charges and reply of the teacher) shall be placed before the School Management Council (SMC) for its consideration and decision.

iii. On the recommendations of School Management Council, the head of the school shall initiate a reference regarding withdrawal of services of a teacher to his/her Competent Authority/Appointing Authority of the teacher concerned. The Competent Authority shall examine charge(s) and take the following actions:

- a) He/she shall withdraw the services of the teacher from the school.
- b) He/she shall initiate disciplinary action under PEEDA Act, 2006 against the concerned teacher on the same charge(s).

Note: The provisions laid down in para-11(ii) shall be applicable on teachers serving in schools in District Education Authority, except In-charge of the school and teachers serving on administrative posts. Whereas, immediate controlling officer shall initiate request of withdrawal of services of in-charge of school along-with list of charge(s) to his/her Competent Authority/Appointing Authority.

- iv. Re-joining the Department upon completion of deputation, expiry of study leave, long leave, extraordinary leave etc. as provided in Punjab Revised Leave Rules 1981, as a result of penalty, demoted employee, in case of merger of schools, transfer of general cadre teacher from Ex-MC posts as a result of promotion / actualization of Ex-MC teacher, availing of lien back to the department, reinstatement into service.
- v. The Competent Authorities in districts shall be responsible to update/rectify/ change data on SIS Portal of a teacher whose services have been placed at the disposal of the Department. Similarly, Director (Monitoring) in the Department shall be responsible to update/rectify/change the data of teachers (BS-17 and above) upon their rejoining the Department as laid down above.
- vi. The Department shall open posting round on SIS Portal as and when required for awaiting posting teachers.
- vii. Awaiting posting teachers shall apply on SIS Portal for their posting. They shall be required to give preferences against desired posts.

- viii. In case, any awaiting posting teacher fails to get posting order due to submission of less number of preferences against vacant posts or non-submission of any preference at all, the Appointing Authority/SED shall post him/her through SIS Portal against any available vacant post.
- ix. A teacher shall not be posted again in the school from where his/her services were previously surrendered/withdrawn. Similarly, a teacher shall not be posted back in the same school from where he/she was proceeded against under PEEDA Act, 2006 and awarded any penalty under the Act *ibid*.

12. **Posting of teachers in Quaid-e-Azam Academy for Educational Development (QAED) & Lab Higher Secondary Schools of QAED:**

- i. Teachers shall apply for transfer/posting on SIS against the vacant posts of all categories in District QAED academies and attached Lab Schools including the posting at QAED Punjab, Lahore as per the procedure laid down in the policy.
- ii. The Selection Committee notified vide No.SO(TRG)2-63/2019 dated 04.12.2023 (**Schedule-D**) shall only conduct interviews of the teachers who are willing to serve in QAED Punjab, Lahore. The Director Monitoring, SED shall implement decisions of Selection Committee in SIS Portal. Whereas, posting of all teachers shall be made through SIS Portal against vacant posts of QAED in districts.

13. **Mutual Transfer:**

- i. Mutual transfer/posting shall be allowed for regular/contractual teachers in the same scale/cadre subject to the condition that both the applicants are in the same cadre/discipline/subject/scale.
- ii. Teachers of all cadre serving in a district shall apply on SIS Portal for mutual transfer. The office of CEO (DEA) concerned shall verify in writing mutual consent of both teachers at the time of verification of documents.
- iii. Teachers of all cadre applying for Inter-District mutual transfer shall also apply on SIS Portal. The offices of CEO (DEA) concerned shall verify in writing mutual consent of both teachers of their respect district, No Objection Certificates, No Inquiry Certificates and No Demands Certificate at the time of verification of documents.

Note: No Objection Certificates, No Inquiry Certificates and No demands Certificate shall only be required in transfer cases of BS-16 & below as such teachers shall be transferred from one district to another resulting in change of their appointing/transferring authority.

