Copy of letter No. SI 1-11/78, dated 4th September, 1982 from government of the Punjab, SGA&I, Department, Lahore addressed to all concerned.

#### TRANSFER POLICY - TWO YEARS BEFORE RETIREMENT

I am directed to refer to this Department letter No. SO (Coord) 1-3/79, dated 16th March, 1980, on the Transfer Policy circulated by the Government of the Punjab, Services General Administration and Information Department, vide circular letter, referred to above, rule 19 shall be substituted as below:-

Officers/Officials due to retire on attaining the age of superannuating in two years will be given a choice of their last posting. This choice will be either for the station or for the post, but not for both. The authority competent to order transfer will, so far as possible, honour the choice of the officer/official but will not be bound to do so. In particular, lucrative appointments will not be given, especially to officers/officials of ill repute.

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Copy of letter NO.SO (SE) 1-1/87, Government of the Punjab, Education Department, dated 27-8-1987, addressed to all concerned of Education Department.

#### SUBJECT:TRANSFER POLICY

The Chief Minister, Punjab has been pleased to approve the following Transfer / Posting

Policy in the Education Department:-

# ACommon to Teachers of all Categories:

- 1.Transfers would normally be made during the summer vacations expect in case of manning the posts in the newly established/ upgraded institutions. However, there would be no bar on the transfers required to be made on administrative/ disciplinary/ compassionate grounds;
- 2.Transfer on administrative/ disciplinary/ compassionate grounds would order by the

competent authority with the prior approval in writing of the next higher authority

- 3. Subject to the availability of vacancies, the teachers would be posted in the institutions located closest to their place of residence.
- 4. Teachers who return from study leave/ deputation abroad would, as for as possible, be

posted at the station from where they proceeded oil study leave / deputation.

- 5.If the number of female teachers seeking their posting at a particular station is larger than the number of vacancies available at that station, the priority would be accorded in the following order-
- A) Widows with children.
- B) Married women with children. C) Others.
- 6.As for as possible the husband and wife would be posted at the same station if both of

them are in Government Service.

- 7.Mutual transfers would be allowed subject to the condition that both the antidotes are in the same discipline / subject e .g Lecturer in English would be eligible for mutual transfer viz-a-viz another Lecturer in English and a Science teacher will replace only a Science teacher.
- 8. Within two years immediately preceding the date of superannuating, the teachers would not be transferred from their places of posting unless considered necessary on administrative / disciplinary / composes / grounds or if so requested by the concerned officer.
- 9. The minimum tenure at one station would be 3 years except in cases where the transfer is ordered on administrative/ disciplinary/ compassionate grounds, or on the request of concerned officer, or when it has been necessitated on account of promotion/ demotion of the concerned officer.
- 10. The teacher who fore go their promotion would not be considered for the same within next
- 3 years.
- 11. The officers teachers re-employed after having superannuated would not be posted as Heads of the institutions/ Heads of the Department. They would be assigned teaching (non-administrative) jobs.

#### **B.**Transfer to attractive area

The cities whore the House Rent Allowance is admissible at the rate of 45% of the initial nay shall be attractive and the transfer to the institutions located there in would be ordered on the basis of the following considerations:

1.As for as possible the fold Medallist or those having Ph .D, M. Phil, Degrees would be given posting of their choice.

Those with the longest stay in the un-attractive area would get the first preference provided their results have generally been above the Board/ University average and their service record has been unblemished.

2.The teachers/ Lecturers posted at important / big stations showing bad results (below Board/ University average) for two years would be posted out so as to give a chance to those serving in small towns/ rural areas who are desirous of shifting to attractive stations.

### **C.School Teachers / Administrators:**

- 1.Teachers/ Headmasters with excellent performance would not be transferred expect on their own choice. In fact Government would encourage such teachers to get integrated with the local community and play constructive role as the change-agents.
- 2.Preferably the relatively senior female SST, would be posted as Headmasters of the

Middle Schools.

- 3.In case of non-availability of senior female SST, those having less then five years experience would also be eligible for posting as Headmistresses of Girls Middle Schools.
- 4.Only those SST who have a minimum of five years experience would be eligible for being posted as Assistant Education Officers at Marked level. No one would be posted as AEO in the Marked of his domicile. AEO would have only one tenure which would not be more than four years after which they would be posted as teachers in the relevant grades. Those AEO who have already done tenure of four years would be immediately replaced.
- 5.Deputy District Education Officers (Male) would not be posted within their home districts.

Deputy District Education Officers (Female) may be posted within their home districts but would not be posted as In Charge of their home Sub-Division. DY.DEO would have a three years tenure. Those DY.DEO who show

good performance during their first tenure of three years may get another tenure of three years. No officer, however, would serve as DY.DEO for a period of more than six years.

- 6.The posting of District Education Officers would be made after careful scrutiny of their post performance and only those officers who are know for their integrity, officers and qualities of head and heart would be given the charge of the districts. The following further considerations would be kept in view while selecting the officers to be posted as DEO:-
- (A)The previous administrative experience.
- (B)Clean record of service (Pendency of departmental/ Anti Corruption enquiry would render the officer ineligible for Posting as DEO)
- (C)The results achieved be the institutions where the concerned Officer had served as Headmaster.
- 7.The criteria laid down in respect of DEO would also be applicable for determining the suitability of officers for their posting as Deputy Directors (Administration) in the office of Director Education/ Director Public Instruction.
- 8.Deputy Directors (Administration) posted in the Directorates of Education would seek the prior approval of the concerned Director before ordering the postings and transfers of the staff/ teachers for which they may be competent under the relevant rules.

# **D.College Education**

- 1.Direct ^elected as Assistant Professors/ Professors, Principals would initially be posted in the institution located in the small towns/ rural areas where they would have to stay for at least two years.
- 2.The transfers to the institutions with post graduate disciplines would be invariably made in consultation with the concerned Principals.

