



GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT  
Dated Lahore the 27<sup>th</sup> October, 2022

To

1. All the Deputy Commissioners / Administrators District Education Authorities in the Punjab.
2. All Chief Executive Officers, District Education Authorities in the Punjab.

**Subject: - e-TRANSFER POLICY 2022**

I am directed to state that the Chief Minister/ Competent Authority has been pleased to approve the '**e-Transfer Policy 2022**' of School Education Department (copy enclosed). The objective of the Policy is to develop a comprehensive and all-encompassing solution to the transfer matters of teachers of SED. This e-Transfer Policy is expected to considerably improve transparency, service delivery and shall go a long way towards elimination of discretion and possible abuse of authority.

2. I am, therefore, directed to convey that the provisions of the **eTransfer Policy 2022** shall be implemented in letter and spirit by all concerned.

  
SECTION OFFICER (SE-IV-A)

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 with the request to entertain the approved system generated orders with valid QR Code, duly approved by the Government.
3. The Secretary, School Education Department, South Punjab, Multan
4. All Divisional Commissioners in the Punjab.
5. The Director Public Instruction (SE/EE), Punjab, Lahore
6. The Director General (QAED) Punjab, Lahore
7. The Director General, IT (Solution) PITB, Lahore with the request to update eTransfer System on School Information System (SIS) as per approved e-Transfer Policy 2022.
8. The Program Director, PMIU, Lahore.
9. All District Accounts Officers in Punjab.

  
SECTION OFFICER (SE-IV-A)

C.C.

1. PSO to Chief Secretary, Punjab.
2. PS to Minister for School Education, Punjab
3. PS to Secretary School Education, Punjab



## NOTIFICATION

**No.SO (SE-IV-A)2-145/2022:** In supersession of the Transfer Policy 2013 issued vide Notification No.SO(SE-IV)2-34/2009(Transfer) dated 17.04.2013, the Competent Authority / Chief Minister has been pleased to approve the **e-Transfer Policy 2022** of School Education Department, with immediate effect. The e-Transfer Policy 2022 provides as under: -

2. The Teachers may be posted anywhere against their cadre posts. No Teacher shall claim posting against a particular post or station as a matter of right. There shall be post specific merit-based criteria to fill every vacant post through eTransfer on School Information System (SIS).

### 3. **Procedure for Online Transfer Applications**

All Transfers of teaching staff shall only be made through **Schools Information System (SIS)**. Moreover, transfer/posting against in-service promotion, hardship grounds (i.e. categories of widowed, divorced, disabled, wedlock, medical grounds), mutual, open merit and newly recruited Teachers shall also be made through **School Information System (SIS)**.

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- i) Teachers / Educators can apply online for their transfer / posting through **login passwords** on School Information System (SIS), shall attach relevant documents as required in School Information System (SIS).
  - ii) Teacher/Educator shall provide the original documents attached with the application to the concerned District Education Authority (DEA) for verification.
  - iii) Tentative merit list, objections and final merit lists will be displayed on School Information System (SIS) Portal. The applicant may view his merit, as well as merit of all other candidates who have applied for transfer on School Information System (SIS) Portal.
  - iv) Teachers / Educators may also raise objections against their own merit or on the merit of other Teachers / Educators through School Information System (SIS).

- v) Teachers / Educators shall submit their reply through School Information System (**SIS**) against objections raised by the District Education Authority (**DEA**) and shall also attach relevant documents.
- vi) School Information System (SIS) shall generate QR coded transfer orders in favour of selected candidates.

4. **Posting of newly recruited Teachers (merit cum requirement based)**

- i) The newly recruited Teachers shall be posted in standalone process **as per requirement of the Department in the order of their selection merit**. Special emphasis shall be laid on acute deficiency of Teachers.
- ii) Manual offer letter of appointment shall be issued to the selected candidate by the appointing authority. After acceptance of the offer letter, the appointing authority shall tag them as "**new Teacher**" on School Information System (SIS) along with the offer letter of appointment issued to the selected candidate as well as the acceptance letter provided by the candidate, with the allocated merit number.
- iii) Vacant posts as per requirement of the Department shall be reflected on School Information System (SIS) Portal. Preferences from amongst the available options shall be sought from the newly recruited Teachers / Educators through School Information System (SIS) and Teachers / Educators shall be posted in the order of merit.

- iv) All posting orders shall be issued through **e-Transfer System**.