- iv. Newly recruited teachers cannot apply for mutual transfer within two years of their service except on hardship/compassionate grounds.
- v. A teacher cannot apply for second mutual transfer within two years from his/her previous mutual transfer.
- vi. The provision of mutual transfers/postings shall be available to all teachers in every transfer round on SIS Portal.
- vii. In case of inter-district mutual transfer, teachers in BS 16 and below shall be placed at the bottom of seniority list maintained by the respective district in respective cadre.
- viii. The application for mutual transfer shall not be considered/processed on the following grounds:
 - a. Any of the applicants has less than one year of service at his/her credit;
 - b. Any of the applicants has applied for a pre-mature retirement;
 - c. Any of the applicants has applied for LPR;
 - d. Any of the applicants waiting for actualization of promotion in the next scale;
 - e. Any of the applicants has been facing disciplinary or criminal proceedings.

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14. Administrative transfer/posting in relaxation of provision(s) of policy:

14.1 The Competent Authority/Chief Minister, Punjab may relax any one or more provisions of this policy at any time in respect of individual case(s) on special reasons to be recorded in writing. In case of such administrative transfers/postings, orders shall be issued by the Department on SIS Portal, in relaxation of provisions of the policy.

15. Manual Order:

- i. No manual transfer/posting order shall be allowed in any case. Each transfer/posting order shall be issued through SIS Portal only.
- ii. In future, if any authority, Department or DEAs of competent jurisdiction, decides any representation referred by a court or any competent authority, the result shall be updated in SIS Portal after approval of Secretary SED.

16. Validity of System Generated Orders:

- i. All system generated orders with valid QR Code shall have the force of law and shall not require signature of any authority for the purpose of relieving/joining.
- ii. Only duly authorized officers of Department who have been issued login/password facility by Department shall be granted administrative

privilege to access and update SIS Portal. In case of misuse of login/password on any account, the responsibility shall be fixed upon the authority to whom login/password facility was granted.

- iii. The CEO (DEA) shall be responsible to ensure the implementation of e-Transfer orders generated through SIS Portal within given stipulated time. Extension in joining/relieving of e-Transfer orders may be made as per rules by the concerned authorities through SIS Portal.

17. General Clauses

- i. The Department shall ensure that all sanctioned, filled and vacant posts are visible to all concerned teachers and available for posting. No vacant post shall be locked/reserved for anyone or for any purpose except on the explicit direction of court.
- ii. There shall be no provision of erratic posting through upgradation/down gradation of a post, conversion of posts and posting out of cadre.
- iii. The DEAs shall ensure tagging/correction and shifting of teachers' data on SIS Portal within three days from the vacation/occupation of a post in case of transfer/posting (inter/intra district), deputation, study leave, re-joining the Department on lien, promotion, death, retirement etc. He shall also submit certificate to this effect.
- iv. Upon commencement of SIS transfer round under any category, no tagging/correction of data shall be allowed in SIS Portal.
- v. The Department shall update data of teachers posted on administrative posts on SIS Portal. Their transfer/posting QR coded orders shall also be generated through SIS Portal after approval from the Competent Authority.
- vi. The teachers posted on administrative posts shall only be allowed to apply on teaching posts on SIS Portal after getting formal approval from the Competent Authority.
- vii. It is clarified that the instant policy is a living document which may be revised/amended as and when required, on the basis of evidence-based lessons learnt to address loop holes/gaps after seeking approval from the Competent Authority/Chief Minister.
- viii. The Department shall verify existing sanctioned posts of teachers in all cadres on SIS Portal every year in June before opening of general category transfer round. However, process of updation/inclusion of new posts in SIS Portal may be made as and when required.

Updated

- ix. In case of any difficulty or ambiguity in the interpretation of any provision of this policy, the Department shall be competent to tender an advice in writing. Such an advice shall be binding on all the stakeholders.