#### **E.Special Education**

- 1. The transfers of the teachers of the Directorate of Special Education would be made in the month of November. There would be a ban on transfers from 1st December to 31st October of the next year, which is the academic session of these institutions.
- 2.The Chief Minister has been further pleased to desire that the new Transfer Policy should be implemented in lettered spirit and in one go. Any breach or violation of the policy will be dealt with severely with exemplary punishment.

Sd/-

#### (Nazir Ahmad Chaudhry)

Addl: Education Secretary (Estt)

Copy of letter NO.SO (CE-II) 1-32/89, Government of the Punjab, Education Department., dated

14-9-1989, addressed to all concerned.

# SUBJECT: RECRUITMENT AND TRANSFER POLICY OF THE EDUCATION DEPARTMENT

The Chief Minister, Punjab has been pleased to approve the following recruitment and transfer policy for the teaching staff of the Education Department:-

#### A)COLLEGIATE BRANCH RECRUITMENT

- 1. Adhoc appointments shall not be made at all. Instead the selections through the prescribed method will be made very frequently so as to keep the process going all the time. Even the pending orders for ad hoe appointments shall not be implemented and shall be referred back to the quarters / authorities concerned for review.
- 2. No relaxation will be granted in the procedures and qualifications except as provided under the rules.
- 3. The practice of making appointments of the junior ones to higher posts on "own pay and grade" should be stopped forthwith as it causes disgruntlement to the seniors and administrative problems for the Department.
- 4. Those selected specifically as "Principals" will not be posted as "Professors" "Assistant

Professors" etc, because posted of the Principals (especially those in the districts) remain vacant for years on end but those selected for the same manuoevre to stage a come back to the cities as "Professors" and "Assistant Professors" there by defeating the very purpose of the scheme under which they were selected specifically as "Principals" of Degree and Intermediate Colleges.

#### **POSTING AND TRANSFERS**

- 5. Female selectees (in the rank of lecturer) of a division will be posted preferably in the stay of her domicile and if no post is available, than in the same district.
- 6. Direct-selectees as Assistant Professors and Professors will be posted any where in the province, especially in the areas where the scarcity is acute. Efforts will be made to post the females selectees within their divisions of domicile subject to availability of vacancies in the relevant subjects/rank.
- 7. Erratic adjustments shall not be made, such as:- a. Against irrelevant subjects.
- b. Against higher/lower ranks.
- c. On loan basis from one place/ institution to the other. d. One one's own pay and grade.

Even the pending directives / orders, if any, shall also not be Implemented. Those may be returned to the Govt. with necessary classifications.

8. The transfers of teaching staff within a division up to the level of an Assistant professor will be the Deputy Director of Education (Colleges) The Director Public Instruction (Colleges) will be empowered to make inter or inter-divisional transfers of teaching staff up to the level of an

Assistant Professor (BS-18)

- 9. Posting and transfers of the reaching staff of the level of a professor (BS-19) and of those holding administrative posts of the level of Deputy Director and a Principal of Degree College (BS-19) or above will be made by the Government.
- 10. The tenure for an administrative post/viz, Director Public Instruction (Colleges) director of

Education (College) Deputy Director, Assistant Director and Principal etc will be 3 years.

Copy of letter No.SO (SE-I) 1-75/ 2000, Government of the Punjab, Education Department, (Schools), dated: 04-07-2000 addressed to all concerned.

SUBJECT: POSTING/ TRANSFER POLICY OF THE EDUCATION DEPARTMENT (SCHOOL) 2000

Owing to Various administrative and structural reforms introduced in the department the policy governing posting/transfer at different echelons has outlived its utility. Naturally in such an event some of the features/provisions of the policy with specific reference to eligibility and criteria were required to be revised The Minister for Education Punjab, has therefore, been pleased to approve the following Posting/ Transfer Policy for Education Department (Schools) 2000. this new policy which is given below shall be implemented with immediate effect and it shall be in supper cession of the previous Posting/Transfer policy of 1987.

- 2.The posting/transfer policy of the education department (school) 2000 is based on self-assessment and will enable the applicants to determine their own eligibility. Marks will-be given to applicants keeping in view the academic results, service rendered in far-flung area and periphery, seniority, wedlock basis, disability and compassionate grounds, as under:-
- i.Performance/Academic results= 25 marks
- ii. Service in far flung or Zone 'B'= 20 marks
- iii. Seniority= 15 marks
- iv. Wed lock basis= 20 marks
- v. Compassionate grounds= 20 marks

Total= 100 marks

3. Since it is merit-based policy, maximum weight age has been given to performance/academic results. Further details about allocation of marks are given as under:

#### i)Performance/ Academic Results25 marks

80% or above results= 25 marks

70% to 79%= 20 marks

60% to 69%= 10 marks

50% to 59%=5 marks

The average of four immediately preceding/previous Examination/years will be considered.

# ii)Service in Far Flung Area = 20 marks

- 1. For each year served in areas falling in Zone 'B' the applicant shall get 5 marks.
- 2.For each year served in periphery area the applicant shall get 2 marks. The total marks shall, however remain 20.

# iii)Seniority=15 marks

For each year served in the same substantive grade the applicant shall get three (3) marks subject to maximum of 15 marks.

### iv)Wedlock basis20 marks

The applicant shall be eligible to get 20 marks, if he/she applies Transfer on wed lock basis.

