



No. SO (SE-IV) 2-34/2009 (TR)
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore the, July 24, 2014

To

1. The Director Public Instruction (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**

In continuation of this Department's Transfer Policy 2013, the Competent Authority has been pleased to approve following amendments / additions, for provision of Head Teachers, Assistant Education Officers and retention of teachers in schools:

- i. The posts of Deputy Headmasters/ Headmistresses will not be filled till the fulfillment of posts of Headmasters/Headmistresses in High Schools (BS-17);
- ii. SSTs (Science) will also be posted as AEOs if SSTs (Arts) are not available as per Policy;
- iii. On completion of contract period of three years, the Educators will be transferred under Transfer Policy on their request within the district during lifting of ban under the jurisdiction of their Appointing Authority;
- iv. In case of Inter District Transfer, the teachers will not be relieved by the concerned district until and unless posting orders are issued by the DCO or EDO (Edu); and
- v. The applicants will apply for their transfer under Transfer Policy after completing three years tenure in the present school / office.

2. For redressal of complaints regarding transfer orders, Complaints Redressal Cells are hereby constituted as under:

- a) For redressal of complaints regarding transfer orders issued by DCO or EDO (Edu), Complaints Redressal Cell at Divisional level which will be headed by the Divisional Commissioners; and
- b) For redressal of complaints regarding Inter District Transfers orders issued by DPis (SE/EE), Complaints Redressal Cell which will be headed by Additional Secretary (ER).

SECRETARY SCHOOL EDUCATION

No. & Date Even

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

1. Divisional Commissioners, in Punjab.
2. Program Director, PMIU, Lahore
3. Program Director, DSD, Lahore
4. All Additional Secretaries of School Education Department.
5. PS to Minister for Education, Lahore.
6. All Deputy Secretaries of School Education Department.
7. Deputy Director (Monitoring) with the request to upload the same on the website of School Education Department(www.schools.punjab.gov.pk.com) and send through e-mail to all the DCOs, EDOs (Edu) and head teachers of High & Higher Schools in Punjab.



SECTION OFFICER (SE-IV)

CC: PS to Secretary School Education.