**Posting on in-service promotion (seniority based)**

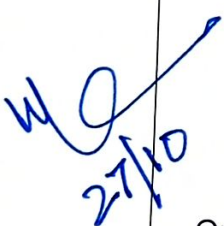
- i) Upon promotion, Teacher shall be posted during e-Transfer round as per all available options in the Department on seniority basis.
- ii) The procedure shall be as under:
  - a. Status of promoted Teachers shall be updated (tagged) on School Information System (SIS) prior to opening of e-Transfers round. Preferences for posting shall be sought from the promoted Teachers against all available vacant posts during the e-Transfer round. Posting orders shall be issued as per their seniority and given preferences.
  - b. In case, the Teachers do not add any preference or fail to actualize promotion due to lesser options indicated / selected by them against

all available options offered to them during e-Transfer round, orders shall be issued as far as practicable, at the schools / places wherever vacancy is available as per requirement of the Department through School Information System (SIS).

- c. Any promoted Teacher who does not join his post within prescribed joining time mentioned in the posting order, he shall be deemed to have forfeited his right of promotion.
- d. Ex-MCL cadre Teachers on their promotion shall only be posted in Ex-MCL Schools. In case, if promoted Teachers of Ex-MCL Cadre and General Cadre apply in same Ex-MCL school, the preference shall be given to Ex-MCL Cadre Teacher over the General Cadre Teacher.

**6. Ranking Criteria for Transfers**

The following ranking criteria shall be observed for e-Transfer of Teachers in different cases of open merit and hardship (divorced, widowed, wedlock, marriage, disability and medical):

Category	Component	Marks (Max)	Marks Distribution	
 Open Merit	Distance	25	<b>Within District</b> Point to point calculation for each KM. (Maximum 20 Marks) <b>Note:</b> 0.4 Marks for each KM. Distance shall be counted from school to school i.e., from the school in which the applicant is currently posted to the school for which the transfer is required.	
			5	In addition to 20 Marks, maximum 05 Marks shall be awarded if distance is more than 50 km (within District). <b>Note:-</b> 0.1 Marks for each km (51 km to 100 km)
			25	<b>Across District (Inter District)</b> Teachers applying for transfer shall be awarded score as per following formula: <b>[(Tenure + Length of service in Current Grade + Disability + Widowed / Divorced + Wedlock + Medical) ÷ 75} x 25]</b> i.e. <b>Proportionate of marks obtained in merit out of 75 (max).</b> <b>Note:</b> The objective is to allocate marks for distance which are not being awarded in case of inter-district transfers.

	Stay/ Tenure	20	02 Marks per complete year at the same post. <b>Note:-</b> Day to day calculation for tenure in present school i.e. $(2+365) \times$ No. of days in the year, on top of 02 marks per complete year.	
	Length of service in Current Grade	20	02 Marks per complete year at the current grade. <b>Note:-</b> Day to day calculation for length of service in current year i.e. $(2+365) \times$ No. of days in the year, on top of 02 marks per complete year.	
Total		<b>65 (Maximum)</b>		
Hardship	Divorced/Widowed/Wedlock/Marriage	15	15	Inter District
			10	Within District
	Disability	15	Disability Certificate issued by Disability Assessment Board duly notified by the Provincial Council for the Rehabilitation of Disabled Persons (PCRDP)	
	Medical	05	Medical certificate issued by the authorized Medical Board of the District	
Total:		<b>35 (Maximum)</b>		
<b>Grand Total</b>		<b>100 (Maximum)</b>		

**Note: -**

- i. The applicant, who submits online application under the category of widowed, divorced, wedlock and marriage, may also select options of **medical and disability**, if applicable.
- ii. In case of a tie, preference shall be given:
  - a. Firstly, on the basis of gender (females will be given priority)
  - b. Secondly, age wise seniority by the CNIC available in the system (earlier date of birth shall be given priority).
- iii. All e-Transfers including e-Transfer of divorced, widowed, wedlock, marriage, disability, medical and others shall be subject to availability of sanctioned posts and need assessed by the system.
- iv. If the child or spouse of Teacher/ Educator is disabled, then Teacher/ Educator may be allowed for transfer subject to provision of Disability Certificate issued by Disability Assessment Board duly notified by the Provincial Council for the Rehabilitation of Disabled Persons (PCRDP).

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- v. If both spouses are Government Servants, then one of them may apply for transfer on wedlock basis. If one of the spouses is working in another District, then second spouse may only apply in that district where spouse is rendering his services.
- vi. As a one-time dispensation, married female regular / contractual Teachers shall be allowed to apply for e-Transfer. In case of re-marriage, this dispensation shall also be allowed.