#### v)Compassionate Grounds20 marks

- 1.If the applicant is a widow, she will get 15 marks subject to production of death certificate of her husband.
- 2.A disabled/sick applicant shall get 15 marks.
- 3. The spouse of disabled/sick applicant shall be eligible to get 10 marks.
- 4. The maximum marks shall, however, not exceed 20.
- 5.In case of disability / sickness a certificate from the Standing Medical Board would be required.
- 4. PTC/EST/PET/DM/SV/OT/AT etc, will have minimum tenure of one academic session; They shall however be liable to transfer any time due to unsatisfactory performance on administrative grounds.
- 5. The senior most PTC teachers with good service record of at least five years at his her credit will be posted as Learning Coordinator. The tenure of posting will be four years subject to his/her satisfactory performance.
- 6. Headmaster/Headmistress of Elementary Schools will have minimum tenure of one academic session. They shall however be liable to transfer any time due to unsatisfactory, performance or on administrative grounds. While making posting/transfers of Headmaster/ Headmistress of Middle Schools, following criteria will be observed:-
- i)Senior SST with minimum of 5 years teaching experience.
- ii)If regular incumbent is not available, especially in remote areas, Senior EST
- having at least five years experience would be posted
- iii)Seniority along with a good service record will be the sole Criteria for the job iv) Preferably from the same tehsil/district.
- 7.AEO will have a minimum of four years tenure in his/her whole career; subject to his/her satisfactory performance. The tenure at one station shall however, not exceed two years. Senior most SST of the District would be posted as AEO. However, he/she will not be posted at his/her residential Marked/Union Council Orders of posting would be issued by the DE (EE) after mutual discussion with DE (SE).
- 8.Senior most officers in BS-18 (Regular) will be eligible for posting as Deputy DEO (male) (Elementary and Secondary) and will not be posted within their home districts. Deputy DEO (F) will be posted within their home district, but not posted as in charge of that Sub-Division. They will, however, serve for maximum tenure of three years in total or two tenures of minimum one years each which ever is earlier. Clean record of service (tendency of departmental/anti-corruption inquiries would render the officer in-eligible for posting of DY, DEO)
- 9.Senior most officers of BS-19 (regular) would be posted as DEO/ Deputy Director (Admn). However, DEO shall not be posted in his/her own district. The set criteria for the selection would be observed strictly. DEO (EE) (SE) must be senior most in his/her jurisdiction. His/her tenure will be three years subject to satisfactory performance. The following consideration would be kept in view while selecting the officers to be posted as DEO:-
- i)The previous administrative experience.
- ii)Clean record of service (tendency of departmental/anti Corruption inquiry would render the officer ineligible for posting of DEO)
- iii) The posting of DEO and Deputy DEO would be made after careful scrutiny of there past performance and only those officers who are known for their integrity and efficiency would be given the charge of the districts

- iv) The results achieved by the institution where the concerned Officer has served
- as Headmaster.
- 10. Subject Specialists/SSS will not be posted against the administrative posts till the completion of ten years teaching tenure, Headmaster/headmistress senior headmaster / headmistress will also not be eligible for their posting as Subject Specialists/Senior Subject Specialists prior to ten years experience at their credit.
- 11.Deputy Headmaster/Headmistress/Principal of High/Higher Secondary School will have four years tenure subject to their satisfactory performance.
- 12. The aforementioned rules/guideline will be followed in case of teaching staff of

DSD/PITE/GECT/ etc.

- 13. The ministerial staff such as junior clerks/senior clerks/assistants/ stenographers
- /Superintendents/ Extra Assistant Directors etc. will have three years tenure of service at one office/station.
- 14. Erratic adjustments shall not be made such as:- a) Against irrelevant subjects.
- b)Against higher ranks.
- c)On loan basis from one place/institution to the other. d) On one's own pay and grade.
- e)Even the pending directives/orders, if any, shall also not be implemented. These
- may be returned to the Government with necessary clarifications.:
- 15.Disabled teachers, duly verified by Board, would not be transferred except on administrative grounds or on promotion.
- 16.On selection through PPSC the officers will be provided with a list of vacancies required to be filled in and asked to indicate their preference in order of priority. Their merit determined by the PPSC along with their order of preference will be the sole criterion in deciding their place of posting.

On promotion the following criterion will be adopted:-

- a)A Promotee shall be posted in his existing institution of posting if a regular higher post is vacant irrespective of his seniority vis a vis other promotees.
- b)In case no higher post is available in the same institution and a Regular vacancy exists within the city of the existing posting of the promotee, he shall be adjusted there.
- c)Promotees left out after the exercise indicated at (a) & (b) above will be adjusted as close to their home station as possible subject to existence of regular vacancies in their respective subjects or vacant post of Principals.
- 18. Erratic postings already in vogue will be gradually rectified in the following manners:
- a)Whenever a regular selectees of PPSC is available. b) Adjustments/transfers of fresh promotees.
- c)Readjustments/conversions as a result of rationalization exercise. d) Re-adjustment of erratic posting against regular posts.

- 19.Normal tenure for an administrative post viz: Director Public Instruction (SE/EE), Director of Education (SE/EE), DEO (SE/EE) Deputy Director/ Deputy DEO (SE/EE) and Assistant Director etc, will be 3 years subject to satisfactory-performance.
- 20. Transfer subject to conditions spelt out in the above paras will normally be made during the summer vacations except in case of filling the post in the newly established/upgraded institutions. However, there would be no bar on the transfer required to be made on administrative/ disciplinary grounds, on promotion and of those awaiting posting.
- 21.Mutual transfers will be allowed by the competent authority subject to the condition that both the candidates are in the same subject/discipline and after obtaining comments from respective Principals/Headmasters/Headmistresses who willindicatereasonsforadverse recommendation if the request is not supported.
- 22. Posting against administrative posts will be made after careful scrutiny of performance, integrity, efficiency and professional competence.
- 23. Single teachers in a subject will not be transferred unless a substitute is available.
- 24.Period in case of officers whose services are placed at the disposal of DPI (SE/EE) or the Department will be limited to three months. In very exceptional circumstances it will be extended with approval of the Government.

