



**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 13<sup>th</sup> August, 2024

**NOTIFICATION**

**No.SO(EM-I)Transfer Policy-2024.** In supersession of all previous circulars/ notifications, the Competent Authority / Govt. of the Punjab is pleased to approve the following **Transfer Policy of Teaching Staff of Higher Education Department:-**

- 1. Merit and IT-enabled transfers of teaching staff and appointment of administrative staff:** Teaching & administrative staff of the Punjab Higher Education Department may be assigned to any location within the province according to their designated positions or according to any appointment criteria notified by the Government of Punjab, Chief Minister, Punjab, or the Secretary Higher Education Department. No officer or official can demand a specific posting or location as a guaranteed right. Each vacant position will have specific criteria based on merit. Teachers must serve a minimum of three years in their assigned position. Requests for teacher transfers will be considered only during summer and winter as per notified schedules and must be submitted through the e-portal. Transfers will only be granted to fill vacant positions.
- 2. Procedure for Online Transfer Applications:** The Punjab Higher Education Department is committed to embracing modern technology for the convenience of its staff. All teaching staff transfers and administrative staff appointments will be conducted exclusively via the Higher Education Department Web Portal, a user-friendly and efficient platform designed to simplify staff management. This includes transfers or postings related to in-service promotions, hardship cases (such as widowed, divorced, disabled, married, medical conditions), mutual requests, open merit, and newly recruited teachers. By managing these transfers through the Web Portal, we ensure that all staff members are well-informed and have equal access to the transfer process.

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### 3. Procedure for Online Transfer Application (Open-Merit & Hardship):

Requests for teacher transfers will be considered during the summer and winter each year, providing a clear timeline for staff members to plan their applications. This ensures a fair and systematic process. Transfers will only be approved for vacant positions, maintaining the department's integrity. The following procedure will be adapted for transfers on open merit, further emphasizing the transparency and fairness of the process:

- i. Teaching staff can submit their transfer or posting requests online by logging into the web portal using their passwords. They must also upload the necessary documents per the web portal requirements.
- ii. Teachers shall submit the original documents attached to their application to the relevant Director of Education (Colleges) to verify their transfer requests and antecedents.
- iii. The Directors of Education (Colleges) will forward their recommendations regarding verifying or rejecting transfer requests and antecedents to the DPI office. Subsequently, the DPI office will submit its recommendations to the department.
- iv. A tentative merit list will be published on the web portal. Applicants can check their merit position and the merit of all other candidates who have applied for transfer on the portal.
- v. Teachers may also raise objections regarding their merit position or the merit of others through the portal.
- vi. Teachers may also submit requests to withdraw their transfer applications on the portal. However, no such request will be entertained after the final merit list is displayed on the portal.
- vii. Teachers may submit their responses to objections from the Director of Education (Colleges) or any other applicant through the portal. No objection raised on a date later than the date prescribed in the Schedule of activities will be entertained, even if it merits consideration. Additionally, they are required to attach relevant documents to support their reply. Any objection not substantiated by documentary evidence will not be considered.
- viii. The Secretary of the Higher Education Department will notify a grievance redressal committee to scrutinize these objections. The committee will dispose of all the objections within the prescribed time per the Schedule of activities.
- ix. The Higher Education Department will display the final merit list on the portal for the view of the applicants and other teaching staff.
- x. The portal will generate QR-coded transfer orders for candidates whose applications have been approved based on the merit criteria.

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- xi. The teachers will join their new positions within the time prescribed in the transfer orders.
- xii. Failure to adhere to the transfer orders by teachers in reporting to their new stations or by principals in facilitating such transitions will lead to disciplinary proceedings under the applicable enactments.

4. **Merit-based ranking criteria (Open merit and Hardship):** The marking criteria for E-Transfer applications will be as follows:

Sr No	Component	Marks (Max)	Marks Distribution
<b>Open Merit</b>			
1	Qualification Ph.D.	5	Candidates possessing a Ph.D. will receive five marks if the institution they seek to transfer to offers a BS Four-Year Degree Program in the relevant field.
2	Distance	18	<b>Within District:</b> 0.15 Marks for each KM distance shall be counted from College to College, i.e., from the college where the applicant is currently posted to the college for which the transfer is required.
			5 In addition to 13 marks, a maximum of 05 marks shall be awarded if the distance exceeds 86 KM (within the district). Note: 0.1 Marks for each KM (from 87 km onwards)
			18 <b>Across District:</b> Candidates applying for inter-district-transfer shall be awarded a score as per the following formula: <b>[{Tenure + Length of Service in Current Grade + Disability + (Widowed / Divorced / Wedlock) + Medical} ÷ 65} x 18]</b> i.e., Proportionate marks obtained in merit out of 65 (max). <b>Note:</b> The objective is to allocate marks for distances not awarded in case of inter-district transfers.

