



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: October 22, 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 Phase-2 of E-Transfer for SSTs.

I am directed to refer to the subject cited above and state that in order to streamline the postings/transfers of teaching and transparency, the competent authority of Elementary & Secondary Education (E&SE) Department has decided to launch the second round of the eTransfer (for SSTs only) after successful completion of phase-1, as per following schedule:

S#	Activity	Dates	Responsibility
1	Uploading of School-wise Vacant Positions of SSTs posts only by DEOs	October 22 - 26, 2024	DEOs (Male/Female)
2	Submission of Online Application Forms by interested Teachers	October 27 - November 01, 2024	SST Teachers
3	Verification / Authentication of Teachers Application by DEOs	November 02 - 05, 2024	DEOs (Male/Female)
4	Display of School-wise final merit/scoring positions	November 07, 2024	Provincial EMIS, E&SED
5	Generation of Posting/Transfer orders from eTransfer System	November 08, 2024	Director E&SE, DEOs(Male/Female)

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 the 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>.


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.

Note: Criteria for ETransfer of SSTs should be followed as mentioned in the "Form-B; Posting/Transfer of SSTs" of the E-Posting/Transfer Policy 2024.


Section Officer Schools (Male)
E&SE Department, Peshawar

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, Peshawar

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 of SSTs in the eTransfer Portal • Collections of teacher's applications forms generated by eTransfer portal/App duly countersigned by concerned Principals/Heads of the Schools. • 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	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
6	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) • Submit the Head 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.