7. **Criteria for Transfer as per Student-Teacher-Ratio (STR)**

No transfer shall be allowed in low Student-Teacher-Ratio (STR) school even if sanctioned / vacant posts are available. Transfer criteria for Primary, Elementary and Secondary levels shall be adhered to as per Student-Teacher-Ratio (STR) in letter and spirit, as given below:

**Teachers Requirement in Schools**

**i. Primary Level**

- a. For standalone primary schools and primary portion of Elementary, High and Higher Secondary Schools, the minimum requirement of Teachers shall be as given below:

<b>Requirement of Teachers for Primary Schools / Portion</b>		
<b>Primary (K to 5) Enrolment Range</b>	<b>Max. Teacher Requirement in School (Transferring-in)</b>	<b>Min. Teacher Requirement in School (Transferring-out)</b>
1 – 80	3	2
81 – 120	4	3
121 – 160	5	4
<i>And so on ...</i>		

*(Subject to availability of sanctioned post)*

- b. In case of standalone Primary School, primary portion of higher level school or each portion of consolidated Model Primary School **running with two or less Teachers**, the Teacher shall not be transferred without ensuring of permanent substitute.
- c. Only one Teacher on highest merit may be allowed to be transferred out, if **sanctioned posts are 04 or more and all sanctioned posts are filled** and Student-Teacher-Ratio (STR) is high (i.e. Students are more than 160), on account of the facts that no Teacher may apply for transfer-out due to high Student-Teacher-Ratio (STR) and

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similarly no Teacher may apply for transfer-in due to unavailability of vacant post.

**ii. Elementary Level**

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

<b>Requirement of Teachers for Elementary Portion (6, 7 &amp; 8 grade)</b>					
<b>No. of Sections (in 6, 7 &amp; 8)</b>	<b>Min. Required Teachers (ESTs/SESEs) based on Subject Group</b>				
	<b>Arabic</b>	<b>Drawing</b>	<b>Computer Science</b>	<b>Arts / English / General Arts / Oriental / Urdu / Vernacular</b>	<b>Math / Science</b>
3	1	1	1	2	1
4	1	1	1	2	2
5	1	1	1	3	2
6	1	1	1	3	3
<i>And so on ...</i>					

*(Subject to availability of sanctioned post)*

- b. 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.
- c. Minimum requirement of the EST/SESE(Arabic), EST/SESE (Drawing), EST / SESE (Computer Science), EST/SESE (Phy.Edu) Teachers shall be as given below: -

<b>Total Enrollment of School</b>	<b>Min number of EST Teachers EST/SESE(Arabic), EST / SESE (Drawing), EST / SESE (Computer Science), EST / SESE (Phy.Edu)</b>
Upto 1000	1
More than 1000	2 or more

*(Subject to availability of sanctioned post)*

- d. Additionally, for elementary schools, only one Teacher shall be required for the post of SSE/SST (School Head).

### iii. Secondary Level

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

Requirement of Teacher for Secondary Portion (9 & 10)				
No. of Sections (in 9 & 10)	Required Teachers (SSTs/SSEs) based on Subject Groups			
	Computer Science	Arts / English / Urdu	SST Science (Chem/Bio)	SST Science (Math/Phy)
2	1	2	1	1
3	1	3	1	1
4	1	3	2	1
5	1	4	2	1
6	1	4	2	2
<i>And so on ...</i>				

(Subject to availability of sanctioned post)

- b. In case, one sanctioned post of SST (Science-Chem/Bio), SST (Science-Math/Phy) 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) and SST (Computer Science) having three years' service in that school, shall be allowed to apply for transfer during e-transfer round.

8. Contractual Teachers (Educators) may apply for transfer against regular posts i.e. ESEs against the post of PSTs, SESEs against the post ESTs and SSEs against SSTs having same subjects.

9. Computer Teacher may be allowed transfer against vacant post of Computer Teacher subject to following conditions:

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

10. The minimum tenure for online e-Transfer application shall be one year in the present school.

11. Regular and Contractual Teachers of same scale and same category / subject may be allowed for their mutual transfer. Further the contractual Teacher may be transferred against regular posts of same scale and same category (subject) and



regular Teacher can also be transferred against contractual posts of the same scale and same category (subject).

**12. Adjustment of awaiting posting and surrendered Teachers**

No Teacher shall be surrendered on administrative or disciplinary ground except coupled with disciplinary proceedings under the Punjab Employees Efficiency, Discipline and Accountability (PEEDA) Act 2006. Surrendering power shall only be exercised by the concerned appointing authorities notified in the Punjab School Education Department (School Education) Service Rules, 2014.

