



NO.SO(SE-IV)2-34/2009 (Transfer)
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore the 17th April, 2013

To

1. The Director Public Instructions (SE/EE), Punjab, Lahore.
2. All the District Coordination Officers, in Punjab.
3. All the Executive District Officers (Edu), in Punjab.

Subject: **TRANSFER POLICY 2013**

The Competent Authority has been pleased to approve the Transfer Policy 2013 for School Education Department. The policy shall be effective forthwith. It shall be in supersession of previous Posting / Transfer Policy of the Education Department (Schools), 2000.

2. The overriding principle of placement is that the teachers, officers and officials can be placed anywhere in Tehsil, District and Province according to their cadre. No one can claim any particular post or station as a right for posting whether it is filled by initial recruitment or through in-service promotion by the Department and District. There will be a post specific merit based criteria for every vacant seat.

3. The post-specific criteria for posting / transfer is given below:

i)	Academic results	40 marks
ii)	Service in far flung area	20 marks
iii)	Seniority	10 marks
iv)	Wedlock basis	15 marks
v)	Compassionate grounds	15 marks

i) **Academic results** **Maximum Marks** **40**

a) Mean score achieved by the students in the examinations of terminal classes i.e. 5th, 8th, 10th and 12th will be the score of applicant, out of 40 marks;

b) Mean Score of all the students appeared in examination for the last three years for PEC or Board Examinations will be considered for the purpose of allocation of marks. In case of dispute, result copies to be considered;

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- c) For the teachers it will be the mean score of the subjects being taught by them while for the head teachers it will be the mean score of their relevant terminal classes i.e. Grade V, VIII, X and XII;
- d) Those who are not teaching terminal classes like grade V and VIII, the mean score of the relevant terminal classes of the school will be considered as their mean score;
- e) The teachers and Head Teachers who fail to ensure appearance of their students in terminal classes i.e. grade V, VIII, X & XII shall be awarded zero score.

ii) **Service in far-flung area** **Maximum Marks 20**

- a) Upto 08 Km no far flung area for tehsil cadre post i.e. PSTs;
- b) Upto 16 Km no far flung area for district cadre post i.e. ESTs & SSTs, etc;
- c) Upto 24 Km no far flung area for provincial cadre posts.
- d) No marks for first three years after recruitment or promotion in the grade concerned;
- e) For tehsil cadre posts **two marks** per year for the distance between 08-16 Km from the home of applicant and **three marks** per annum for distance above 16 Km;
- f) For district cadre posts **two marks** per year for the distance between 16-24 Km from the home of applicant and **three marks** per annum for distance above 16 Km;
- g) For Provincial cadre posts **two marks** per year for the distance between 24-100 Km from the home of applicant and **three marks** per year if distance be more than 100 km;
- h) A complete one year shall be considered for award of marks; and
- i) In case of dispute, the global positioning with the Department shall be used for distance calculations.

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iii) Seniority Maximum Marks 10

- a) No marks for first three years in the relevant grade after recruitment or promotion.
- b) After three years, for each year served in the same substantive grade, the applicant shall get two (02) marks.

iv) Wedlock basis , Maximum Marks 15

- a) All Claims for Transfer on wedlock basis are subject to availability of the post and production of Nikah Nama and domicile of the spouse.
- b) No marks for wedlock if the spouses are placed within same district.
- c) The applicant shall be eligible to get 15 marks if he / she applies for transfer on wedlock basis.

v) Compassionate Grounds Maximum Marks 15

- a) If the female applicant is a widow or divorced, she will get 15 marks subject to production of death certificate or divorce certificate.
- b) The disability for this purpose will be counted which hinders mobility. A disabled applicant shall get 15 marks subject to production of disability certificate from the Standing Medical Board.
- c) The spouse of disabled applicant shall be eligible to get 10 marks. In case of disability, a certificate from the Standing Medical Board will be required.

