



**GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION
DEPARTMENT**

Dated Peshawar the July 30, 2024

NOTIFICATION

No. SO(SM) E&SED/7-1/2020/PT/General: In order to facilitate the Teaching Cadre Employees and to streamline and standardize/automate the process of posting/transfer, the Competent Authority is pleased to approve the **E-Posting/Transfer Policy** for the Employees of the Teaching Cadre (BS-12 to BS-18) of E&SE Department Khyber Pakhtunkhwa with immediate effect, in the best public interest.

E-POSTING/TRANSFER POLICY OF TEACHING CADRE (BPS-12 to 18) IN E&SE DEPARTMENT KHYBER PAKHTUNKHWA

- i. The introduction of E-Posting/Transfer policy for Teaching Cadre shall supersede all previous E-Posting/Transfer policies in the E&SE Department.
 - ii. This policy covers transfers related to intra district transfers of district cadre post and inter district transfers of Provincial cadre posts.
 - iii. Transfers on Complaint (Administrative Ground), Mutual basis, inter district and transfer for Operationalization of Newly Established schools, newly created posts will be exempted from the present policy.
 - iv. Transfers shall be made at least once a year, preferably at the end of academic year OR during summer vacations.
 - v. The vacant positions will be uploaded by the District Education Officers for all teaching cadres (BS-12 to BS-18).
 - vi. The Education Monitoring Authority will provide requisite data as per format provided by the Director EMIS.
 - vii. Each Competent Authority shall visit the Dashboard of e-Transfer app, check and verify all the particulars of the applicants.
 - viii. The teachers appointed on Contract/Adhoc basis shall remain non-transferable until regularized.
 - ix. The Teachers in Schools having 2-teachers are not allowed in the e-transfer policy for transfer.
 - x. Inter district transfer against senior positions (100% District promotion Quota) i.e. SCT, SDM. SPET, SAT, STT, S-Qari, SPST and PSHT are not allowed neither manually nor through e-transfer.
 - xi. Transfer shall be made only against the vacant posts.
 - xii. Teachers bearing Minimum tenure of two years on the present post in the present school will be eligible for e-posting/transfer.
 - xiii. In case of same score of two or more candidates, merit will be first on Tenure, then by Date of Birth and if there is tie, then on first come first get basis.
 - xiv. Subsequently Transfer orders generated by e-Transfer App will be issued.
 - xv. Each Competent Authority shall constitute a Grievance Redressal Cell headed by a BPS-18 or above officer which will resolve the grievances and determine the merit position of the applicants within a week positively.
2. The indicators as per Form (A, B, C & D) will be considered for posting/transfer as per detail given below:

Form-A: Posting/Transfer of Teachers up to BPS 16 except SST (Total Marks 65)

- i. Tenure in the Present Schools against the Present Posts -20 marks
 - a. Normal tenure of 2 years - 0 marks
 - b. Tenure from 2 to 3 years - 8 marks
 - c. Tenure from 3 to 5 years -15 marks
 - d. Tenure more than 5 years -20 marks



1

- ii. STR (Total number of Students in the school / Total number of Teachers) - 20 marks (EMA data Source)
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level - 10 marks
 - c. STR at the present school is less than desired school -20 marks
- iii. Disability -10 marks
10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC/Standing Medical Board disability certificate.
- iv. Domicile -05 marks
05 marks will be awarded to those when the desired school is in his/her district of domicile
- v. Spouse -10 marks
10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant

Form-B; Posting/Transfer of SSTs Total Marks - 85

- i. Tenure in the Present Schools against the Present Posts -20 marks
 - a. Normal tenure of 2 years - 0 marks
 - b. Tenure from 2 to 3 years- 8 marks
 - c. Tenure from 3 to 5 years-15 marks
 - d. Tenure more than 5 years -20 marks
- ii. Students Teachers Ratio (STR) -20 marks (EMA data Source)
 - 1. For SST teacher In High/Higher Secondary School STR is equal to (Total Number of Students in Class 9 & 10 / Number of SST)
 - 2. For SST teacher in Primary/Middle School STR is equal to (Total Number of Students in the school / Total Number of teachers)
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level - 10 marks
 - c. STR at the present school is less than desired school -20 marks
- iii. Disability-10 marks
10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC/Standing Medical Board disability certificate.
- iv. Domicile -05 marks
05 marks will be awarded to those when the desired school is in his/her district of domicile
- v. Spouse-10 marks
10 marks will be awarded to those whose spouse whose posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant
- vi. Latest Annual SSC Result (of the subjects taught by the teacher) working in High/Higher Secondary Schools - 20 Marks
 - a. 90% or above - 20 marks
 - b. 80% to 90% -15 marks
 - c. 70% to 80% -10 marks
 - d. 60% to 70% - 5 marks
 - e. Below 60% - 0 marks.