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3	Tenure at the current place of posting	16	<p><b>02</b> Marks per completed year at the same station.</p> <p><b>Note:</b> Day-to-day calculation for tenure is in the present college, i.e. <b>(Number of days × 2 ÷ 365)</b> in the current year on top of two marks per completed year.</p>
4	Length of Service in Current Grade	16	<p><b>02</b> Marks per complete year at the same grade.</p> <p><b>Note:</b> Day-to-day calculation for length of service in present grade, i.e. <b>(Number of days × 2 ÷ 365)</b> in the current year on top of two marks per completed year.</p>
5	For each year, served at a place other than the district of domicile (based on the current place of posting)	10	<p><b>02</b> Marks per completed year (Maximum of 5 Years) at a place other than the domicile district based on the current place of posting.</p> <p><b>Note:</b> The day-to-day calculation for length of service is in place, i.e., <b>(Number of days × 2 ÷ 365)</b> in the year on top of two marks per complete year.</p> <p><b>Note:</b> Marks will only be awarded if the candidate wants to transfer to their domicile district.</p>
<b>Section Total Marks 65 (Maximum)</b>			
<b>Hardships</b>			
6	Divorced / Widowed / Wedlock	15	<p>05</p> <p>Transfer is sought to an institution located in the Divisional or District headquarters.</p> <p>Note: Only applicable to the cases of Wedlock.</p>
			<p>15</p> <p>Inter District</p> <p>Note: Only applicable to the cases of Wedlock.</p>
			<p>10</p> <p>Within District</p> <p>Note: Only applicable to the cases of Wedlock.</p>
7	Disability	10	Disability certificate issued by the relevant forum.

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8	Medical	10	Medical Certificate issued by the authorized Medical Board of the District.
<b>Section Total Marks 35 (Maximum)</b>			
<b>Total Marks 100 (Maximum)</b>			

**5. Hardship cases:**

- a. All hardship transfers shall be made through the e-portal per the above procedure during the summer and winter.
- b. The existence of grounds for considering hardship will not create a right over and above other factors for the applicant requesting a transfer. The existence of these factors will only make him/her eligible for the grant of additional marks as per the evaluation criteria detailed above.

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**1. Transfers on a Wedlock basis:**

- A. If the applicant applies for transfer on wedlock, he/she will be eligible for 15 marks if the institution to which transfer is requested is situated in a district other than the district where the applicant is currently teaching. However, the applicant will be awarded only ten marks if the institution is within the same district.
- B. Only five marks will be awarded for transfer to the district & divisional headquarters on a wedlock basis, provided that the applicant or their spouse is the district's domicile holder.
- C. When both spouses are government servants, any requests for transfer based on wedlock will be contingent upon the availability of a position, submission of the marriage certificate (Nikah Nama), and presentation of a certificate issued by their respective departments.
- D. No marks for wedlock shall be awarded if both husband and wife are stationed within the same district.
- E. No marks will be awarded if the applicant seeks to transfer to the divisional headquarters when it is not the domicile district of the applicant or their spouse.

## 2. Transfers on Compassionate grounds (Divorced/Widowed):

- A. If the female applicant is a widow or divorced, she shall get 15 additional marks subject to producing a death/ divorce certificate and no marriage certificate.
- B. For a female seeking transfer on the grounds of a divorce, the production of a no-marriage certificate is not required.

## 3. Transfers on Compassionate grounds (Disability):

- A. The applicant with a disability shall get ten marks subject to the production of disability certificate issued by the competent forum.
- B. If an applicant's spouse or child/children (whether the applicant is disabled or not) has a disability and the competent forum verifies disability, the applicant shall be awarded ten marks on compassionate grounds.