- i. All Teachers in awaiting posting / surrendered category shall be adjusted after considering the Teachers in category mentioned in Para 5 & 6 have been adjusted.
- ii. Teaching staff placed at the disposal of School Education Department (SED) shall be adjusted as per their preferences, given during opening of e-Transfer round.
- iii. Posting orders of teaching staff that remain unadjusted due to lesser options indicated/selected by them against all available options offered to them during e-Transfer round, posting orders shall be issued as far as practicable, at schools/places, against available vacant posts as per requirement through e-Transfer System on School Information System (SIS).
- iv. The surrendered Teacher shall not be posted again in the school from where his services have been surrendered, if any penalty has been imposed on such Teacher under the PEEDA Act 2006.

**Adjustments in Quaid-e-Azam Academy for Educational Development (QAED)**

- i. For adjustments in QAED academies, applications from interested candidates shall be sought through School Information System (SIS) from already working staff of School Education Department (SED). Already notified Selection Committee vide order **No.SO(TRG)2-70/2013 dated 18<sup>th</sup> February 2014** shall shortlist and recommend candidates as per policy of QAED. After selection process, QAED shall add the status of approval for selected candidates on School Information System (SIS)

13.

Portal for generation of QR coded orders. Transfer orders shall be issued through School Information System (SIS).

- ii. Erratic posting shall not be allowed.
  - a. Against irrelevant subjects
  - OR
  - b. Against higher grade or lower grade.

**14. Mutual Transfer**

- i. Notwithstanding anything to the contrary contained in this Policy, mutual transfer shall be allowed amongst the regular / contractual Teachers in the same scale / cadre subject to the condition that both the candidates are in the same discipline / subject. Transferring Authority shall, however, verify the consent of the Teachers requesting for mutual transfer. If one of the incumbents is due for superannuation within one year or has applied for pre-mature retirement, he shall not be considered for mutual transfer.
- ii. Newly recruited Teachers cannot apply for mutual transfer within one year of joining service. Transfer on Mutual consent basis shall be exempted from the marks criteria mentioned in Para 6 of the Policy. However, the said transfer can only materialize during the e-Transfer round through School Information System (SIS). No manual application shall be entertained.

**15. Administrative Transfer**

Notwithstanding anything to the contrary in the Policy, the Chief Minister may relax any one or more provisions of this Policy at any time for a particular time period as deems fit. In such case, administrative e-Transfer orders shall be issued by School Education Department at any time through School Information System (SIS).

**16. Redressal of grievances (Review Committee)**

- i. An online application including relevant documents / certificate, shall be admissible before the District Education Authority on School Information System (SIS) for verification process which shall decide the same within the stipulated time notified by the School Education Department (SED) and reflected on School Information System (SIS) Portal. In case of failure to decide the same, cogent reasons shall have to be indicated by

the District Education Authority on School Information System (SIS) Portal.

- ii. On rejection of online application by the District Education Authority, the applicant shall be provided option to submit appeal **through e-Transfer System** on School Information System (SIS) within 03 days after closing date of decision. The notified "Review Committee" of the District shall review the complaints received through School Information System (SIS) Portal. The Committee shall decide the complaints within 07 days after affording personal hearing to the applicants. In case timelines are not adhered to without cogent reasoning, disciplinary action may be initiated against one or more members of the Committee. The composition of Review Committee shall be as under: -

- |    |  |                 |
|----|--|-----------------|
| a. | Chief Executive Officer (DEA) concerned    | <b>Convener</b> |
| b. | District Education Officer (SE) concerned. | <b>Member</b>   |
| c. | District Education Officer (M-EE)          | <b>Member</b>   |
| d. | District Education Officer (W-EE)          | <b>Member</b>   |

- iii. After decision of the "Review Committee", CEO (DEA) shall reconsider the case and implement the decision on School Information System (SIS) as recommended by the "Review Committee". After addressing all grievances, final transfer orders shall be generated through School Information System (SIS). In case of intentional wrong rejection, disciplinary proceedings shall be initiated against the delinquent(s).

17. **Manual Order**



- i. No manual transfer order shall be allowed. Each transfer/posting order shall be issued through e-Transfer System including awaiting posting, surrendering of the services, on repatriation, rejoining after availing study leave, extra ordinary leave etc., as a result of penalty, posting of demoted employee, rejoining in the department and shifting of lien. The adjustment of all such types shall be made only through School Information System (SIS).
- ii. In future, if any authority, School Education Department (SED) or District Education Authorities (DEAs) of competent jurisdiction, decides any representation referred by a court or any competent authority or decides an inquiry, the result shall be updated in School Information System

(SIS) after approval of Secretary School Education Department (SED) Punjab/South Punjab.