Note: All claims including wedlock, compassionate grounds and others are subject to availability of vacancy and cannot be claimed as a right. For the purpose of wedlock, placement within same district will be taken as same station.

4. There would be no ban on the transfers required to be made on the following grounds:

- i) Teachers, officers and officials who return from study leave, deputation, get in-service promotion and demotion would, as far as possible, be posted in the district from where they proceeded on study leave / in-


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service promotion/demotion or against any other available post of the same status.

ii) On rectification of erratic posting and adjustment of erratically posted person according to matching post.

iii) **Empowerment of Head Teacher:**

(a) The Head Teacher of Elementary / Secondary / Higher Secondary School is authorized to surrender any of teaching or non-teaching staff members on their unsatisfactory performance or conduct to the respective transferring authority.

(b) The Head Teacher while exercising the powers shall serve notice to the staff members and give them personal hearing before issuing the orders regarding surrender of their services.

(c) No Head Teacher will surrender the services of more than three staff members at a time.

(d) The officer holding additional charge may also exercise this power provided said officer is not less than Secondary School Teacher in case of Elementary or High School and not less than Subject Specialist in case of Higher Secondary School.

(e) Transferring Authority shall adjust the surrendered incumbent in some other school. The Head Teacher cannot review his order nor can reviewing authority compel him to take him back.


5. There would be ban on the following transfers:-

i) Erratic adjustments shall not be made such as:-

a. Against irrelevant subjects;

b. Against higher grade OR lower grade;

c. On loan basis from one place or institution to the other or temporary duty or attachment with officers or offices. Such orders shall be treated as misuse of authority and corruption except that in case of a girls primary school wherein all teaching staff is on maternity leave or school is closed in Rural Areas.

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- ii) No transfer shall be made except against a vacant post;
 - iii) In case of Head Teacher transfer shall not be made without an ensured substitute;
 - iv) In case of a school with single Science, Math or Computer Teacher, transfer shall not be made without a substitute;
 - v) No transfer shall be made on disciplinary or administrative grounds except coupled with enquiry under PEEDA Act, 2006;
 - vi) In case of Primary Schools running with one or two teachers, the teacher shall not be transferred without ensuring a substitute;
 - vii) Within one year immediately / preceding the date of superannuation, the teachers, officers and officials would not be transferred from their places of posting unless considered necessary on administrative / disciplinary grounds or if so requested by the concerned incumbent or when it is for the purpose of promotion or rectification of erratic posting;
 - viii) Disabled, widow or divorced teachers would not be transferred except on administrative grounds i.e. inefficiency, low performance, low results, corruption, demotion, promotion and mis-conduct, and these charges shall be added in order alongwith inquiry; and
 - ix) In case of transfer of contract employees, one time transfer during his/her contract period as a special dispensation against similar post will be admissible, after completion of contract period of three years and having good performance regarding 100% Enrollment, 100% Retention, Quality of Education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline.

6. Mutual transfers will be allowed by the Competent Authority subject to the condition that both the candidates are in the same discipline / subject/post/scale. The Transferring Authority shall, however, verify the consent of the teachers involved in mutual proposals. Further, if one of the incumbents is due for retirement within one year, it shall not be considered as mutual transfer.

7. Transfer of AEOs:

- a) Only SSTs (Arts) will be posted as AEOs for a maximum period of four years in his/her entire service subject to

satisfactory performance. The tenure in one Markaz/Office, however, shall not exceed two years and he / she will not be posted in his/her residential Markaz.

- b) After completion of tenure, they shall stand relieved of their duties automatically and their services will be at the disposal of the transferring authority for further posting.
- c) They shall report to their transferring authorities for further adjustment. SSTs (Computer Science) shall not be posted as AEOs due to shortage of Computer Science Teachers.
- d) After four years no one can get salary as AEO.