## 6. Explanations (Open Merit):

- i. Transfers, subject to the conditions spelled out in the policy *ibid*, will only be made during June and November except for posts created in newly established/upgraded institutions or as enumerated in Para ii, *vide infra*.
- ii. Transfers for administrative positions / disciplinary cases, promotion cases, and those awaiting posting will be allowed regardless of the time of year or tenure/time served in the position held. Likewise, vacancies occurring because of retirement, death, etc., will continue to be filled around the year as per routine. The specific features of each case have been spelled out in the Section dealing with exceptions.
- iii. For all transfer categories, teachers shall be able to apply for transfer only to posts where their designation, grade, and subject are the same as those of teachers.
- iv. No subject will be treated as "Synonymous." Every teacher may apply for a vacant position of his grade and subject.
- v. The STR/Workload of the relevant subject in both colleges will be (locked in the app, and the app will not allow any transfer if there is a single teacher of any subject) duly considered when deciding for transfer.
- vi. If more than one application is received/processed for a post, preference will be accorded to the candidate securing the highest merit marks.

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- vii. Only teachers currently working in public colleges are eligible to apply for transfer.
- viii. The instructors of Commerce Colleges are not eligible to apply for transfer to General Cadre Colleges.
- ix. The teachers at General Cadre Colleges shall be eligible to apply to Commerce Colleges against their subject and grade, if available.
- x. The teachers of General Cadre, posted in Commerce colleges, shall be eligible to apply in General Cadre Colleges against their subject and grade, if available.
- xi. It is mandatory to serve for at least one year on the present/initial place of posting.
- xii. To get transferred to the colleges of all Divisional Headquarters, it is mandatory to serve in the periphery for at least 03 years.
- xiii. Male and female teachers may apply for transfer to Male and female colleges, respectively, and in the case of Co-Education Colleges, both can apply.
- xiv. Teachers currently posted as "Principal" shall not be eligible to apply for the transfer before the completion of their tenure.
- xv. Within one year immediately before superannuation, the teachers may be transferred to their home station, to facilitate them in preparation of their retirement documents. The tie situations will be handled as follows:
- xvi. In the case of more than one application being received for a post, preference will be given to the candidate securing the highest merit marks. In case of a tie, tiebreakers will be as follows:
  - a. Length of Service in HED
  - b. Age as per Date of Birth

#### **7. Explanations (Hardships):**

- i. Applications for transfer on compassionate grounds shall only be entertained if all the relevant documents are submitted on the e-portal and in the original to the concerned Director of Education (Colleges) on or before the last date of submission of applications on the e-portal.
- ii. If there is a tie in marks between applicants applying on open merit, preference will be given to the senior-most applicant, with seniority determined according to the current rules and policies of the Government of Punjab.

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- iii. If there is a tie in marks between an applicant applying on open merit and an applicant applying on hardship grounds, preference will be given to the applicant applying on hardship grounds.
- iv. If there is a tie in marks amongst applicants applying on hardship grounds, the following order of preference shall be adopted:
  - i. Applicant with disability.
  - ii. The applicant is claiming transfer and is divorced or widowed.
  - iii. Applicant with medical conditions.
  - iv. The applicant is claiming a transfer on a wedlock basis.

**TRANSFER CATEGORIES:**

There shall be four (4) e-transfer categories: Open Merit, Mutual Transfer, Compassionate Grounds (Divorce / Widow / Disability/ Single Orphan Female Child), and Wedlock. The documents required for each category areas follows.

Sr. No	Category	Document Required	
1	Open merit	As prescribed by HED.	
2	Mutual transfer	No document required	
3	Compassionate Grounds	Disability	Copy of Disability Certificate Issued by Social Welfare Department
		Window / Widower	Copy Of Spouse's Death Certificate Issued By NADRA
		Divorced	Copy of Divorce Certificate Issued By NADRA
		Single Orphan Female Child	NADRA Family Tree Certificate
4	Wedlock	Copy of <ol style="list-style-type: none"> <li>a) Nikah Nama</li> <li>b) Applicants CNIC</li> <li>c) Spouse CNIC</li> <li>d) Original departmental service proof at current place of posting of spouse</li> </ol>	

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## 8. Schedule of transfer (Open merit & Hardships):

- i. The teaching staff can submit transfer requests to the college/station of their choice through an automated merit-based procedure. They will have this opportunity for request-based transfers twice yearly, in June and November only. For the remaining period of the year, there shall be a complete ban on all transfers in the HED, except as may be prescribed in the Transfer Policy, 2024.
- ii. The following Schedule of Activities shall be followed for transfers of Teaching staff during June (First Round) and November (Second Round) through the e-portal:

