



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 05th September, 2024

NOTIFICATION

No.SO(EM-I)Transfer Policy-2024. Pursuant to the approval of Transfer Policy of Teaching Staff, by the Provincial Cabinet (already notified vide Notification No. SO(EM-I) Transfer Policy-2024 dated 22.08.2024), the 1st Round of postings/transfers for 2024 is hereby **modified** as per the following schedule:-

TRANSFER ROUND FOR IN-SERVICE PROMOTED TEACHING STAFF (SENIORITY BASED)		
Sr. No	Action	Timelines
1.	Issuance of Letter to PITB to start E-Transfer Round from 30 th August 2024	29 th August 2024
2.	Updating of the status of promoted teachers on the E-portal	30 th August 2024
3.	Starting E-Transfer Round	30 th August 2024
4.	Soliciting E-Transfer applications on the HED Punjab Mobile App	31 st August 2024 to 08 th September 2024
5.	Display of merit on CIS Website and Mobile App	08 th September 2024
6.	Issuance and display of orders	09 th September 2024
7.	Relieving and joining time	till 14 th September 2024

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05 Sep 24

- i. Only those college teachers can apply in this round, who were promoted from Lecturer (BS-17) to the rank of Assistant Professor (BS-18) in the Departmental Promotion Committee Meeting held on 28.03.2024 (**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.

- iii. Posting orders of the promoted teachers shall be issued according to the seniority & preference (s).
- iv. If teachers do not provide any preferences 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 postings will be made as per the 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his new/ assigned post within the prescribed joining time mentioned in the posting order; the same shall be cancelled/ withdrawn and will not be allowed to exercise his option till the next round of transfer.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. This mobile application can be downloaded from Google Play Store or following link can be used for downloading and installing the mobile application:

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

OPEN MERIT TRANSFER ROUND		
Sr. No	Action	Timelines
1.	Issuance of letter to PITB to start E-Transfer Round from 12 th September 2024	14 th September 2024
2.	Starting E-Transfer Round	15 th September 2024
3.	Soliciting Transfer Applications on the HED Punjab Mobile App	15 th September 2024 to 18 th September 2024
4.	Display of Merit on CIS Website and Mobile App	19 th September 2024
5.	Grievance Redressal	20 th September 2024 to 21 st September 2024
6.	Issuance of transfer orders	22 nd September 2024
7.	Relieving and joining	22 nd September 2024 to 29 th September 2024
8.	Imposition of ban	30 th September 2024

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05 Sep 24

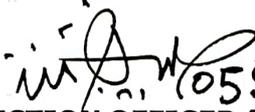
02. A tutorial video containing detailed guidelines regarding submission of online applications will be available on the website of Higher Education Department and Directorate of Public Instruction (Colleges), Punjab, Lahore.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

No. & Date Even:

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

- (i) PSO to Chief Secretary, Punjab.
- (ii) PSO to Principal Secretary to Chief Minister, Punjab.
- (iii) Director Public Instruction (Colleges), Punjab, Lahore
- (iv) Director Public Instruction (Colleges), South Punjab, Multan
- (v) Project Director, PITB, Lahore
- (vi) All Divisional Directors of Education (Colleges) in Punjab
- (vii) All Deputy Directors (Colleges) in Punjab
- (viii) Superintendent, Govt. Printing Press to publish it in the official gazette.
- (ix) Section Officer (General), HED
- (x) The Manager, MIS to upload on the official website.
- (xi) PS to Secretary / Special Secretary, Higher Education Department.
- (xii) PS to Special Secretary, Higher Education Department, South Punjab, Multan.
- (xiii) PAs to all Additional Secretaries in HED.
- (xiv) PAs to all Deputy Secretaries in HED.


05 Sep 24
SECTION OFFICER (EM-I)