8. The ministerial staff such as Junior Clerks / Senior Clerks/ Assistants/ Stenographers/Superintendents /Extra Assistant Directors, etc, will have three Year tenure of service at one office/station. The junior clerks working in offices and urban girl's schools will be shifted in rural boy's schools, whereas junior clerks working in rural girl's schools will be shifted in boy's schools.

9. In case of inter district transfer; NOC from both the districts will be necessary before issuance of orders subject to completion of tenure prescribed in this policy. However, while forwarding the transfer cases of teaching and non-teaching staff of BS-01 to BS-16, to the concerned Transferring Authority, the EDOs (Edu) shall observe the codal formalities as required vide letter of even No. dated 08.08.2012(**Annex-A**).

10. Posting of EDOs (Edu), DEOs and Dy. DEOs shall be made through Search Committee already issued vide this department' Notification No. SO (SE-I) 15-29/2010 dated 8.3.2011 (**Annex-B**).

11. Merit based posting on selection or promotion for officers of BS-17 and above shall be made in accordance with this Department's letter No. SO (SE-IV) 2-34/2009 (Transfer) dated 22.02.2011 (**Annex-C**).

A handwritten signature in black ink, followed by the date 17/4/13 written vertically.

12. Transferring Authorities:

Basic Scale/Post	Transferring Authority within district	Inter District Transferring Authority	Transferring Authority within Punjab
BPS-1 to 10	EDO(Edu)	-	-
BPS-11 to 18	DCO	-	-
BPS-1 to 15	-	DPI(EE)	-
BPS-16 to 17	-	DPI(SE)	-
BPS-18 to 19	-	-	Secretary School Education
BPS-20	-	-	Chief Minister Punjab


17/4/13
(LIAQAT ALI SALEEMI)
SECTION OFFICER (SE-IV)

No. & Date Even

A copy is forwarded for information & necessary action to:

1. The Minister for Education Punjab, Lahore.
2. The Secretary to Chief Minister Punjab, Lahore.
3. The Personal Staff Officer to Chief Secretary Punjab, Lahore.
4. All the Divisional Commissioners, in Punjab.
5. The Director General Public Relations, Punjab, Lahore with the request to publicize the same in electronic/ print media.
6. The Program Director, DSD & PMIU, Punjab, Lahore.
8. The Deputy Director (Monitoring) of School Education Department with the request to upload the policy on the website of School Education Department and also send the same through e-mail to all the concerend.


17/4/13
(LIAQAT ALI SALEEMI)
SECTION OFFICER (SE-IV)

CC:

1. AS to Chief Secretary Punjab, Lahore.
2. PS to Addl. Chief Secretary Punjab, Lahore.
3. All the Additional / Deputy Secretaries/ Section Officers of School Education Deptt.
4. PS to Secretary School Education.



No. SO (SE-IV)2-34/2009 (TR)
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore the, 08th August, 2012

Annex-A

To,

1. The Director Public Instruction (SE), Punjab, Lahore.
2. The Director Public Instruction (EE), Punjab, Lahore.
3. All the District Coordination Officers, in Punjab.
4. All the Executive District Officers (Edu), in Punjab.
5. All the District Education Officers (SE/EE-M/F), in Punjab.
6. All the Deputy District Education Officers (EE-M/F), in Punjab.
7. All the Principals of Higher Secondary Schools, in Punjab.
8. All the Head teachers of High Schools, in Punjab.
9. All the Assistant Education Officers (Male & Female), in Punjab.

Subject: INTER-DISTRICT TRANSFERS AND INTER-TEHSIL TRANSFERS OF PSTs THROUGH FAKE ORDERS

I am directed to refer to the subject cited above and to intimate that some attempts of fake appointments through bogus Inter-district transfers have been reported in some districts. This has necessitated to adopt necessary precautionary measures to control such malpractices. It is, therefore, directed that while forwarding the transfer cases of teaching and non-teaching staff of BS-01 to BS-16 to the concerned Transferring Authority, the following information alongwith consolidated report may be attached for further action:

- i. Appointment orders and Promotion orders (if promoted);
- ii. Attested photocopy of Service Book duly verified by the DDO with application and District Accounts Officer and original service book at joining;
- iii. Attested photocopies of academic and professional documents alongwith their verifications;
- iv. Wedlock documents showing other reasons for Inter-district/tehsil Transfer with proof i.e. NIC, Nikkah Nama and Service record of spouse with application;
- v. Attested photographs and NIC with application and joining both; and
- vi. Latest Computerized Pay Slip with application and at joining.

