



No.SO(EM-1)Prom (BS-17 to 18)/Commerce/2025

**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 21st March, 2025

To,

THE INCHARGE MIS,
Higher Education Department

SUBJECT: OPENING OF E-TRANSFER ROUND FOR IN SERVICE PROMOTION OF INSTRUCTORS (BS-17) TO THE RANK OF SENIOR INSTRUCTORS (BS-18).

I am directed to refer to the subject cited above and to state that pursuant to the approval of Transfer Policy-2024, the Competent Authority has been pleased to approve the opening of transfer round for in-service promoted teaching staff (seniority based) for the adjustment / posting of newly promoted officers of **Commerce Stream / Male to the rank of Senior Instructors (BS-18):**

Sr. No	Action	Timelines
1.	Updating the status of newly promoted officers of Commerce Stream from BS-17 to BS-18.	24 th March 2025
2.	Starting E-posting round	24 th March 2025
3.	Soliciting E-posting applications on HED Punjab, Mobile App	25 th March 2025 to 27 th March 2025
4.	Display of merit on CIS Website and Mobile App	28 th March 2025
5.	Grievance Redressal	29 th March 2025 to 31 th March 2025
6.	Issuance and display of orders	01 st April 2025
7.	Relieving and joining time	till 05 th April 2025

- (i) Only those college teachers (commerce stream) can apply in this round, who were promoted / cleared for promotion without any condition from Instructors (BS-17) to the rank of Senior Instructors (BS-18) through DPC in its meeting held on 25.07.2024 (**list attached as Annex-A**).
- (ii) Each promoted teacher may provide upto a maximum of 03 preferences from the existing vacant positions of his respective subject in BS-18.

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21/03/25

- (iii) Posting orders of the promoted teachers shall be issued according to the seniority & preference (s).
- (iv) If teachers do not provide any preference or fail to actualize their promotion through the E-Transfer Round, posting orders shall be issued by the department against the available vacancies.
- (v) These posting orders will be made as per requirement of work load managements through the E-portal.
- (vi) Any promoted teacher who does not join his new/assigned post within the prescribed joining time mentioned in the posting order; the same shall be cancelled / withdrawn and will not be allowed to exercise his option till the next round of transfer.
- (vii) The promoted teachers shall submit their applications on HED Punjab Mobile Application. The mobile application can be downloaded from Google Play Store or following link can be used for downloading and installing the mobile application.

http://play.google.com/store/apps/details?id=pk.gov.pitb.cis@pcampaignid=web_share.

02. A tutorial video containing detailed guidelines regarding submission of online applications will be available on the website of Higher Education Department and Directorate of Public Instructions (Colleges), Punjab, Lahore.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

No. & Date Even:

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

- (i) DPI (Colleges), Punjab, Lahore / South Punjab, Multan
- (ii) Project Director, PITB, Lahore
- (iii) All Divisional Directors of Education (Colleges) in Punjab
- (iv) All Deputy Directors (Colleges) in Punjab
- (v) PS to Secretary / Special Secretary, Higher Education Department
- (vi) PA to Additional Secretary (A&G) Higher Education Department
- (vii) PA to Deputy Secretary (EM/General) Higher Education Department


(ALI HAIDER KHAN)
SECTION OFFICER (EM-I)