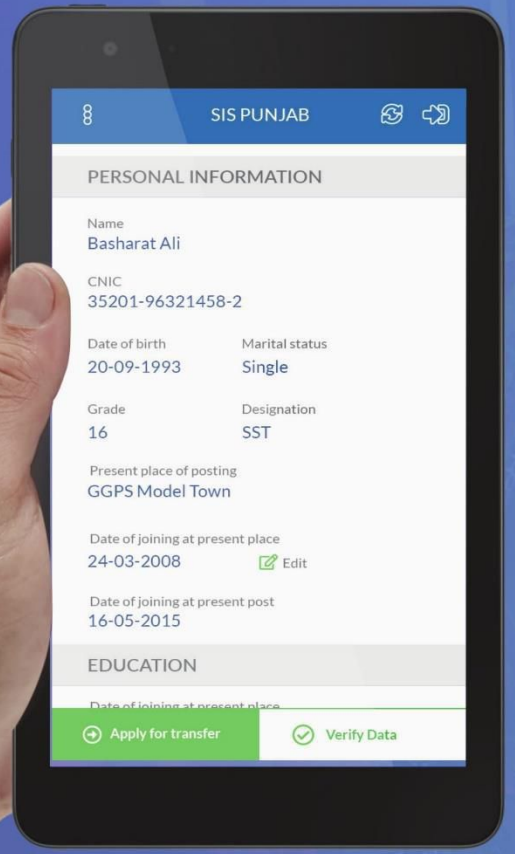
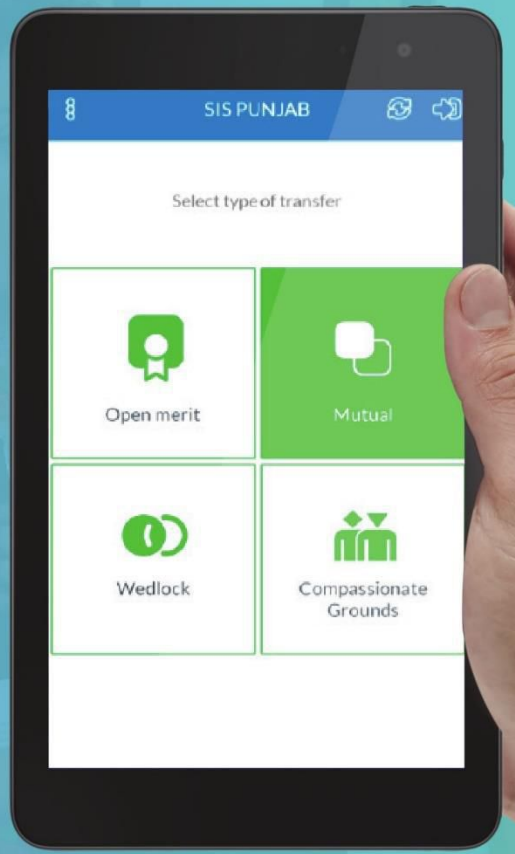
Simple, Convenient, and Efficient!

e-Transfer

Public School Teachers

2019





School Education Department

Punjab Information Technology Board

www.schools.punjab.gov.pk - School Edu

MINIMUM TENURE REQUIREMENT FOR E-TRANSFER FOR PUBLIC SCHOOL TEACHERS IN PUNJAB, REVISED FROM THREE YEARS TO ONE YEAR

- To facilitate maximum number of teachers, the School Education Department, Punjab, has revised the minimum tenure requirement (for transfer eligibility), from three years, to one year.
- **The eTransfer system will start accepting transfer applications with revised minimum tenure of 1 year, from 3pm Monday, May, 20th, 2019.**
- The deadline to submit applications is May 30th, 2019
- To give all (who are eligible), an equal opportunity to participate, and to take advantage of the improved points regime, teachers who had submitted their transfer requests earlier, are requested to resubmit their eTransfer applications via the SIS eTransfer App.
- Overall response to eTransfer system for public school teachers in Punjab has been overwhelmingly positive – appreciated for its speed and the convenience of applying via mobile phones, especially during the month of Ramazan.

Punjab's School Education **Program**

- 25M+ children - one of the largest programs in the world
- 2nd largest - public sector entity in Pakistan (~600K employees)
- ~400,000 teachers - across ~50,000 public schools
- 40% of Punjab - in terms of Budget and HR
- 12.1M students - enrolled in public schools

A very busy **Department**

- According to estimates, 90% of SED's time is spent on HR related activities (Recruitment, Promotions, and Transfers)

  Of the 90%, almost 60% is spent on transfers and postings

That's 142 days a year!

Keeps everyone busy – teachers, DEAs, SED, and CM Secretariat.

Huge Processing **Overheads**

- 100,000 teachers apply for transfers every year
- ~50,000 teachers were transferred by SED last year
- ~ 100 Approving authorities across 36 districts

Marred by long queues, and high dependency on clerical staff.
Extremely cumbersome and "Safarish-prone"

The current mechanisms for teacher transfer are unsustainable, and must be made efficient, transparent, and convenient for all.