25. The post-wise list of transferring authority, appellate authority and next higher authority is given below:-

Name of Post	Basic Scale	Transferring	Appellate	Next Higher
		Authority	Authority	Authority
PTC/J.V	BS-7	DY.DEO within	DEO	Divisional Director concerned
		Tehsil	concerned	
EST/S.V/A.T/	BS-9 / BS-14	DEO concerned within		DPI concerned
V.T/D.M/PET		district	concerned	
SST	BS-16	DEO concerned	Divisional	DPI concerned
		within district	Director concerned	
S.S/Headmaster	BS-17	Director of Education (SE) concerned within	DPI (SE)	Secretary
/Headmistress		division		Education
S.S.S/Sr. Headmaster/ Sr.	BS-18/19	Director of Education (SE) concerned within	DPI(SE)	Secretary
Headmistress		division		Education
DY.DEO/DEO	BS-18/19	DPI concerned	Special Secretary Education	Secretary
			(Schools)	Education
Director of	BS-19	Governor		
Education				
DPI/ADPI	BS-20	Governor		

#### (Arshad Mahmood)

Section Officer (SE-I)

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Copy of letter NO.PA/AS (E) 3-2/2000, Government of the Punjab, Higher Education Department, dated 12th July 2000, addressed to DPI (Colleges)/ All Director of Education (Colleges) and All Additional Secretaries in Higher Education Deptt:

#### SUBJECT:TRANSFER POLICY OF THE HIGHER EDUCATION DEPARTMENT

The Minister for Education Punjab has been pleased to approve the following transfer policy for the Higher Education Department.

In super session of earlier orders on the subject and to further streamline the existing transfer policy and bringing it in greater consonance with the objectives of transparency merit based equal opportunity and equitable mobility between rural and urban institutions following guidelines have been approved by the competent authority for strict observance in transfer matters and will be effective immediately.

- 1.On initial selection by PPSC as Lecturers the successful candidate will be provided with a list of vacancies required to be filled in and asked to indicate their preference' in order of policy. Their merit determined by the PPSC a long with their order of preference will be the sole criteria in deciding their place of posting. This method will also apply to other selectees including direct selectees at as Assistant Professor Associate Professor and Professor etc.
- 2.On promotion the following criterion will be adopted:-

a)A promotee shall be posted in his existing institution of posting if a regular higher post is vacant irrespective of his seniority vis a vis other promotees.

b)In case no higher post is available in the same institution and a Regular vacancy exists within the city of the existing posting of the promotee he shall be adjusted 'there.

c)In case of (a) & (b) above seniority will be considered only Where promotees

exceed vacancies separately in each case and in same order.

d)Promotees left out after the exercise indicated at (a) & (b) above Will be adjusted as close to their home station as possible subject to existence of regular vacancies in their respective subjects or vacant post of Principals.

3.At all Divisional stations other than Lahore Divisional Directors and in case of Lahore,

the Department will maintain a running subject-wise list of all applicants requesting for transfer to these stations. Decision regarding who is to be posted will be taken after according marks and preparing merit list of each subject as per following formula.

a)For each year served in Lahore or any Division 2 Headquarter Deputation leave awaiting posting etc

b)For each year served at a District Headquarter other 3 than the Headquarter.

c)For each year served in institutions other 4 places indicated above. In case of the among candidates (equal marks) seniority will be The deciding factor

- 4.Performance of teaching staff/heads of institution particularly those at Divisional Headquarters will be monitored aurally and those producing below average results of Board/University will be posted out to the periphery notwithstanding any consideration with the criterion in pare 3 above laid down for consideration of posting from periphery to Divisional Headquarters, additional 5 marks will be granted to those posted in colleges located at other than Divisional Headquarters producing not below average results Board/University.
- 5.The transfers of college teaching staff with in a division up to the level of an Assistant professor will to made by the Director of Education (Colleges) to the exclusion of DPI (C). The Director Public Instruction (Colleges) will be competent to make intra- divisional transfer of teaching staff up to the level of Assistant professor (BS-18). Provision of this clause will not be applicable to Lahore Metropolitan Area. Where posting & transfer will continue to be made by the Government.
- 6. Erratic adjustments shall not be made, such as:-
- a)Against irrelevant subjects.
- b)Against higher / lower ranks.
- c)On loan basis from one place / institution to the other. d) One's own pay and grade.
- 7.Erratic postings already in vogue will be gradually rectified in the following manner. a) Whenever regular selectee of PPSC are appointed.
- b)Adjustments/transfers of fresh promotees.
- c)Re-adjustments/conversions as a result of rationalization exercise d) Re-adjustment of erratic against regular posts.
- 8.Posting and transfer of the teaching staff of the level of Associate professor, and professor (BS-19 & BS-20) and of those holding administrative posts of the level of Deputy Director and above and Principals of all College will continue to be made by the Government as per existing procedure.
- 9. Normal tenure for an administrative post/viz: Director Public Instruction (Colleges),

Director of Education (Colleges) Deputy Director and Assistant Director etc, will be not more than 3 years subject to satisfactory performance and administrative convenience.

10. Transfers subject to conditions spelt out in the above par as will normally be made

during the Summer Vacations except in case of filling the posts in the newly established/upgraded institutions. However, there will be no ban on the transfers required to be made on administrative / disciplinary / compassionate grounds, on promotion and of those waiting posting irrespective of the time of year or extent of tenure/time served in positions held. Likewise vacancies occurring as a result of retirement, death etc, will continue to be filled round the year.

11. Subject to the criteria indicated above and all other things being equal preference will

be given to husband and wife for posting at the same station if both of them are in Govt. Service. In case of either of spouse being an employee of Department other than Education that Department/ organization will also have equal responsibility for keeping the couple at one station. However, it will not be allowed as a pretext for seeking transfer to Lahore or other attractive stations. Husband and wife can be untied at any station where relevant posts may be available.

12. Mutual transfer may be allowed by the competent authority subject to the conditions

that both the candidates are in the same subject/ discipline and after obtaining comments from respective Principals who will indicate reasons for adverse recommendation if the request is not supported. Such requests however would not be binding on the competent authority and will not be claimed as a matter of right.