- iii. Erratic posting shall not be allowed.
  - a. Against irrelevant subjects OR
  - b. Against higher grade or lower grade.

**18. 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, necessary instructions shall be conveyed to the office of Accountant General Punjab to entertain the approved system generated orders with valid QR Code, duly approved by the Government. A specimen of a valid QR coded transfer order is placed at (**Annex-A**) for reference.
- ii. The specimen of system generated orders including the QR Code, shall be considered an integral part of the **e-Transfer Policy 2022**.
- iii. Only duly authorized officers of School Education Department (SED) who have been issued login/password facility by School Education Department (SED), shall be granted administrative privilege to access and update School Information System (SIS). 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.
- iv. Concerned authority i.e. CEO (DEA) shall be responsible to ensure the implementation of e-Transfer orders generated through School Information System (SIS) within given stipulated time. Extension in joining/relieving of e-Transfer orders may be made as per rules by the concerned authorities through School Information System (SIS).



**19. Opening of transfers**

- i. A separate round for newly recruited Teachers may be opened by School Education Department (SED) to adjust them as and when the recruitment process is completed either by District Recruitment Committee (DRC) / Punjab Public Service Commission (PPSC) or School Education Department (SED).
- ii. A separate round for promoted Teachers or awaiting posting Teachers may be opened by School Education Department (SED) as and when

required to adjust the promoted Teachers through e-Transfer at any time. The round for promoted Teachers shall take precedence and preference in posting shall be given to them.

- iii. Transfers rounds may be opened by School Education Department (SED) as and when required for the categories of widowed, divorced, wedlock, disability, medical, mutual, awaiting posting and surrendered Teachers. All such transfers shall be made through e-Transfer System to ensure the transparency. Manual applications from individuals shall not be entertained.
- iv. Open merit transfers for all categories shall only be processed during the summer vacation.

  
(WAQAS ALI MAHMOOD)  
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 with the request to entertain the approved system generated orders with valid QR Code, duly approved by the Government.
3. The Secretary, School Education Department, South Punjab, Multan
4. All Divisional Commissioners in the Punjab.
5. The Director Public Instruction (SE/EE), Punjab, Lahore
6. The Director General (QAED) Punjab, Lahore
7. The Director General, IT (Solution) PITB, Lahore with the request to update eTransfer System on School Information System as per approved e-Transfer Policy 2022.
8. The Program Director, PMIU, Lahore.
9. All District Accounts Officers in Punjab.

  
SECTION OFFICER (SE-IV)

**C.C.**

1. PSO to Chief Secretary, Punjab, Lahore.
2. PS to Minister for School Education, Punjab, Lahore.
3. PS to Secretary School Education, Punjab, Lahore.

## Annex - "A"



### GOVERNMENT OF THE PUNJAB, SCHOOL EDUCATION DEPARTMENT

Dated: 21.07.2022



## O R D E R

**Category: Wedlock**

**No. LHR/Primary-13858/2022.** The Competent authority has been pleased to approve inter-district transfer/posting of Ms. .... CNIC ..... Designation..... **GPS CHAH KHOKHRAN WALA (EMIS: 35120398)** against vacant post of **PST at GPS KASHMIR PATTI (EMIS: 35210431)** under eTransfer Policy, 2022 with immediate effect.

### TERMS & CONDITIONS:

1. No TA/DA is admissible.
2. Posting/transfer has been made subject to clear vacancy, otherwise it will be considered as cancelled automatically.
3. He/She will have to join at his/her new place of posting till 28-07-2022.

### NO. & DATE EVEN.

A copy is forwarded for information and necessary action to:-

1. Deputy Commissioner / Administrator, District Education Authority, KASUR
2. Deputy Commissioner / Administrator, District Education Authority, LAHORE
3. District Accounts Officer, KASUR
4. District Accounts Officer, LAHORE
5. District Education Officer (SE/EE-M/W).
6. Head Teacher/Headmaster/Headmistress, GPS CHAH KHOKHRAN WALA (EMIS: 35120398)
7. Head Teacher/Headmaster/Headmistress, GPS KASHMIR PATTI (EMIS: 35210431)
8. The teacher concerned.

**Director Public Instructions (EE)  
Punjab, Lahore**

This is a computer generated order and does not require signatures. Teacher can join based on this order.