Sr. No	Action	Responsibility	Period / Date
<b>First Round (June and July)</b>			
a)	Updating of Seniority Lists	DPI	Before 1 <sup>st</sup> June
b)	Updating of the central database of HED in terms of vacancy positions, students' data, and subject-wise STRs/Workload	Principals MIS Cell in HED IT Cell in DPI Office	1 <sup>st</sup> June
a)	Verification of all vacant / filled / sanctioned posts available in all colleges, separately for each subject, and obtaining a certificate from all principals on the Higher Education Portal for CIS Vacancy Position and Staff Statement	1: MIS Cell of HED shall rectify any inaccuracy throughout the province. 2: DPI Colleges shall contact the principals of all colleges in this regard.	1 <sup>st</sup> June to 14 <sup>th</sup> June
a)	Issuance of Letter to PITB to start E-Transfer Round from 16 <sup>th</sup> June	Special Secretary	14 <sup>th</sup> June
b)	Advertisement of E-Transfer Round Opening, HED, and DPI Websites	<ul style="list-style-type: none"> <li>• MIS Cell in HED</li> <li>• DPI</li> </ul>	15 <sup>th</sup> June
c)	Starting E-Transfer Round	PITB	16 <sup>th</sup> June

d)	Soliciting of Transfer Applications on the HED Punjab Mobile App	Automatically	16 <sup>th</sup> June to 30 <sup>th</sup> June
e)	Display of Merit on CIS Website and Mobile App	Automatically	On 1 <sup>st</sup> July
f)	Data Entry/Scrutiny/Processing of applications/ Grievance Redressal	HED	1 <sup>st</sup> July to 12 <sup>th</sup> July
g)	Requests for withdrawal of name from merit list	Applicant	13-14 July
h)	Issuance and display of transfer orders.	Automatically	15 <sup>th</sup> July
i)	Relieving and joining of transferred officers	Principals Using QR Codes	16 <sup>th</sup> July to 22 <sup>nd</sup> July
j)	Imposition of ban	HED	1 <sup>st</sup> August
<b>Second Round (November-December)</b>			
1.	Updating of Seniority Lists	DPI	Before 15 <sup>th</sup> November
2.	Updating of the central database of HED in terms of vacancy positions, students' data, and subject-wise STRs/Workload	Principals MIS Cell in HED IT Cell in DPI Office	15 <sup>th</sup> November
3.	Verification of all vacant / filled / sanctioned posts available in all colleges, separately for each subject, and obtaining a certificate from all principals on the Higher Education Portal for CIS Vacancy Position and Staff Statement	1: MIS Cell of HED shall rectify any inaccuracy throughout the province. 2: DPI Colleges shall contact the principals of all colleges in this regard.	By 30 <sup>th</sup> November
4.	Issuance of Letter to PITB to start E-Transfer Round from 16 <sup>th</sup> November	Special Secretary	1 <sup>st</sup> December
5.	Advertisement of E-Transfer Round Opening, HED, and DPI Websites	MIS Cell in HED DPI	2 <sup>nd</sup> December

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6.	Starting E-Transfer Round	Punjab Information Technology Board (PITB)	5 <sup>th</sup> December
7	Display of Merit on CIS Website and Mobile App	Automatically	15 <sup>th</sup> December
8	Data Entry / Scrutiny / Processing of Application / Grievance Redressal	HED	16 <sup>th</sup> to 22 <sup>nd</sup> Dec.
9	Requests for withdrawal of name from merit list	Applicant	23 December
10	Issuance and display of transfer orders.	Automatically	24 December
11	Relieving and joining of transferred officers	Principals Using QR Codes	24 <sup>th</sup> to 30 <sup>th</sup> December
12	Imposition of ban	HED	5 <sup>th</sup> January

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#### 9: Exceptions:

#### Newly Recruited Teaching Staff(per requirements of the department& merit based)

- i. Newly recruited teachers shall be assigned to positions per the department's requirements based on their selection merit. Special consideration shall be given to areas experiencing a significant teacher shortage.
- ii. The appointing authority shall issue a manual offer letter of appointment to the selected candidate.
- iii. The candidates shall submit their acceptance letters by the date prescribed in the offer letter.
- iv. After the candidates submit their acceptance letters, the appointing authority shall designate them as "new Teachers" on the e-portal.
- v. If a candidate does not submit an acceptance letter on or before the date prescribed in the offer letter, his candidacy shall be considered forfeited and stand canceled.

- vi. The appointing authority shall upload the offer letter of appointment, the candidate's acceptance letter, and the candidate's allocated merit number on the e-portal.
- vii. Vacancies shall be displayed in the e-portal per the department's requirements.
- viii. Teachers shall be invited to submit their preferences from the available options.
- ix. All posting orders shall be issued through the e-portal.