- 13. Within two years immediately preceding the date of superannuation, the teachers would not be transferred form their places of posting unless considered necessary on administrative / disciplinary/ compassionate grounds.
- 14.Posting against administrative posts will be made after careful scrutiny of performance, integrity, efficiency and professional competence.
- 15. Single teachers in a subject will not be transferred unless a substitute is available.
- 16.Period in case of officers whose services are placed as the disposal of DPI (C) or the department will be limited to three months. In very exceptional circumstances it will be extended with approval of the government.
- 17. Cases of compassionate grounds and of extreme hard ship such as terminal illness,

serious disability etc, will be decided on the recommendations of a committee comprising the following and subject to availability of regular vacancy:-

Additional Secretary (Estt.)Chairman Deputy Secretary (Estt.)Member Director Admn. DPI (C)Member

18.In case of any ambiguity / difficulty faced by the field formations in implementation of

this policy, the matter will be referred to the Special Secretary Higher Education

Department.

sd/-

#### (Sajjad Saleem Hotiana)

Additional Secretary (Establishment)

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Copy of letter No.SO (SE-I) 1-141/2000, Government of the Punjab, Education Department Schools) dated Lahore 14th September, 2000 addressed to the DPI (EE/SE), Punjab, Lahore and the District Education Coordinators, Punjab.

#### SUBJECT: POSTINGS/ TRANSFERS

Reference on the subject noted above.

2.It has been decided that:-

i)Both the DPIs and all the DEOs are hereby directed to strictly implement the

Posting/Transfer Policy, 2002 in letter and spirit.

ii)The DPI and all the DEO are hereby requested to invite applications for postings/transfers from all interested school teachers and others up to 25th September,

2000, tabulate them, have them examined by Three Member Committee at relative levels in accordance with the criteria laid-down in new transfer/posting policy and afterwards the competent transferring authority should pass orders.

iii)Constitute a three members committee which may be directed to examine the posting/transfers ordered after the promulgation of the new posting/transfer policy, 2000.

iv)All such postings/transfers made in violation of the new policy be cancelled by the respective transferring authorities and report be submitted to the Secretary Education Up to 1st October, 2000.

v)The DPIs/DEOs may communicate to the Secretary Education, the names of officers who ordered postings/transfers in violation of new postings/transfers policy, so that their explanation could be called as desired by the Minister Education.

3.I have been directed to request you to please take father necessary action accordingly and submit implementation report as mentioned above.

Sd/-

#### **SECTIONOFFICER (SE-I)**

Copy of letter No.PS/E.S/MISC2001, Government of the Punjab, Education Department, dated

11.12.2001, addressed to the District Coordination Officer, Sialkot.

#### SUBJECT: RELAXATION OF BAN ON POSTING/TRANSFERS OF TEACHING STAFF

Reference your letter No. OS/787 dated 29.11.2001.

The ban on postings and transfers imposed by the Government was done in line with our policy of not shifting teachers during the currency of the academic sessions. As far as District Governments are concerned, they are at liberty to take a decision in this respect in accordance with their local conditions/district policy. Wherever the District Government considers it appropriate to effect postings and transfers during the academic session in public interest, they may do so in their own good judgment.

(SIBTAN FAZAL HALIM)

SECRETARY EDUCATION

#### **SERVICES & GENERAL ADMINISTRATION DEPARTMENT**

**SECTION (SECTION S-I)** 

Dated Lahore, the 7th July, 2005

To

- 1.All Administrative Secretaries to Government of the Punjab.
- 2.All District Coordination Officers in the Punjab.
- 3.All District Police Officers in the Punjab.

# SUBJECT: CONDUCT OF LOCAL GOVERNMENT ELECTIONS -2005-OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS

The schedule for Local Government Elections 2005 has been announced by the Hon'able Chief Election Commissioner on 30.6.2005. To ensure free, fair and transparent elections, the following directions of the Chief Election Commissioner to the Provincial Government have been communicated as under-

"Hon; ble Chief Election Commissioner has desired me to request you kindly to ensure personally that in pursuance of the above provisions of the Constitution, District Coordination Officers, District Police Officers and other officers of the Provincial Government -extend full assistance to the District Returning Officers, Returning Officers and Assistant Returning Officers appointed for forthcoming elections to Local Government Institutions.

The Hon'ble Chief Election Commissioner has further desired that in the interest of free and fair elections and to avoid any misgivings, transfers of civil and police officers may not be made in the Province till the completion of the process of elections.

You will appreciate that holding of free, fair and transparent elections will be possible

only if peaceful and tranquil atmosphere is provided at the polling stations and in the areas. The Provincial Government should, therefore, chalk out a comprehensive plan, well in advance, for maintaining law and order during pre and post-election period and particularity on the polling day. The services of Armed Forces may be requisitioned, wherever required, in the aid of civil authorities for maintaining peaceful environment during elections."

- 2.The above instruction are to be followed in letter & spirit and <u>no posting / transfer should be made under any pretext during the currency of Election schedule.</u>
- 3.All Administrative Secretaries, DCOs and DPOs etc. must ensure that the above ban is not violated on the pretext of back dated postings / transfers. Any officer found guilty of issuing pre-dated posting and transfer orders shall stand personally liable and will be proceeded against under the PRSO 2000. All postings and transfers orders issued before the announcement of election schedule, which have not been materialized it far, shall be frozen.
- 4. The above instructions should be strictly observed and all concerned must ensure that the forthcoming Local Government Elections are held in transparent manner in accordance with the instructions of the Chief Election Commissioner and no indiscretion vis-a-vis posting & transfer is exhibited by public functionaries due to which the integrity of the Election process is compromised.
- 5. These instructions should be communicated to all concerned under your administrative control for strict compliance.

#### (ANWAR AHMAD KHAN)

SECRETARY (SERVICES)

Copy of letter No.SO(SE-I) 1-43/2005, Government of the Punjab, Education Department, dated

14.4.2005, from Secretary Education, addressed to the all DCOs, Punjab and EDOs Punjab.

#### SUBJECT:AN ON POSTINGS /TRANSFERS IN THE EDUCATION DEPARTMENT

Please refer to this Departments letter Nos. PS/ES/MISC/2004 dated 24.4.2004 and pS/SSS/MISC/2005/14 dated 7.2.2005 regarding imposition of ban on postings/transfers.

