



GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

No. SO(S/M)/E&SED/8-3/E-Transfer policy/2024

Dated: 03.09.2024

To

The Director, Elementary & Secondary Education,
Khyber Pakhtunkhwa, Peshawar.

Attention: All the District Education Officers (Male & Female) in Khyber Pakhtunkhwa.

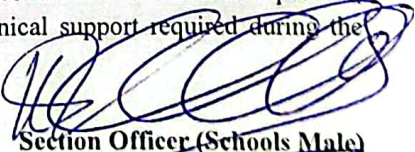
Subject: Launching Schedule of E-Transfer Policy 2024

I am directed to refer to the subject cited above and state that in order to bring transparency and to streamline the postings/transfers of teachers upto BS-18, the Elementary & Secondary Education (E&SE) Department has notified the "E-Posting/Transfer Policy of Teaching Cadre (BPS-12 to 18) in E&SE Department, Khyber Pakhtunkhwa" on July 30, 2024. In order to implement the policy, the competent authority has decided to launch the first round strategic plan w.e.f 02nd September, 2024, as per following schedule:

| S# | Activity | Dates | Responsibility |
|----|---|-------------------------|--|
| 1 | Uploading of School-wise Vacant Positions by DEOs | September 02 – 09, 2024 | DEOs (Male/Female) |
| 2 | Submission of Online Application Forms by interested Teachers | September 10 – 20, 2024 | Interested Teachers |
| 3 | Verification / Authentication of Teachers Application by DEOs | September 21 – 24, 2024 | DEOs (Male/Female) |
| 4 | Display of School-wise final merit/scoring positions | September 26, 2024 | Provincial EMIS, E&SED |
| 5 | Generation of Posting/Transfer orders from eTransfer System | September 27, 2024 | Section Officers Schools (Male/Female) E&SED, Director E&SE, DEOs(Male/Female) |

2. Interested teachers can login and apply through the eTransfer Web Portal via link: <http://etransfer.kpese.gov.pk/> or download the "KPESE e-Transfer" mobile app from the Google Play Store using their existing iEMIS credentials. While Section Officers Schools (Male/Female), Director E&SE and DEOs (Male/Female) can access e-Transfer portal in iEMIS using their respective logins. User Manuals for both the DEOs and Interested Teachers can be downloaded from <https://kpese.gov.pk/etransfer>.

3. Moreover, there are some roles/responsibilities of the relevant offices in the eTransfer System/Process (Annex-I) which needs strict compliance for smooth conduction of the whole process. The Provincial EMIS, E&SE Department will be providing any technical support required during the whole process/cycle.


Section Officer (Schools Male)
E&SE Department

Copy for information and necessary to the:

1. Director General EMA, KP with the request to provide latest/updated school wise data with EMIS for calculating scores in the eTransfer System of those indicators which are based on EMA data please.
2. Director EMIS, E&SE Department, Peshawar for the technical support during the whole eTransfer Process/Cycle please.
3. Communication Specialist, E&SE Department for widely circulation/awareness of the schedule both in the print/electronic and social media please.
4. PS to Minister E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
5. PS to Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
6. PS to Special Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
7. PA to Additional Secretary (Estab), E&SE Deptt, Govt. of Khyber Pakhtunkhwa, Peshawar.


Section Officer (Schools Male)
E&SE Department

Roles and Responsibilities under eTransfer Policy 2024

| S# | POSITION / OFFICE | RESPONSIBILITY |
|----|--|--|
| 1 | Deputy Secretary (Estab), E&SE Department | <ul style="list-style-type: none"> • Coordination between the E&SE Department and the Minister E&SE as well as other higher authorities during implementation of the eTransfer • Awareness campaign both in electronic and print media with deadlines in collaboration of Communication Specialist, E&SED • Implement the recommendations of the Provincial GRC and initiate disciplinary actions against the fake/wrong data entry/verifications |
| 2 | Directorate of E&SE KP | <ul style="list-style-type: none"> • Convening sessions of all DEOs along with their technical staff for eTransfer orientation/training • Awareness campaign both in electronic/print media with deadlines in collaboration of Communication Specialist, E&SED • Constituting Grievances Redressal Cell at Provincial level • Overall supervision of the eTransfer implementation in the districts/field level |
| 3 | EMIS Cell, E&SE Department | <ul style="list-style-type: none"> • Development of eTransfer Portal/App and devising System Flow and guidance of all during the implementation of the eTransfer • Development of User Manual for both DEOs as well as Applicants • Orientation/Training of DEOs on uploading of vacant posts • Troubleshooting the run-time queries during the implementation |
| 4 | DEOs (Male/Female) | <ul style="list-style-type: none"> • Uploading of vacant posts from BPS-12 to BPS-18 in the eTransfer Portal • Collections of teacher's applications forms generated by eTransfer portal/App duly countersigned by concerned Principals/Heads of the Schools / ASDEOs • Online verification of the teacher's applications in the eTransfer portal • Generation of auto eTransfer orders from the eTransfer Portal by the deadline and uploading of the signed orders on the eTransfer portal. • Constituting Grievances Redressal Cell (GRC) at district level • Implement the recommendations of the GRC and initiate disciplinary actions against the fake/wrong data entry/verifications |
| 5 | Section Officers Schools (Male/Female) | <ul style="list-style-type: none"> • Generation of auto eTransfer orders from the eTransfer Portal by the deadline and uploading of the signed orders on the eTransfer portal. |
| 6 | Principals / Heads of the Schools / ASDEOs | <ul style="list-style-type: none"> • Check and countersign the teacher's applications generated from eTransfer portal/App • Fake/Wrong entry applications shall not be countersigned. • Hand written corrections in the eTransfer App generated applications are not allowed and there should be no cutting in the applications while countersigning the applications • Submit the correct / countersigned applications to the respective DEO office within the deadline |
| 7 | Interested Teachers / Applicants | <ul style="list-style-type: none"> • Download the user manual and thoroughly study the manual in detail before applying. • Check & Update his/her profile in HRMIS-iEMIS before applying. • Only Teachers having verified profile in the iEMIS can apply/submit application for e-Transfer. In case of an unverified profile, he/she should first verify his/her profile in the iEMIS from the respective DEO's login. • Enter all the requisite details as per actual and official record • After submitting the application, take a print of the application • Sign the application himself/herself and then countersigned it from Head of the school / ASDEOs concerned (in case of Primary School Teacher) • Submit the Head / ASDEO countersigned application in the respective DEO office. • In case of any issues related to login or correction of data/profile, he/she should contact the concerned DEO office to get his/her particulars updated/verified. |