



Government of Khyber Pakhtunkhwa
Elementary & Secondary Education Department
Block "A" Opposite MPA's Hostel, Civil Secretariat Peshawar
Phone No. 091-9223533 Email: sschoolmale@gmail.com

Dated Peshawar the 15/08/2025



NOTIFICATION

NO.SOG/E&SED/1-31/Secretary's Directives/2025: In order to streamline and standardize the process of handling all matters related to **posting, transfer, and associated grievances**, the competent authority has been pleased to **constitute a dedicated desk comprising two (02) officials** within the Elementary & Secondary Education Department.

1. Purpose of the Desk

The Posting/Transfer Desk shall be responsible for:

- Receiving and recording **all applications** regarding posting, transfer, and related grievances.
- Entering and maintaining a **comprehensive digital and manual record** of each application and applicant.
- Ensuring applications are processed in accordance with relevant **rules, policies, and timelines**.
- Acting as the **central point of contact** for all correspondence and queries related to posting/transfer.

2. Designation of Officials

The following officials are hereby assigned to the Posting/Transfer Desk:

- 1. Muhammad Iqbal, Superintendent**
- 2. Muhammad Maaz, Junior Clerk**

These officials will work under the direct supervision of the **Section Officer (General)**.

3. Instructions for Submission of Applications

All employees of the Elementary & Secondary Education Department are **strictly directed** to:

- **Submit all posting/transfer applications or grievances exclusively through the Posting/Transfer Desk.**
- Ensure that their applications are properly documented and routed through the designated channel.
- Refrain from submitting applications through any unofficial or personal channels.

4. Restriction on Direct Submissions

It is further directed that:

- All Officers, Personal Secretaries (PSs), Personal Assistants (PAs), shall not entertain any direct applications regarding posting/transfer under any circumstances.
- Any such applications received directly should be **immediately redirected to the Posting/Transfer Desk** without processing.

5. Compliance

This arrangement is made to ensure transparency, efficiency, and accountability in the handling of human resource matters. **Non-compliance** with the instructions contained in this notification may lead to **disciplinary action** under relevant rules.

SECRETARY
To Govt. of Khyber Pakhtunkhwa
Elementary & Secondary Education Department

Endst: No. & date even.

Copy forwarded to:

- 1. All Special Secretaries, E&SE Department**
- 2. All Additional Secretaries, E&SE Department.**

3. Chief Planning Officer, E&SE Department.
4. Director EMIS, E&SE Department.
5. Chief M&E Officer, E&SE Department.
6. The Project Director (KPRMP), Finance Department.
7. All Deputy Secretaries, E&SE Department.
8. All Senior Planning Officers, E&SE Department
9. PC, PFTB, E&SE Department
10. Deputy PFTB, E&SE Department.
11. Deputy Director EMIS, E&SE Department.
12. All Section Officers, E&SE Department.
13. All Planning Officers, E&SE Department.
14. All M&E Officers, E&SE Department.
15. Account Officer, E&SE Department.
16. PS to Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
17. PS to Chief Secretary, Khyber Pakhtunkhwa.
18. PS to Minister E&SE Department, Khyber Pakhtunkhwa.
19. PS to Secretary, E&SE Department.
20. PS to Secretary, Finance Department.

Kamran 15/08

SECTION OFFICER (GENERAL)