- 2.It has been observed that the teachers/officers of Education Department most of time are concerned for their posting/transfers at the stations of their choice and convenience instead of performing their prime duty of teaching at the cost of Education of children. Moreover frequent and unnecessary transfers of teachers, officers and heads of institutions adversely affect the continuity of Educational Programmes, development projects and academic sessions. To check this trend, ban was imposed on all postings/transfers of officers / officials belonging to the Education Department including Higher Education and School Education by the Chief Minister on 2.4.2004 without any exception and on any grounds whatsoever.
- 3.The ban imposed by the Chief Minister Punjab shall remain enforced and no Postings/transfers in the Education Department, both on School as well as Higher Education side shall be undertaken during the academic session for the sole purpose of uninterrupted Education of the students and to ensure that Educational activities do not come to stand still, and all handing/taking over takes place within the summer vacations. Immediately after reopening of the educational institutions, ban will automatically stand re-imposed. Ban shall therefore be lifted at the start of summer vacations.
- 4.All the Chief Minister's directives regarding postings/transfers including those where even ban has been relaxed action have been frozen and no posting/transfer on what so ever grounds should therefore be made till further orders.

-Sd- (JAVAID ASLAM)

SECRETARY EDUCATION

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Copy of letter No.SO(SE) 1-43/2005, dated 29.6.2005, Government of the Punjab, Education Department, from Special Secretary Schools, addressed to the all DCOs and all EDOs (Edu) in the Punjab.

# SUBJECT:LIFTING OF THE BAN ON THE POSTING / TRANSFER IN THE EDUCATION DEPARTMENT (SCHOOL WING)

In continuation of this Department's letter of even number dated 14.4.2005 (copy enclosed), it is convey that the Chief Minister has been pleased to relax the ban on all postings/transfers in the Education Department with immediate effect.

- 2. The postings/transfers will be made in the following manner:-
- a)The category of teachers i.e. PTC/AT/SV/JV/EST/PET shall not be transferred from one district to another district. However, they can be transferred against a vacant post within district by the District authority empowered for this.
- b)Inter-district transfers (from one district to another) of all the gazetted officers shall be

made by the Education Department.

c)Intra-district transfers (within district) shall be made by the District Coordination Officers and Executive District Officers (Education) as per District Government Rules of Business.

d)The transfers of any contract appointee including Graduate English Teachers shall not be made. The transfer of Graduate English teachers will be effective after two months when the regularization process in the entire province is completed.

e)No. T.A/D.A. will be granted to any employee while implementing the orders noted above.

This would be noted in the formal orders issued by the respective authorities.

3. The ban shall stand re-imposed on 20th August, 2005.

#### (MUHAMMAD IMTIAZ TAJWAR)

SPECIAL SECRETARY (SCHOOLS)

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Copy of letter No. SOR. IV(S&GAD) 10-1/2003, Government of the Punjab, Services & General Administration Department (Regulations Wing), dated 2-7-2005, from Secretary Regulations, addressed to Additional .Chief Secretary, Senior Member Board of Revenue, All Administrative Secretaries and Provincial Police Officer, in the Punjab.

# SUBJECT:BAN ON RECRUITMENT—MANNER OF SUBMISSION OF SUMMARIES SEEKING RELAXATION OF THE BAN

Kindly refer to this Department's letter of even number dated 18.05.2005 whereby all the departments were requested to ensure that all the summaries on the subject of recruitment are routed through the Regulations of S&GAD.

It has been observed that the departments are still submitting the summaries to the Chief Minister for seeking relaxation of ban without routing them through Regulations Wing of Services and General Administration Department, which deals with the subject of recruitment and is presently updating and consolidating the vacancy position of all the departments.

3.According to Rule 13 of the Government of the Punjab, Rules of Business, 1974 under the

head "Consultation among Departments", it has been clearly provided that when the case concerns more than one department, the department incharge shall be responsible for consulting the other Departments and the case shall not be submitted to the Chief Minister until it has been considered by all the relevant departments.

- 4.lt reiterated that the practice of submission of summaries on the subject of recruitment without routing them through Regulations Wing of S&GAD is not only violative of the Rules of Business but also gives rise to a lot of confusion, besides rendering this Wing unable to consolidate the overall number ofpostsagainstwhich recruitments have been allowed/madeinvarious departments/organizations.
- 5.It is, therefore, once again requested to kindly ensure that all the summaries on the subject of recruitment are routed through the Regulations Wing of S&GAD in order to avoid the violation of the rules ibid as well as any consequent anomaly/disparity.

### (RASHIDA MALIK)

SECRETARY REGULATIONS

Copy of letter No. SI. 16-27/2001, dated 13-07-2005, from Secretary (Services), Government of the Punjab, Services &General Administration Department, Section (Services-I) addressed to all Administrative Secretaries to Government, All DCOs, and all DPOs in the Punjab.

# SUBJECT:CONDUCT OF LOCAL GOVERNMENT ELECTIONS, 2005 OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS

In continuation of this Department's letter No. SI. 16-27/2001 dated 07-07-2005 following clarifications are made for all concerned: -

a.Provincial level transfers / postings in Punjab Civil Secretariat and of Heads of attached Departments Heads of Autonomous Bodies are not subject to ban

b.Transfers / postings of Civil Servants in Medical colleges faculty art also not covered

under the ban.

c.Education Department is exempted from this ban only if OSDs/ awaiting posting are posted against vacant posts.

(ANWAR AHMAD KHAN)

SECRETARY (SERVICES)

Copy of letter NO.SO (SE-I) 1.43/2005, dated 21.11.2005, from Special Secretary Schools, addressed to all the DCOs and all the EDOs in Punjab.