OR

For SSTs (General) working in Middle/Primary Schools - 20 Marks Overall Students Attendance Rate Percentage as per EMA data

- a. 90% or above - 20 marks
- b. 80% to 90% -15 marks
- c. 70% to 80% -10 marks
- d. 60% to 70% - 5 marks
- e. Below 60% - 0 marks.

Form C: Posting/Transfer of Subject Specialist (SSS/SS) (Total – 85)

- i. Tenure in the Present Schools against the Present Posts -20 marks
 - a. Normal tenure of 2 years - 0 marks
 - b. Tenure from 2 to 3 years- 8 marks



- c. Tenure from 3 to 5 years - 15 marks
- d. Tenure more than 5 years- 20 marks
- ii. Number of Students in Class-11 & 12 - 20 marks
 - a. Number of Students at present school is greater than the Desired school - 0 marks
 - b. Number of Students at present and the desired school are equal or at the same level - 10 marks
 - c. Number of Students at the present school is less than desired school -20 marks
- iii. Disability-10 marks
10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate
- iv. Domicile -05 marks
05 marks win be awarded to those when the desired school is in his/her district of domicile
- v. Spouse-10 marks
10 marks win be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant
- vi. Latest Annual HSSC Result (of the subjects taught by the teacher) - 20 Marks
 - a. 90% or above - 20 marks
 - b. 80% to 90% - 15 marks
 - c. 70% to 80% -10 marks
 - d. 60% to 70% - 5 marks
 - e. Below 60% • 0 marks.

Form-D: Posting/Transfers of Principals/Head Masters of High/Higher Secondary Schools (Total Marks -105)

- i. Tenure in the Present Schools against the Present Posts -20 marks
 - a. Normal tenure of 2 years - 0 marks
 - b. Tenure from 2 to 3 years - 8 marks
 - c. Tenure from 3 to 5 years - 15 marks
 - d. Tenure more than 5 years-20 marks
- ii. STR (Total number of Students in the school / Total number of Teachers) -20 marks (EMA data Source)
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level - 10 marks
 - c. STR at the present school is less than desired school -20 marks
- iii. Disability -10 marks
10 marks wilt only be awarded only to those with Physical Disability. Proof required will be Special person CNIC Standing Medical Board disability certificate
- iv. Domicile -05 marks
05 marks will be awarded to those when the desired school is in his/her district of domicile
- v. Spouse-10 marks
10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant
- vi. Latest Annual SSC/HSSC Result of the School - 20 Marks
 - a. 90% or above-20 marks
 - b. 80% to 90%-15 marks
 - c. 70% to 80%-10 marks
 - d. 60% to 70% - 5 marks
 - e. Below 60% - 0 marks.
- vii. Overall Students Attendance Rate Percentage as EMA data - 20 Marks
 - a. 90% or above-20 marks
 - b. 80% to 90% • 15 marks
 - c. 70% to 80% -10 marks
 - d. 60% to 70% - 5 marks
 - e. Below 60% - 0 marks.

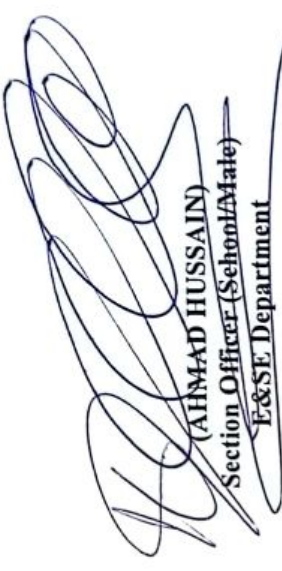


**Secretary to
Govt. of Khyber Pakhtunkhwa
Elementary & Secondary Education Department**

Endst: Even No. & Date:

Copy of the above is forwarded to the:

1. Principal Secretary to Governor Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister Khyber Pakhtunkhwa.
3. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
4. Accountant General. Khyber Pakhtunkhwa Peshawar.
5. The Director EMIS. E&SE Department, Khyber Pakhtunkhwa, Peshawar.
6. The Director Elementary & Secondary Education, Khyber Pakhtunkhwa. Peshawar,
7. The Director. Curriculum and Teacher Education. Khyber Pakhtunkhwa Abbottabad.
8. The Director. Directorate of Professional Development, Peshawar.
9. PSO to Chief Secretary. Khyber Pakhtunkhwa.
10. All District Education Officers (Male/Female). Khyber Pakhtunkhwa.
11. All District Account Officers (Male/Female). Khyber Pakhtunkhwa.
12. All Section Officers, E&SE Department Khyber Pakhtunkhwa. Peshawar.
13. PS to Secretary E&SE Department.
14. PS to Special Secretary E&SE Department
15. PA to Additional Secretary E&SE Department


(AHMAD HUSSAIN)
Section Officer (School/Male)
E&SE Department