SECRETARY SCHOOL EDUCATION

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. The Principal Secretary to Chief Minister, Punjab.
2. The Accountant General Punjab, Lahore.
3. The Secretary, School Education Department Punjab, Lahore / South Punjab, Multan.
4. The Special Secretary, School Education Department Punjab Lahore / South Punjab, Multan.
5. All Additional Secretaries, School Education Department.
6. All Divisional Commissioners in the Punjab.
7. All Deputy Commissioners in the Punjab.
8. The Director Public Instruction (SE/EE), Punjab, Lahore/South Punjab, Multan.
9. The Program Director, PMIU, Lahore.
10. The Director General (QAED) Punjab, Lahore.
11. The Director, IT (Solution) PITB, Lahore with the request to update School Information System Portal as per provisions of e-Transfer Policy 2024.
12. Director Monitoring, School Education Department.
13. PSO to Chief Secretary, Punjab, Lahore.
14. PS to Minister for School Education Department.
15. PS to Secretary School Education, Punjab, Lahore.
16. All District Accounts Officers in Punjab.
17. All the Acting Chief Executive Officers in the Punjab.
18. All the District Education Officers (SE/M-EE/W-EE) in the Punjab.


(M. NAEEM TAHIR) 12/08/24
SECTION OFFICER (SE-IV-A)

DISEASE ASSESSMENT PROFORMA

Name of Teacher/Patient: _____

S/o, D/o, W/o _____

Address: _____

Date of Birth: _____

CNIC No: _____

Designation with BPS: _____

Contact Number: _____

Medical History:

Nature of Disease: _____

Date of Initial Diagnosis: _____

Duration of Illness: _____

Medical Examination:

Date of Examination: _____

Symptoms: _____

Signs: _____

Medical tests/X-ray Conducted: _____

Findings of Medical Board: _____

Certificate:

It is hereby certified that I have examined the patient and confirm that above cited findings are accurate, based on physical examination, results of medical tests/X-ray reports and available information provided by the patient.

It is also certified that I am willing to appear and satisfy member(s) of Departmental Hardship Committee, if required.

Name & Signature
Head of Diagnostics

Name & Signature
Doctor of Surgery

Name & Signature
Doctor of Medicine

Urdat

CHECK LIST (For applicant)

Name of applicant _____ Designation _____

Current School Name _____ EMIS Code _____

Desired School Name _____ EMIS Code _____

Sr. No.	Required Documents	YES / NO
1	Application (Hard Copy).	
2	Attested copy of CNIC.	
3	Attested copies of first appointment order & Joining Report.	
4	Attested copy of last posting order.	
5	Attested copy of disability certificate issued by the Assessment Board, if applicable.	
6	In case of disability of teacher or his/her spouse or kid(s), attested copies of disability certificate issued by Assessment Board.	
7	In case of Widow, attested copy of computerized Nikah Nama and death certificate of husband issued by concerned Union Council.	
8	In case of Divorce/ <i>Khula'a</i> , attested copy of computerized Nikah Nama & Divorced Certificate issued by concerned Union Council.	
9	For Wedlock, attested copy of computerized Nikah Nama, CNIC, Domicile and current posting order of the spouse.	
10	For female teachers who have to shift residence (Inter-city/Tehsil/District), attested copies of computerized Nikah Nama, CNIC of husband, residential address supported by relevant documents (ownership/utility bills)	
11	In case of circumstantial single parent, the teacher shall provide documentary evidence i.e. copy of visa, passport and affidavit of the teacher.	
12	In case of transfer on medical grounds, medical certificate issued by the Medical Board of DHQ concerned.	

Urdu

I solemnly declare that all the documents provided by me are genuine and all the information is also correct. I understand that in case of bogus or false documents, authority may initiate disciplinary as well as legal action against undersigned.