# SUBJECT:TRANSFERS/POSTINGS IN THE EDUCATION DEPARTMENT, SCHOOL SIDE - LIFTING OF BAN FROM THE 16TH DECEMBER. 2005 TILL 31ST DECEMBER. 2005

In continuation of this Department's letter of even number dated 29.6.2005, it is conveyed that the Chief Minister Punjab has been pleased to relax the ban on transfers/postings in Education Department, School side, from the 16th December, 2005 till 31st December, 2005, during the winter

vacations, subject to following conditions: -

i)All postings/transfers would be subject to tenure policy approved by the Provincial Cabinet in its meeting held on 6.10.2004 and no immature transfer shall be allowed for posting of officers/officials minimum tenure will be one year as approved by the Cabinet. The instructions issued by the S&GAD in this regard vide letter No. SLI-1/2003 dated

18.1.2005 shall be followed letter and spirit.

ii)Inter district postings/transfers of PTC/OT/AT/SV/JV/EST/PET from one district to another district shall not be allowed.

iii)Inter-district postings/transfers of teachers other than mentioned in (ii) above, shall also be

subject to tenure policy NOC for inter-district will be issued by the District Governments subject to completion of minimum prescribed tenure of one year.

iv)Chief Minister's directives with regard to postings/transfers pending with the Department and the District Governments shall be given preference subject to observance of above criteria,

v)Transfers/postings of the officers of management cadre will be carried out at the level of

Provincial, Education Department.

vi)Transfers of contract appointees shall not be made. The transfer of Graduate English

Teachers (GETs) within district will be subject to regularization by the competent authority. vii) No. T.A/D.A. will be granted to any employee while implementing the orders noted above.

This would be noted in the formal orders issued by the respective authorities.

2.The District Governments are directed to go ahead on postings/transfers subject to adherence to the criteria given above. However, it is to reiterate that transfers/postings shall be taken in hand from the 16th December, 2005 till 31st December, 2005. The ban shall stand re-imposed on 01.01.2006 till further orders.

#### (MUHAMMAD IMTIAZ TAJWAR)

SPECIAL SECRETARY (SCHOOLS)

Copy of letter NO.S.O. (SE-I), 1-43/2005, Government of the Punjab, Education Department, (School wing), dated 18-01.2006, addressed to the all EDOs (Edu) in Punjab and addressed to DPIs (SE/EE).

#### SUBJECT:STRICT BAN ON POSTINGS/ TRANSFERS IN THE EDUCATION DEPARTMENT

Please refer to the subject noted above.

2.Reports are being received in the Department that in some of the districts back dated posting and transfer orders are being issued. As earlier conveyed on telephone to the EDOs. (Education) and DCOs, it is once again reiterated that Chief Minister Punjab has re-imposed ban on postings and

transfers in the Education Department from the 24th December, 2005, without any exception.

3.lt may therefore be ensured that no back dated posting and transfer orders are issued or implemented by any of the officer of Education Department. In case of any violation, the officers responsible will be proceeded against under the relevant rules.

Sd/-

(CAPT. ® ZAHID SAEED)

SPECIAL SECRETARY (SCHOOLS)

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Copy of letter No. SO(SE-1)1-43/2005, Government of the Punjab, Education Department

(School Wing), dated 19-12-2005, addressed to DPI(SE-EE).

# SUBJECT:LIFTING OF BAN ON POSTINGS / TRANSFERS IN THE EDUCATION DEPARTMENT (SCHOOL WING)

The ban has been lifted on postings/transfers in the Education Department (School Wing) from 16-12-2005 to 31-12-2005 and detailed policy guide lines in this regard already stand circulated vide this Department's letter of even number dated 21-11-2005.

2.It is to intimate that all the cases involving inter-district postings /transfers of Secondary School Teachers (SSTs), Ministerial staff and Class-IV employees of the Education Department, (Schools) will be undertaken by the DPIs falling in their ambit, subject to issuance of NOCs by both the relieving and recipient District Governments, verification of service record and tenure policy. No TA/DA will be paid to the Government officers/officials who are being transferred on self request.

3.A list of such cases received in the Education Department is forwarded for disposal on merit as per policy on or before 31-12-2005.

This issues with the approval of Special Secretary (Schools).

**DEPUTY SECRETARY (EE)** 

Copy of letter No. SO(S-IV) 7-34/06, dated 26-01-2006, Government of the Punjab, Education

Department, (School Wing), addressed to the all DCOs and all the EDOs (Edu) in Punjab.

#### SUBJECT: LIFTING OF BAN ON TRANSFER CASES UNDER WED-LOCK POLICY

Chief Minister Punjab has given exemption of ban on postings/transfers in cases of inter- district transfer of PTC Teachers and other district cadre regular employees falling under Wed-Lock Policy of the Punjab Government. The Educators and all other contract appointees are not covered under this policy as their appointments are school contract appointees are not covered under this policy, as their appointments are school specific.

2.District Governments are therefore given go ahead to process the cases which fall under wed- lock, subject to following conditions:

i)He/She is in continuous service and no enquiry is pending against him/her. ii) Issuance of NOCs by both the relieving and recipient District Governments; iii) Verification of service record.

iv)A certificate that transferee teacher will have no objection on placing at the bottom of the seniority list of the District where he will be shifted/posted.

While forwarding the cases falling under wed-lock policy to the Education Department it must be ensured that both wife and husband are in government service as the ability of inter-district transfer is purely on wed-lock basis.

#### No. & Dated Even:

A copy is forwarded for information to:

Sd/-

# **DEPUTY SECRETARY (E.E)**

1.PS to Education Secretary, Govt of the Punjab.

2.The DPI(SE/EE) Punjab, Lahore with the request to forwarded all such cases falling under wed-lock policy to the Education Department.

Sd/-

**DEPUTY SECRETARY (E.E)** 

Copy of letter NO.SO (S-III) 01-MISC/2006, dated 02.02.2006, Government of the Punjab, Education Department, (School Wing), addressed to the DPI(SE/EE) Punjab.

