Simple, Convenient, and Efficient!

**e-Transfer**

Public School Teachers

2019
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

Step 1
Online Application

Step 2
Add upto 5 preferences

Step 3
Automatic Wait listing

Step 4
Verification of documents

Step 5
Teacher Transferred

Grievance Redressal
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

Punjab Information Technology Board - [www.pitb.gov.pk](http://www.pitb.gov.pk)

[schools.punjab.gov.pk](http://schools.punjab.gov.pk) - School Education Department
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 and 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
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

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

Takes less than 10 minutes!