



No. SO (SE-IV) 2-34/2009 (TR)  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore the, July 27, 2016

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: **LIFTING OF BAN ON POSTING / TRANSFER**

The Competent Authority has been pleased to approve lifting of ban on posting / transfer of teaching staff with effect from 27.07.2016 for SSTs / SSEs, ESTs / SESEs and PSTs / ESEs and 19.08.2016 for Principals, Headmasters, Senior Headmasters Headmistress, Senior Headmistress, SS / SSS.

2. The respective transferring authorities shall issue transfer orders according to the Transfer Policy 2013 issued vide No. SO (SE-IV)2-34/2009 (Transfer) dated 17.04.2013, 24.06.2014 and 27.07.2016. The following **time lines** shall be observed for issuance of transfer orders:

**FOR SSTs / SSEs, ESTs / SESEs and PSTs / ESEs**

<b>Activity</b>	<b>Time lines</b>
Receipt of transfer applications	July 27 to August 13
Scrutiny of applications, Display of merit list, Receipt and Removal of objections	August 13 to Aug 23
Issuance of transfer orders	August 24 to Aug 27
Joining	August 27 to Aug 31

**FOR PRINCIPALS, HEADMASTERS, SENIOR HEADMASTERS  
HEADMISTRESS, SENIOR HEADMISTRESS, SS / SSS**

<b>Activity</b>	<b>Time lines</b>
Receipt of transfer applications	August 19 to Sep 5
Scrutiny of applications, Display of merit list, Receipt and Removal of objections	Sep 5 to Sep 12
Issuance of transfer orders	Sep 13 to Sep 20
Joining	Sep 20 to Sep 26

**SECRETARY SCHOOL EDUCATION**

**No. & Date Even**

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

1. Program Director, PMIU, Lahore
2. Program Director, DSD, Lahore
3. All Additional Secretaries of School Education Department.
4. All Deputy Secretaries of School Education Department.
5. Deputy Director (Monitoring) with the request to upload the same on the website of School Education Department ([www.schools.punjab.gov.pk.com](http://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:**

PSO to Secretary School Education.



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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 (AMENDMENT)**

In continuation of this Department's Transfer Policy 2013, vide even No. dated 17.04.2013, 24.06.2014 the Competent Authority has been pleased to approve following amendments / additions for facilitation of teachers regarding their posting / transfer near their residences subject to the availability of vacant posts:

- i. In case of standalone Primary School, primary portion of higher level school or each portion of consolidated Model Primary School running with one or two teachers, the teacher shall not be transferred without ensuring a substitute;
- ii. As one time dispensation during entire service, divorced and widow teachers may be transferred against vacancy during ban and before completing three years tenure in the present school;
- iii. As one time dispensation during entire service married Teacher/Educator may be transferred against vacancy during lifting of ban before completing three years tenure in the present school;
- iv. Mutual transfer of teachers / Educators may be allowed in the same discipline / subject / post / scale during ban on transfer/posting;
- v. Transfer of disabled teachers may be allowed against vacancy during ban on transfer/posting before completing three years tenure subject to recommendation of a Medical Board indicating that the disability of the teacher hinders his/her mobility.

Furthermore, posting/transfer due to any other ailment which also hinders the mobility of teacher (verified by Medical Board) must also be allowed during ban;

- vi. Posting/transfer of teachers retiring on superannuation retirement from service within next one year should also be allowed during lifting of ban without applying the condition of three years tenure in their current postings;
- vii. Request of female teachers for transfers made on the grounds that their place of posting is too far away from their residences, shall also be assigned highest priority, during lifting of the ban, subject to availability of posts, without applying the condition of completion of three years tenure; and
- viii. Head Teachers of High, Higher Secondary, Comprehensive, Model and Pilot Secondary Schools may be allowed to be transferred against vacant post under identification of posts after completion of three years active service in the present school during lifting of ban.

  
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**CC:**

1. PSO to Secretary School Education
2. PS to Special Secretary School
3. PA to Additional Secretaries
4. PA to Deputy Secretaries

  
(MUSHTAQ AHMAD SIAL)  
DEPUTY SECRETARY (EE) 27.7.16