### **In service Promoted Teaching Staff (Seniority Based)**

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- i. Upon promotion, teachers shall be assigned positions during the e-Transfer round based on seniority and all available options within the Department.
  - ii. The status of the promoted teachers will be updated on the e-portal before the opening of the e-Transfer round.
  - iii. During the e-Transfer round, the promoted teachers shall be asked to provide their preference for posting against all available vacant posts.
  - iv. Posting orders shall be issued according to their seniority and preferences.
  - v. If teachers do not provide any preferences or fail to actualize their promotion due to the limited options they selected during the e-Transfer round, posting orders shall be issued, as far as practicable, to colleges where vacancies are available.
  - vi. These assignments will be made per the Department's requirements through the e-portal.
  - vii. Any promoted teacher who does not join his post within the prescribed joining time mentioned in the posting order shall be deemed to have forfeited his right to promotion.

### **Adjustment of awaiting posting and other categories of staff**

- i. No teacher shall be transferred, or his services withdrawn unless accompanied by disciplinary proceedings under the Punjab Employees Efficiency, Discipline, and Accountability (PEEDA) Act of 2006. The authority to withdraw or transfer teaching or administrative staff shall

only be exercised by the Secretary Higher Education Department or any department officer specified by him in this regard. However, wherever the authority vests with the Chief Minister, the secretary shall submit the case to the Chief Minister for approval.

- ii. All teachers in the "awaiting posting/surrendered" category shall be adjusted only after the teachers mentioned in para 9 have been accommodated.
- iii. Teaching staff at the disposal of the HED shall be adjusted according to their preferences given during the opening of the e-Transfer round subject to the condition laid at (ii) supra.
- iv. Posting orders for teaching staff who remain unadjusted due to selecting fewer options than those available to them during the e-Transfer round shall be issued, as far as practicable, at schools or places with vacant posts, as per the requirement through the e-portal.
- v. A teacher whose services have been withdrawn by the orders of the Chief Minister or Secretary shall not be reposted to the college from which their services were withdrawn if any penalty has been imposed on them under the PEEDA Act 2006.

#### **Mutual Transfers**

- i. Notwithstanding anything contrary to this policy, mutual transfer shall be allowed among regular and contractual teachers in the same scale or cadre, provided that both candidates are in the same discipline or subject. The transferring authority shall verify the teachers' consent requesting the mutual transfer. However, if one of the incumbents is due for superannuation within one year or has applied for premature retirement, they shall not be considered for mutual transfer.
- ii. Newly recruited teachers cannot apply for mutual transfer within the first two years of their service. Transfers based on mutual consent are exempt from the marks criteria mentioned in Para 4 of the policy. However, such transfers can only be processed during the e-transfer round through the e-portal.
- iii. No manual applications will be entertained.

## Administrative Transfer

Notwithstanding any contrary provisions in the Policy, the Chief Minister has the discretion to relax any one or more provisions of this Policy at any time deemed appropriate. In such cases, administrative e-Transfer orders shall be issued by HED through the portal.

## Opening of Transfers

- i. HED may initiate a separate round for newly recruited teachers to adjust them as soon as PPSC completes the recruitment process.
- ii. HED may initiate a separate round for promoted teachers or teachers awaiting posting as needed to adjust the promoted teachers through e-Transfer at any time. The round for promoted teachers shall take precedence, and they shall be given preference in posting.
- iii. Transfer rounds may also be opened by the HED as needed for categories including widowed, divorced, wedlock, disability, medical, mutual, awaiting posting, and surrendered teachers. All such transfers shall be conducted through the e-Transfer System to ensure transparency.

**BY THE ORDER OF GOVT. OF THE PUNJAB**

**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) All Divisional Directors of Education (Colleges) in Punjab
- (vi) All Deputy Director (Colleges) in Punjab
- (vii) Superintendent, Govt. Printing Press with the request to publish it in the official gazette.
- (viii) Section Officer (General), HED
- (ix) PS to Secretary / Special Secretary, Higher Education Department.
- (x) PS to Special Secretary, Higher Education Department, South Punjab, Multan.
- (xi) PAs to all Additional Secretaries in HED.
- (xii) PAs to all Deputy Secretaries in HED.

  
**(SOHAIB AKHTAR MAND)**  
**SECTION OFFICER (EM-I)**