- vii. Service statement (for BS-16) duly issued by the District Accounts Officer concerned at joining;
 - viii. No Objection Certificate, No Inquiry Certificate and No Audit Para Certificate;
2. The DPs (SE/EE) / Transferring Authority shall scrutinize the service record and verify its genuineness from the concerned districts.
 3. The DPs (SE/EE) are requested to transfer the teaching and non-teaching staff in accordance with powers delegated to them and place their services at the disposal of concerned EDO (Edu) / DCO instead of giving them direct posting. The concerned EDO (Edu)/ DCO may issue his/her adjustment / posting orders after the verification of record through a reliable officer.
 4. The DEO(SE/EE-M/F), Dy. DEO, AEO, DDO and Head Teacher of High or Higher Secondary School shall verify the adjustment orders from the office of EDO(Edu) concerned in person.
 5. In future, in case of any lapse with regard to the subject issue, the payment received by a bogus teacher or employee, shall be recovered from the DDO concerned in person and concerned officials.
 6. The EDOs (Edu) shall maintain the record of all Inter-district Transfers (all categories) and Inter- Tehsil Transfers including PSTs in a Master File and in a separate Diary Register shall be maintained for this purpose.
 7. The EDO (Edu) concerned shall furnish a list of the teachers who have joined his district from other districts to the Department after getting the verification of such orders from the concerned districts.


SECTION OFFICER (SE-IV)

CC:

PS to Secretary School Education Department.
PA to Additional Secretary (Schools).



NOTIFICATION

NO.SC (SE-I) 15-29/2010. With the objective of placing efficient, better delivering officers, chosen purely on the basis of merit, integrity and efficiency, for the slots of EDOs, DEOs and Dy. DEOs, Punjab Government has decided that these appointments will be done through Search Committees.

The normal tenure of these posts will be three years depending upon the performance and achievements of targets and incumbents for the positions will be selected/recommended by the Committee reflected below: -

(i) COMMITTEE FOR SELECTION OF EDOs AND DEOs

- | | | |
|----|--|------------------|
| a) | Secretary Regulations, S&GAD | Convener |
| b) | Secretary School Education Department | Member |
| c) | Member (Social Sector), P&D | Member |
| d) | DPI (SE), Punjab | Member/Secretary |
| e) | DPI (EE), Punjab | Member |
| f) | Representative of Special Branch, Punjab | Member |

(ii) COMMITTEE FOR SELECTION OF Dy. DEOs

- | | | |
|----|--|------------------|
| a) | Additional Secretary (Schools) | Convener |
| b) | DPI (SE), Punjab | Member |
| c) | DPI (EE), Punjab | Member/Secretary |
| d) | Representative of Special Branch | Member |
| e) | The Committee may Co-opt EDO of the concerned district if it considers necessary | |

TORs for the Committees

The above two committees will make recommendations for posting of selected candidates as per following Terms of Reference (TORs):

- b) Applications will be invited by the Committee / Department through advertising in print media as well as on the official websites of the School Education Department and Government of Punjab. The Committee will call the potential officers on its own as well for interview but the criteria and the principle of equal opportunity will remain the same.
- ✓ ii) At least three candidates will be shortlisted for each slot.
- iii) School Education Department/DPI (SE) office will present working papers for EDOs and DEOs and DPI (EE) office will present working papers for Dy. DEOs containing data of potential candidates for consideration / recommendation by the concerned Search Committee.
- iv) The concerned Search Committees will conduct interviews of shortlisted candidates for determining suitability of the officers according to the criteria.
- v) School Education Department will issue orders for postings as EDO, DEO or Dy. DEO on the basis of recommendations of concerned Search Committee.
- vi) In view of any emergent situation, the department will appoint any officer as EDO, DEO or Dy. DEO subject to review by the concerned Search Committee.