"Technology can play a transformative role"

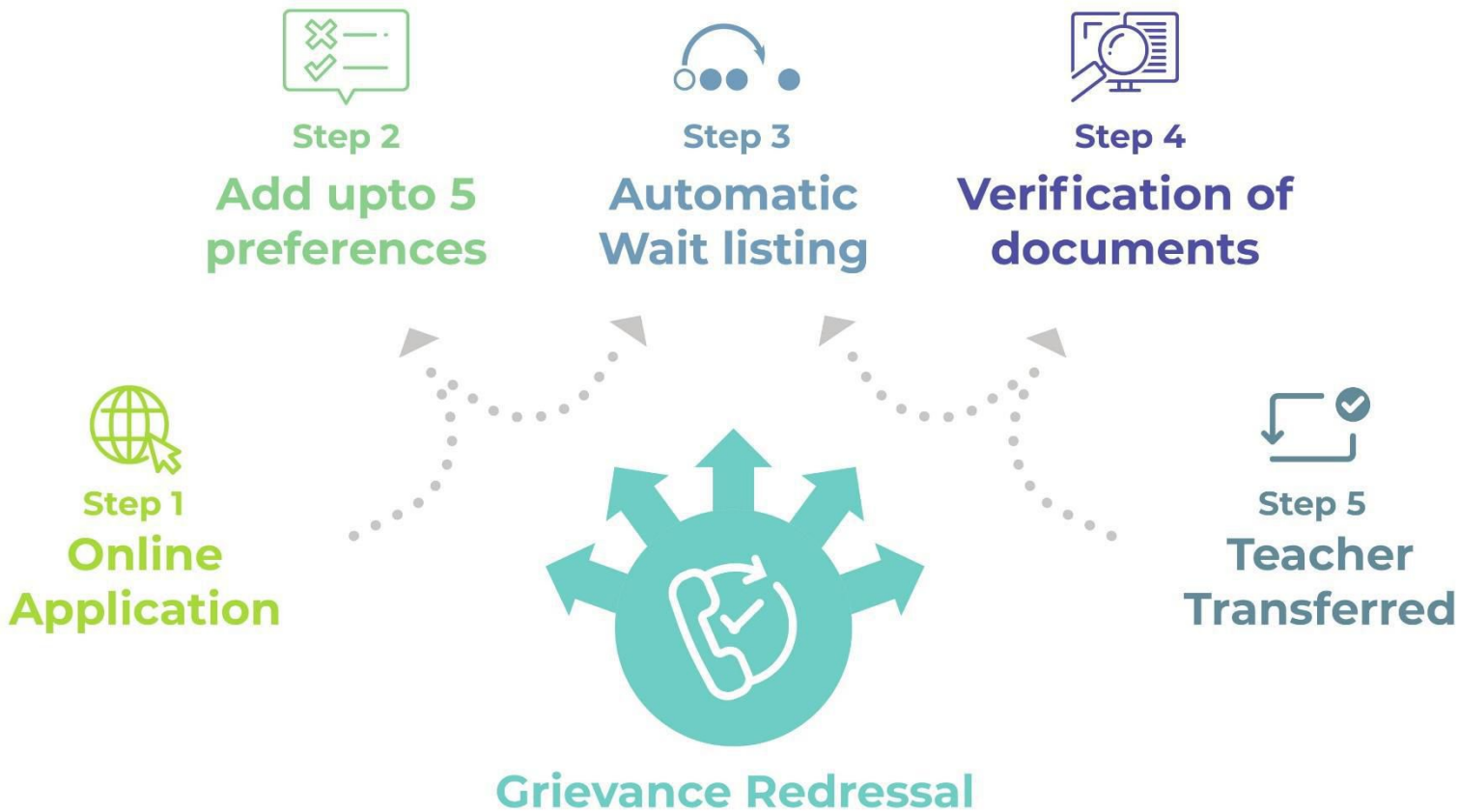
Key objectives of the **eTransfer system**

- To make the transfer process transparent and merit-oriented
- To make the transfer process systematic, credible, and reliable
- To minimize human interference, favouritism, and tackle corruption
- To enforce stipulated timelines (during summer break)
- To help avoid frequent transfers all year round

Procedure for Online **Transfer Applications**

- Transfer/Posting will only be done online, via the eTransfer App.
- Once transfer applications have been submitted, the eTransfer system will auto-generate waitlists of applications for each school – and post it online.
- Teachers can raise objections against his/her own rank in the waitlist, or that of others.
- The concerned transferring authorities will have online access to review, approve, or reject received applications based on waitlist order.
- The concerned transferring authorities will get verification of the documents from concerned issuing authorities.
- For approved applications, Transfer Orders with QR-Code will be auto-generated from the system – for applications that meet all criteria and documentation authenticity requirements.

