

ٹرانسفر فائل

ڈائری نمبر	_____	تاریخ	_____
نام امیدوار	_____		
ولدیت	_____		
شناختی کارڈ نمبر	_____	موبائل نمبر	_____
موجودہ سکول	_____		
مطلوبہ سکول	_____		
موجودہ تحصیل	_____	دستخط امیدوار	_____

صرف دفتری استعمال کے لئے

ریپارکس	_____

دستخط آفیسر	_____	تاریخ	_____
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ڈائری رسید برائے ٹرانسفر فائل

ڈائری نمبر	_____	تاریخ	_____
نام امیدوار	_____		
موجودہ سکول	_____		

CHECK LIST FOR TRANSFER APPLICATION

Sr. No.	Detail of documents	Documents attached	
		Yes	No
1	First appointment order.		
2	First Joining report.		
3	Appointment / transfer order present school.		
4	Joining Report present school.		
5	Result for the year of 2015, 2016 & 2017.		
6	First & last three pages of Service Book (For Non-Gazetted).		
7	Latest computerized pay slip.		
8	CNIC.		
9	Domicile.		
10	Nikkah Nama (In case of wed lock transfer/ married teacher).		
11	Disability Certificate (In case of Disabled person).		
12	Divorced certificate (In case of Divorced teacher).		
13	Death Certificate (In case of widow).		
14	Distance certificate (attested by the concerned Dy.DEO/ HM).		

Signature of applicant: _____

Date: _____

Contact No: _____

EVALUATION FORM FOR TRANSFER 2018 UNDER TRANSFER POLICY 2013

(All supporting documents (attested) must be attached)

Sr. No.	Personal information of applicant		One Photograph of applicant
	1	Name of applicant with present post.	
2	Father's Name.		
3	CNIC No.		
4	Date of Birth.		
5	Marital Status.		
6	Domicile.		
7	Date of joining at present post.		
8	Present place of posting.		
9	Date of joining at present place of posting.		
10	Name of school where transfer is applied.		
11	Permanent home address of applicant.		

APPEARANCE IN PEC OR BOARD EXAMINATION

The teachers and Head Teachers who fail to ensure appearance of their students in terminal i.e. grade V, VIII, X & XII shall be awarded zero score.

PERFORMANCE / ACADEMIC RESULT (Maximum marks = 40)

For the teacher it will be the mean score of the subjects being taught by them while for the head teachers it will be the mean score of their relevant terminal classes i-e Grade V, VIII, X & XII.

Year	Appearance Board /PEC		Classes	Subjects	Appeared	Passed	Result percentage			
	Yes	No					Mean % per year	Mean % three year	Mean score % of three year x 40/100=	Obtained marks
2017										
2018										

Mean Score of last three years = $\frac{2015+2016+2017}{3}$

Obtained marks = $\frac{40}{100} \times$ Mean Score of last three years

SERVICE IN FAR FLUNG AREA (Maximum marks =20)

A complete one year shall be considered for award of marks and No marks for first three years after recruitment or promotion in the grade concerned.

Designation	Distance from residence	No. of Years	Multiply by	Marks obtained
PSTs	Distance Up to 08 K.M		X0=	
	Distance Between 8 to 16 K.M		X2=	
	Distance above 16 K.M		X3=	
SSTs/EST/s	Distance Up to 16 K.M		X0=	
	Distance Between 16 to 24 K.M		X2=	
	Distance above 24 K.M		X3=	
Officers BS-17 & 18	Distance Up to 24 K.M		X0=	
	Distance Between 24 to 100 K.M		X2=	
	Distance above 100 K.M		X3=	

SENIORITY (Maximum marks = 10)

No marks for first three years in the relevant grade after recruitment or promotion & after three years, for each year served in the same substantive grade, the applicant shall get (02) marks.

Period	No. of Years	Multiply by	Obtained Score
1 st three years of recruitment/ promotion		X 0 =	
After three years of recruitment/ promotion		X 2 =	

WED LOCK BASIS (Maximum Marks = 15)

No marks for wedlock if the spouses are placed within same district.

If transfer apply on wed lock basis	Required documents	Provision of required documents		Obtained Marks
		Yes	No	
	Nikah Nama of spouse/Domicile			
	Service Certificate of Husband			

COMPASSIONATE GROUND (Maximum Marks = 15)

If applicant	Required documents	Provision of required documents		Obtained Marks
Widow	Provision of Death Certificate	Yes	No	
Divorced	Provision of Divorce Certificate			
Disabled	Provision of Disable Certificate from the standing medical board			
Spouse of disabled	Provision of Disabled Certificate from the standing medical board			

Total obtained marks	
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Note: -

1. No one claim any particular post or station as a right of posting.
2. The disability will be counted which hinder mobility.
3. 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;
4. 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;
5. 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;
6. Mutual transfer of teachers / Educators may be allowed in the same discipline / subject / post / scale during ban o transfer/posting.
7. 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;
8. 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 posting;
9. Request of female teachers for transfer 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
10. Head Teachers of High, Higher Secondary, Comprehensive, Model and Pilot Secondary Schools may be allowed to be transferred against vacancy post under identification of posts after completion of three years active service in the present school during lifting ban.
11. All claims including wedlock, compassionate grounds and others are subject to availability of vacancy and cannot be claimed as a right. For the purpose of wedlock, placement within same district will be taken as same station.

Signature of Applicant _____

Recommended by the

AEO concerned

Dy.DEO concerned

Head of Institution

Countersigned by
DEO concerned

Verification of Vacant Post

Certified that a Post of _____ is lying vacant in this Institution _____

since _____ due to _____.

AEO concerned

Dy.DEO concerned

Head of Institution

Countersigned by
DEO concerned