Eligibility for Posting

- a) Officers of BPS-19 (Regular) of the School Education Department for the posts of EDOs and DEOs.
- ✓ b) Officers of BPS-18 (Regular) of School Education Department preferably having three years experience in the same scale for the post of Dy. DEOs.
- c) The Officers shall not be posted in their home & domiciled districts. However, in case of non availability of the candidate Dy. DEOs (W-EE) may be posted in their home district & domicile district of their husband but out of their home tehsil.
- d) Maximum 55 years of age. In cases of exceptional merit the Search Committee may consider the candidates with two years concession in age.
- e) No disciplinary proceedings / inquiry under process or minor/major penalty imposed, under PEEEs, 2006.
- f) No punishment made under anticorruption laws / PPC.
- g) No adverse remarks in ACRs during the last three years.

7. Ranking Criteria**100 Marks**

Academic Qualification	40 Marks
Administrative Experience	10 Marks
Training	10 Marks
Interview	40 Marks

(A) Academic Qualification 40 Marks

Detail	Matric	FA/FSc	BA/BSc	MA/MSc	Total
Marks	10	10	10	10	40

Marks to be calculated on the basis of 'Percentage of Marks obtained in Certificate/Degree'.

(B) Administrative Experience 10 Marks**(i) For EDOs/DEOs**

- Two marks per year for work as Dy. DEO, DEO or EDO (Education) (Maximum 06 Marks).
- One mark per year for work as regular Head Teacher of High / Higher Secondary School (Maximum 04 Marks).

(ii) For Dy. DEOs

- Two marks per year for work as regular Head Teacher of High School (Maximum 06 Marks)
- One mark per year for work as AEO (Maximum 04 Marks).

(iii) Period served outside the School Education Department or on deputation shall not be counted.**(C) Training 10 Marks**

Five marks for each four week training course at GCU, MPDD, PITB, DSD or Foreign Training (**Maximum 10 Marks**).

(D) Interview 40 Marks

Dated Lahore the
8th March, 2011

SECRETARY SCHOOL EDUCATION

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NO. & DATE EVEN.

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

1. All the Additional Secretaries, School Education Department.
2. All the Deputy Secretaries, School Education Department.
3. The Program Director, Directorate of Staff Development.
4. The Director Public Instructions (SE/EE), Punjab, Lahore.
5. All the District Coordination Officers in Punjab.
6. The Superintendent, Government Printing Press with the request to publish the notification in gazette


(IMRAN MUNIR BHATTI)
SECTION OFFICER (SE-I)

C.C.

1. The Chairman, P&D, Department.
2. The Additional Chief Secretary, Punjab.
3. The Secretary to the Chief Minister, Punjab.
4. The Secretary (Services), Govt. of Punjab, S&GAD.
5. The Secretary (Regulation), Govt. of Punjab, S&GAD.
6. The Member Social Sector, P&D Department.
7. The Additional IG, Special Branch.
8. The Staff Officer to the Chief Secretary, Punjab.
9. P.S. to Minister for Education, Punjab.
10. P.S. to Secretary School Education Department.



GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore, the 22nd February, 2011

To

1. The Director Public Instructions (SE), Punjab, Lahore.
2. All the District Coordination Officers, in Punjab.
3. All the Executive District Officers (Edu), in Punjab.