Signature of Candidate

SCHEDULE-C

Urdu

Sr. No.	Name and designation of teacher	Name and EMIS Code of Present School	CNIC#	Contact No.	Name and EMIS Code of proposed school	Ground / category of transfer	Recommendations / Remarks

SIGNATURE / STAMP OF THE MEMBER



TO BE SUBSTITUTED BEARING SAME NUMBER & DATE**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**Dated Lahore the 4th December, 2023

sotraining.sed@gmail.com

NOTIFICATION

No.SO(TRG)2-63/2019: In continuation of this Department's Notifications No.SO(TRG)2-70/2013 dated 18.02.2014 & No.SO(Trg)4-57/2021 dated 07.06.2021, the committees constituted for selection of Principals and Subject Specialists / Senior Subject Specialists are hereby merged and reconstituted comprising of following members for selection / recommendation against the posts of teachers (PST / EST / SST / SS / SSS) and Principals of District QAEDs as well as Govt. Lab Schools attached with District QAEDs: -

S#	Designation	Role
1	Secretary, School Education Department	Convener
2	Director General, QAED, Punjab	Member
3	Additional Secretary (ER) / Representative of the School Education Department	Member
4	Deputy Director (QAEDs/Field), Punjab	Member/Secretary
5	Representative of Regulation Wing of S&GAD not below the rank of Deputy Secretary	Member

- 33.12.19
Munir Punjab*
- The transfer/posting authority for ministerial and support staff in Lab Schools attached with District QAEDs is hereby delegated to Director General, Quaid-e-Azam Academy for Educational Development, Punjab.
 - Section Officer (TRG), School Education Department shall tag the staff of District QAEDS and Labs Schools on SIS after issuance of transfer / posting orders.

Terms of Reference (ToRs) of the Committee: -

- Applications will be invited by the Director General, QAED, Punjab after the approval of the Secretary, School Education Department through official website of the QAED, Punjab. The committee may call in the potential officers on its own for interview but the criteria and the principal of equal opportunity will remain the same.
- Three candidates will be short listed for each slot in the line with notified criteria.
- The Committee will conduct interviews of the shortlisted candidates for determining suitability of the officers according to the criteria.
- The competent authority will issue orders on the basis of recommendations of the Selection Committee.

Eligibility Criteria for Posting as Principal:

- i. Officers of BS-20 (Regular) of the School Education Department.
- ii. Maximum 58 years of age. In case, no suitable officer of BS-20 is available a competent officer of BS-19 may be appointed on recommendations of the committee.
- iii. No disciplinary proceedings / inquiry under process or minor / major penalty imposed, under PEEDA Act, 2006.
- iv. No Punishment made under anticorruption laws / PPC.
- v. No adverse remarks in PERs/ACRs during the last three years.

Eligibility Criteria for Posting of Teachers (PST/ EST/ SST/ SS / SSS):

- i. Officers / officials of corresponding scale and subject/category shall be considered for posting against teaching posts.
- ii. In case of Subject Specialist / Senior Subject Specialist for posting in District QAED, the classification mentioned in letter No. 11/10-91/15933/Admn.I(I) dated 08.06.1991 issued by Director Punjab Instruction (S), Punjab, Lahore shall remain intact.
- iii. Minimum qualification for posting against the posts of Lab Schools shall be considered as provided in Service Rules of School Education Department.

SECRETARY SCHOOL EDUCATION**NO. & DATE EVEN.**

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. The Secretary (Regulations), S&GA Department, Punjab.
3. The Secretary, School Education Department, South Punjab, Multan.
4. The Director General, QAED, Punjab, Lahore.
5. The Director (Monitoring), School Education Department with the request to block the posts of District QAEDs and Lab Schools Attached with District QAEDs for transfer / posting through e-Transfer system / SIS.
6. The Director Public Instructions (SE/EE), Punjab, Lahore/Multan.
7. All the Deputy Commissioners/Administrator (DEA) in Punjab.
8. All the Chief Executive Officers (DEAs) in Punjab.
9. All members of the Committee.

Asim Jaz Cheema
04.12.23
(ASIM IJAZ CHEEMA)
SECTION OFFICER (TRAINING)

CC:

1. PS to Secretary, School Education Department.
2. PS to Special Secretary, School Education Department.
3. PS to all Additional Secretaries, School Education Department.
4. PA to Deputy Secretary (ER), School Education Department.
5. Office Order file.