PROCESS **FLOW**

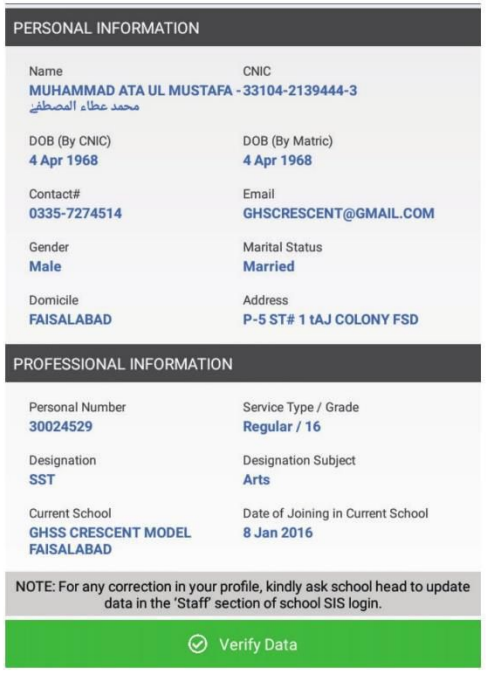


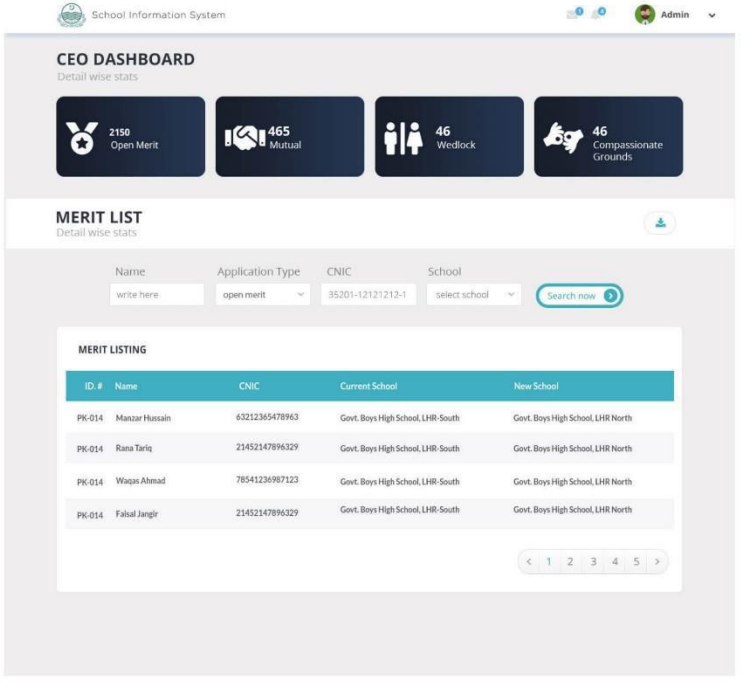
Reengineered for Simplicity and **Minimal Operator Intervention**

01 Self verification of data and transfer preferences

02 Automatic Wait-listing

03 Automatic Transfer Order Generation with QR code, after detailed document verification by CEO/DEO office





Two-step Application **Process**

Phase 01
Within-district transfers

35 Days

Phase 02
Across District transfers

25 Days

- Open merit transfers will be opened for a defined period during summer break
- Applications for Mutual, Wedlock and compassionate grounds transfers will be processed throughout the year

Benefits for **Teachers**

- Convenient mobile access
- Standardized application procedure with defined time period
- Online availability of information regarding available schools/seats
- Online availability of marks of all applicants
- System is designed in a way that it will facilitate teachers to transfer to their nearby schools
- Fewer in-person visits
- Minimal operator intervention
- Central helpline and complaints logging
- Easy access to instructions an applicable policies
- No travel, no sifarish and no money involved.

Maturity and **Sustainability**

01

Iterative improvements

System is designed to cater to most of the scenarios and will improve with the passage of time to cover further needs.

02

Transformative automation

No transfer-postings will be done manually from now-on

03

Way Forward

- Include Teachers posted in attached departments
- Include managerial staff
- Include support staff
- HR management system with database of archived/scanned official documents of employees

Almost 400,000
Public School Teachers

108
Verifying Authorities

Available Across 36
Districts of Punjab

Real-time tracking of
transfer applications

Auto-generated transfer
orders with QR code

School Education Department
Government of Punjab

E-TRANSFER
for Public School Teachers - 2019

System Modified - Transfers Simplified

KEY FOCUS

1. Transparency and merit-oriented
2. Standardized and easy to use
3. Minimum human interference and favoritism
4. Improving student teacher ratios
5. Facilitation for Open-merit, Wedlock, Compassionate and Mutual Transfer.

Application cycle starts from 17-05-2019

3 Simple Steps

1. Download App and login
2. Verify teacher data
3. Enter preferences and click submit

Takes less than 10 minutes!

ANDROID APP ON
Google Play

SCHOOL EDUCATION DEPARTMENT
For details visit: schools.punjab.gov.pk

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