Subject: - **MERIT BASED POSTING ON SELECTION OR PROMOTION FOR OFFICERS BS-17 AND ABOVE**

The posts of BS-17, 18, 19 & 20 are identified by the Department. The vacancies against respective scales duly indentified by the department are filled through direct recruitment and in-service promotion. The Department makes direct recruitment of officers in BPS-17 & 18 on provincial level on the recommendations of Punjab Public Service Commission. The Department also makes in-service promotion of officers in BPS-17, 18, 19 & 20 on the recommendations of Departmental Promotion Committees / Provincial Selection Board against the in-service quota.

2. The Chief Minister, Punjab/ Competent Authority has been pleased to approve a transparent merit based system for posting after recruitment of officers in BPS-17 & 18 and promotion of officers of BPS-17, 18, 19 & 20 on the following lines:

- i) The over riding principle of placement is that the officers of provincial cadre can be placed anywhere in the province. No one can claim any particular post as a right from the posts in BPS-17, 18, 19 & 20 whether they are filled by initial recruitment or through in-service promotion.
- ii) On initial recruitment through Punjab Public Service Commission the selectees will be posted according to the inter-se merit of each selectee.
- iii) The officers who are promoted against in-service promotion quota will be posted according to their inter-se seniority.
- iv) As far as practicable, the officers will be adjusted in the district of their domicile subject to inter-se merit or inter-se seniority within district subject to availability of vacancies. The female officers may also exercise their option according to their husband's domicile. The Competent Authority may place or refuse to place against a vacancy on the basis of Student Teacher Ratio, opening new school, bigger enrolment or other administrative grounds.
- v) In case of dispute between two or more persons for a seat the senior in merit or inter-se seniority **within district** will take precedence.

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- vi) The vacancies that are occupied erratically, if any, at the time of placement will be considered vacant for the purpose of adjusting the selected or promoted officers of relevant grade. Once the orders of an officer of proper grade or subject are issued the erratically placed incumbent shall stand relieved of his/her duties with immediate effect. The posted officer shall assume the charge without formal relinquishment of the charge by the incumbent placed erratically.
- vii) The selectees of Punjab Public Service Commission as Head Teacher or those who are promoted as Head Teachers will not be adjusted as Subject Specialists/ Senior Subject Specialists.
- viii) These guidelines shall not be applicable to administrative posts of Dy. DEOs, DEOs and EDOs (Edu) and they will be selected by Search Committees on seniority cum fitness basis under separate criteria and policy.

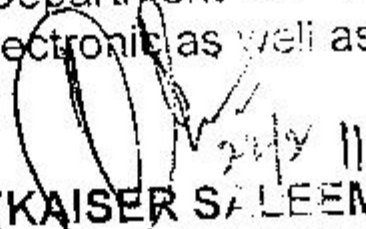
3. A Complaint Redressal Cell comprising Additional Secretary (Schools) and Director Public Instruction (SE) is hereby constituted for redressal of complaints regarding violation of guideline (ibid) and complaints shall be registered within 30 days from the date of issuance of order.

SECRETARY SCHOOL EDUCATION

NO. & DATE EVEN

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

1. The Director General Public Relations, Punjab, Lahore with the request to publish the same in the leading as well as local Newspapers.
2. All the Additional Secretaries, School Education Department.
3. The Director Public Instruction (EE), Punjab, Lahore.
4. The Program Director, Directorate of Staff Development.
5. Public Relation Officer, School Education Department with the direction to arrange to be publicized the same in the electronic as well as print media.


(KAISER SALEEM)

ADDITIONAL SECRETARY (SCHOOLS)

C.C.

1. The Secretary (Regulation), Govt. of Punjab, S&GAD.
2. The Additional Secretary to Chief Secretary, Punjab.
3. Mr. Shahid Iqbal, Deputy Secretary (Assembly), CM's Secretariat.
4. Program Director, Directorate of Staff Development, Punjab, Lahore.
5. All the Deputy Secretaries and Deputy Director (Monitoring) of School Education Department.
6. P.S. to Minister for Education, Punjab.
7. P.S. to Secretary School Education.