SUBJECT:INSTRUCTIONS REGARDING AFRESH NOC'S (RELIEVING/RECEIVING) DISTRICTS IN CONNECTION WITH INTER DISTRICT TRANSFERS (BS-M5) UNDER WEDLOCK POLICY

I am directed to refer to the subject noted above.

You are requested to provide afresh No Objection Certificates of the incumbents alongwith complete cases under consideration for Inter District Transfers (BS- 1-15) under Wed Lock Policy. The NOCs from the relieving district must be issued maximum six (6) months prior to the applying date and in case of receiving district NOC must be not old than three (3) months.

Sd/-

#### **SECTION OFFICER(S-III)**

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Copy of letter NO.SO (SEI) 1-43/2006, Government of the Punjab, Education Department (School Wing), dated 22-08-2006, addressed to all DCOs in Punjab and all EDOs (Edu) is Punjab and endorsed to DPI (SE/EE) Punjab, Lahore

#### SUBJECT:LIFTING OF BAN ON TRANSFER OF REGULAR EMPLOYEES OF EDUCATION DEPARTMENT

I am directed to refer to the subject noted above and to state that Govt. of the Punjab Education Department, (School Wing) has lifted ban on all category of regular employees (Teaching / Non-Teaching under following conditions:-

- i)The transfer / posting will be made under tenure policy.
- ii)The transfer/posting will be made subject to the condition that the transferee is not involved in any assignment under the Election Commission of Pakistan.
- iii) No erratic posting be made under any circumstances.
- iv)No temporary attachments/adjustments be allowed.
- 2. You are directed to take further necessary action in the regard.

Sd/-

# **SECTION OFFICER (SE-I)**

Copy of letter NO.SO (SEI) 1-43/2005, Government of the Punjab, Education Department (School Wing), dated 01-09-2006, addressed to the Director Public Instruction (SE/EE) Punjab, Lahore

## SUBJECT: LIFTING OF BAN ON INTER DISTRICT TRANSFERS OF REGULAR EMPLOYEES

I am directed to refer to this Department's letter of even number dated 22-08-2006 on the subject cited above and to inform you that competent authority has only empowered the administrative Department to undertake interdistrict transfer of teaching and non-teaching employees of Education

Department. No other office has been allowed to issue inter-district transfer orders.

2. You are requested to follow the above instructions in letter and spirit.

Sd/-

### **SECTION OFFICER (SE-I)**

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Copy of letter NO.SO (S-VI) 2-34/06, Government of the Punjab, Education Department, School Wing), dated 08-09-2006, addressed to all DCOs in Punjab and all EDOs (Edu) in Punjab and copy Endt. To DPI (SE/EE) Punjab, Lahore

#### SUBJECT:BAN OF POSTING/ TRANSFERS

I am directed to refer to the subject noted above and to state that Govt. of the Punjab, Education Department. (School Wing) has imposed complete ban on all kinds of Postings/ transfers with immediate effect.

Sd/-

(AMEER SAFDAR MALIK)

SECTION OFFICER (SE-IV)

Copy of letter No. 1236/Admn F-I, dated 1.2.2005, from DPI (SE), addressed to the all EDOs

(Edu) and DEOs in Punjab.

### SUBJECT: SHUN ERRATIC/LOAN BASIS POSTING OF TEACHERS UP TO BS-17

It has been observed with deep concern that the District Administration is posting Subject Specialists (BS-17) as Headmasters, Headmistresses / Dy: DEOs (M&F) OR subject Specialists of one subject against the post of any other subject in violation of the service rules, 1989 reproduced below:-

"Subject Specialists shall not be eligible for posting as Headmasters / Headmistresses / Dy: DEOs unless they have served as Subject Specialists for a period of ten years. Similarly Headmasters / Headmistresses."

The word "Shall" used in the rules denote that it is mandatory to follow without ifs and buts.

More so, the Honarable Supreme Court has passed verdict in a case Titled Human Rights" Numbering 313/93 coupled with chain of decisions of Honarable High Court regarding erratic/Loan base posting of teaching staff.

In case of any violation of rule and law, the issuing authority will solely be responsible for all

the consequences.

Sd/-

#### (MUHAMMAD SAFDARJANG KHAN)

DIRECTOR PUBLIC INSTRUCTION (SE) PUNJAB, LAHORE

Copy of letter No. SO (S-V) 1-33/2003, Government of the Punjab, Education Department (school wing), dated 19.05.2006, addressed to the all DCOs and all EDOs (Edu) in Punjab

### SUBJECT: ERRATIC POSTINGS

It has been observed with deep concern that some of the District Authorities are making postings / transfers without keeping in view the status of the post as identified by the Govt. of the Punjab Education Department vide Notification No. SO(SE-I) 1.5/02 dated 10.01.2004, causing problems in adjusting the teachers / officers on their promotion from BS-17 to BS-20. Similarly the Subject Specialists are being posted as Headmaster/

Headmistresses / Dy. DEO's and Vice versa without fulfilling the condition of serving for 10 years as such as prescribed in the recruitment rules and transfer policy 2000 or the Subject Specialists are being posted / adjusted against the posts not matching with their subjects. The context of recruitment rules 1989 is reproduced below:-

Subject Specialists shall not be eligible for posting as Headmasters / Headmistresses / Deputy District Education Officers unless they have served as Subject Specialists for a period of ten years. Similarly Headmasters / Headmistresses."

The word "Shall" used in the above quoted rule denotes that it is mandatory to follow without ifs and buts.

More so, the Apex Supreme Court has passed verdict in a case titled "Human Rights" Numbering 313/93 coupled with chain of decisions of Honourable High Court including decision dated

18-05-2004 in Wirt Petition No. 17529/2003, regarding erratic/ Loan base posting of teaching staff.

You are requested to ensure the postings / transfers of all the officers in commensurate with their regular grade / subject / cadre and strict compliance of rules / policy be observed. The existing erratic / mismatch postings be rectified under intimation to the Secretariat.

Sd/-

SPECIAL SECRETARY (SCHOOLS)