



No.SO (SE-REC)2-34/2009 (TR)  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore the, 11<sup>th</sup> September, 2019

To

1. The Director Public Instruction (SE / EE), Punjab, Lahore
2. All the Deputy Commissioners / Administrators District Education Authorities in the Punjab.
3. All Chief Executive Officers, District Education Authorities in the Punjab.

Subject:- **AMENDMENTS IN TRANSFER POLICY, 2013 (AMENDMENT)**

In continuation of this department's letter No.SO(SE-IV)2-34/2009(TR) dated 27.07.2013 on the subject cited above.

2. The Competent Authority has been pleased to approve following amendments in Transfer Policy, 2013.

i. Ban will remain relaxed on transfers / postings from 1<sup>st</sup> June to 31<sup>st</sup> July every year.

ii. **Online Applications**

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- a. Transfer / Posting in School Education Department will only be made through online applications during lifting of ban on transfer / posting. Moreover, transfer / posting against categories of widows, divorced, disabled, wedlock and mutual, which are exempted from ban, will also be made through online transfer / posting during the year.
  - b. Teachers / Educators will apply online for transfer / posting through their login password on E-Transfer System. In this regard, they will also attach relevant documents with their online application. The concerned Transferring Authority will get verification of the documents from concerned issuing authority.
  - c. Tentative ranking lists, objections and final ranking lists will be displayed on E-Transfer portal.
  - d. Teachers / Educators can raise objections against his / her own ranking or other Teachers / Educators ranking.

e. Teachers / Educators will reply to the objections at E-Transfer portal and will also attach documentary proof with their reply.

f. E-Transfer System will generate QR coded orders of successful candidates.

iii. **Criteria for Transfer / Posting of teachers**

EXISTING		PROPOSED
Academic Result	40 Marks	May be deleted
Service in far flung area	20 Marks	50 Marks i. Distance 20 Marks ii. Stay 30 Marks <b>Note:</b> Distance will be counted from school to school i.e. the school from which transfer is requested to the school in which transfer is required.
Seniority	10 Marks	20 Marks
Wedlock basis Or Marriage	15 Marks	15 Marks <b>Note:</b> These marks will be admissible within the District.
Compassionate grounds	15 Marks	15 Marks

iv). **Criteria for Transfer / Posting of Administrative Officers**

EXISTING		PROPOSED	
Academic Qualification	40 Marks	Academic Qualification	15 Marks
		Performance	15 Marks
Administrative experience	10 Marks	20 Marks	
Training	10 Marks	10 Marks	
Interview	40 Marks	40 Marks	

v). Computer teacher may be allowed transfer against vacant post of computer teacher subject to following conditions:

- A computer lab is available in the requested school.
- Minimum 60 students (Science/Arts) are enrolled in 9<sup>th</sup> & 10<sup>th</sup> class in the requested school.



- vi). The minimum tenure in a school for all categories of Teachers / Educators / Head Teachers / Subject Specialists will be one year.
- vii). Under Wedlock Policy, female / male teachers may be allowed transfers / postings during ban at the places of postings of their spouses without imposing condition of tenure at their places of postings subject to documents verification.
- viii). Married female teachers may be allowed one time dispensation for transfer during ban against a vacancy without imposing condition of tenure.
- ix). Educators may be transferred against equivalent regular post i.e. ESE (Arts) against the post of PST (Arts).
- x). A teacher who has less than one year service before superannuation cannot apply for mutual transfer.
- xi). **Transfer criteria for Primary School is as under:-**

While transferring Teachers / Educators in schools, STR and need of the school shall be observed in letter and spirit. No transfer will be allowed in low STR school even if vacant posts are available. An example is given as under:

Status of Primary School in which transfer is requested	Minimum strength of students in the school	Remarks
Two PSTs / ESEs are working and Two posts are Vacant	More than 40	Third PST / ESE can be posted but he will have to maintain the students strength.
Three PSTs / ESEs are working and One post is Vacant	More than 80	Fourth PST / ESE can be posted but he will have to maintain the students strength.

xii).

- a) As one time dispensation during entire service after post induction marriage, female regular / contractual teachers of following categories may be transferred against vacancy before completing three years tenure in the present school in relaxation of terms & conditions of their appointment pertaining to transfer tenure:




**REGULAR TEACHER****CONTRACTUAL TEACHER**

<input type="checkbox"/> Primary School Teacher	<input type="checkbox"/> Elementary School Educator
<input type="checkbox"/> Elementary School Teacher	<input type="checkbox"/> Senior Elementary School Educator
<input type="checkbox"/> Secondary School Teacher	<input type="checkbox"/> Secondary School Educator
<input type="checkbox"/> SS / Headmistress / Dy. Headmistress	<input type="checkbox"/> SS / Headmistress / Dy. Headmistress
<input type="checkbox"/> SSS / Sr. HM / Dy.DEO/ Principal	<input type="checkbox"/> SSS / Sr. Headmistress / Dy.DEO

- xiii. As one time dispensation during entire service after post induction divorced / widow, regular / contractual teachers of the categories as mentioned in para-2-(xii)(a) above may be transferred against vacancy during the ban on transfer / posting before completing three years tenure in the present school in relaxation of terms & conditions of their appointment pertaining to transfer tenure.
- xiv. As one time dispensation during entire service after post induction disability of male / female regular / contractual teachers of the categories as mentioned in para-2(xii)(a) above may be transferred against vacancy during the ban on transfer / posting before completing three years tenure in the present school in relaxation of terms & conditions of their appointment pertaining to transfer tenure subject to the recommendations of Medical Board indicating that the disability of the teacher hinders his / her mobility.
- xv. If the spouse or child of female teacher / educators of the categories as mentioned in para-2(xii)(a) above is disabled then she may also be allowed one time dispensation for transfer during ban before completing three years tenure in present school subject to provision of disability medical certificate regarding her spouse or child issued by Medical Board.
- xvi. One time dispensation for Mutual transfer is allowed to the regular / contractual teachers in the present scale / cadre during ban on transfer / posting subject to the condition that both the candidates are in the same discipline / subject / post / scale and have one year tenure at present station in relaxation of terms & conditions of their appointment pertaining to transfer tenure. Transferring Authority shall, however, verify the consent of the teachers requesting for mutual transfer. However, if one of the incumbents is due for retirement within one year, he will not be considered for mutual transfer.
- xvii. There is acute shortage of Head Teachers in High / Higher Secondary Schools in School Education Department. To meet with the shortage of Head Teachers, School Education Department, upon promotion of Subject Specialist from BS-17 to BS-18 and BS-18 to BS-19 of Senior Subject Specialists of the subjects of English, Urdu, Physics, Chemistry, Biology, Mathematics, Statistics, Computer Science, Commerce and Economics may be posted as Senior Subject Specialist of their relevant subjects and upon promotion of Subject Specialist from BS-17 to BS-18 and BS-18 to BS-19 of Senior Subject Specialists of the remaining subjects, they may be posted as Senior Headmaster / Senior Headmistress and Principal of High Schools / Higher Secondary Schools.

- xviii. The condition of home district and home Tehsil is no more applicable and officers (Male & Female) can be posted as CEOs, DEOs (Male / Female) and Deputy DEOs (Male / Female) in their home district and home Tehsil.



MUHAMMAD MAHMOOD  
SECRETARY SCHOOL EDUCATION

13 Sep 2019

No. & Date Even:-

A copy is forwarded for information and necessary action to:

1. Director General, IT (Solution) PITB, Lahore.
2. Program Director, PMIU, Lahore.
3. All Divisional Commissioners in the Punjab.



13/9/19

SECTION OFFICER (SE-IV)

CC

1. PS to Secretary to Chief Minister, Punjab.
2. PS to Minister for School Education.
3. PSO to Secretary School Education.
4. PS to Special Secretary (Operation)
5. PA to Additional Secretary (Schools).
6. PA to Deputy Secretary (EE).