



GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

Dated: Peshawar the 16th December, 2025

NOTIFICATION

No. SO(SM)/E&SED/7-1/2020/PT/General: In pursuance of decision of 42nd Provincial Cabinet meeting held on dated 12-12-2025 and in supersession of all previous notifications in this regard, the E&SE Department has been pleased to notify the **E-Transfer Policy 2025** for Teaching Cadre Employees (BS-12 to BS-18) of E&SE Department Khyber Pakhtunkhwa.

2. This policy may be called Khyber Pakhtunkhwa **E-Transfer Policy 2025** for Teaching Cadre and shall come into force at once.

3. **E-TRANSFER POLICY OF TEACHING CADRE (BPS-12 to 18) IN E&SE DEPARTMENT KHYBER PAKHTUNKHWA**

- i. This policy covers transfers related to intra-district transfers of district cadre post and inter district transfers of Provincial cadre posts.
- ii. 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.
- iii. Transfers under the E-Transfer Policy 2025 will be made twice in an Academic Year i.e. in the Winter Vacations (December – January) and Summer Vacations (July).
- iv. The vacant positions shall be uploaded by the District Education Officers Male/Female for all teaching cadres (BS-12 to BS-18) and a certificate in this regard shall also be uploaded by the DEOs that no vacant post has been left from uploading.
- v. The Education Monitoring Authority will provide requisite data related to the scoring parameters as per format provided by the Director EMIS.
- vi. The Competent Authority concerned shall visit the Dashboard of e-Transfer portal / App, check and verify all the particulars of the applicants.
- vii. This policy shall not be applicable on contract/adhoc teachers and during probation period.
- viii. Regularized and fresh appointees under the Act will only be eligible for E-Transfer after completing the required length of service as per their regularization / appointment orders.
- ix. To keep the school functional/operational, the eligibility conditions regarding availability of minimum teachers' requirement shall be as under:

School Level	Availability of teachers
Primary	At least 2 teachers must remain.
Middle	At least 4 teachers must remain including one CT.
High / Higher Secondary	At least 6 teachers up to high level must remain including one SST Science and one SST General.

(The most senior teachers will be eligible for transfers after fulfilling the above minimum availability of teachers in order to maintain the school's functionality).

- x. Inter district transfer against senior positions (100% District promotion Quota) i.e. SCT, SDM, SPET, SAT, STT, S-Qari/Qaria, SPST and PSHT are not allowed neither manually nor through e-transfer.
- xi. Transfer shall be made only against the vacant post.
- xii. Teacher bearing minimum tenure of two years on the present post in the present school will be eligible for e-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. There will be a complete ban on manual postings/transfers during the e-Transfer process to ensure transparency.

- xv. Subsequently transfer orders generated by e-Transfer Portal / App will be issued.
- xvi. There will be an Oversight Committee at the E&SE Department under the chairmanship of Special Secretary and Oversight Committees at the Directorate of E&SE level under the chairmanship of Additional Directors (Establishment) Male & Female with the following composition and terms of reference (TORs) for overall implementation of the e-Transfer process as well as redressal of grievances of the teachers / applicants.

A. eTransfer 2025 Oversight Committee at the E&SE Department level:

Composition:

- | | |
|---|------------------|
| 1. Special Secretary (Estab), E&SE Department | Chairperson |
| 2. Additional Secretary (Estab), E&SE Department | Member |
| 3. Director E&SE Khyber Pakhtunkhwa, Peshawar | Member |
| 4. Director EMIS, E&SE Department | Member |
| 5. Representative of Education Monitoring Authority (EMA), Peshawar | Member |
| 6. Section Officer (Schools / Female) | Member |
| 7. Section Officer (Schools / Male) | Secretary/Member |

TORs of the Oversight Committee at E&SE Department level be as under:

1. Awareness campaign both in electronic/print media with deadlines of the whole eTransfer implementation process.
2. Overall supervision of the eTransfer implementation process.
3. Collection and examination of genuine grievances applications forwarded by the Oversight Committees at the Directorate of E&SE level.
4. Acceptance / Rejection of the applications / complaints with justifications.
5. Redressal of the grievances and initiation of disciplinary actions against the fake / wrong data entry / verifications.

B. eTransfer 2025 Oversight Committees at the Directorate of E&SE Level:

Composition:

- | | |
|---|------------------|
| 1. Additional Directors (Estab) Male & Female concerned | Chairperson |
| 2. Deputy Directors (Estab) Male & Female concerned | Member |
| 3. Representative of EMIS, E&SE Department | Member |
| 4. Representative of EMA, Peshawar | Member |
| 5. Assistant Directors (Estab) Male & Female concerned | Secretary/Member |

TORs of the Oversight Committees at the Directorate of E&SE level be as under:

1. Collection of grievances applications from all applicants (BPS-12 to BPS-18)
2. Verification of the grounds of the complaints from the school's records as well as from EMA.
3. Acceptance / Rejection of the complaints with justifications
4. In case of acceptance of complaints:
 - i. compile recommendations pertaining to teachers BPS-12 to BPS-16 to the DEO concerned within a week time for implementation.
 - ii. forward genuine applications / complaints with recommendations pertaining to teachers in BPS-17 to BPS-18 to the Oversight Committee at E&SE Department.

4. 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 from BPS-12 up to BPS-16 except SST (Total Marks - 85)

i. Tenure in the Present Schools against the Present Posts -20 marks

- a. Normal tenure of 2 years = 0 mark
- b. Tenure 3 years = 2 marks
- c. Tenure 4 years = 4 marks
- d. Tenure 5 years = 6 marks
- e. Tenure 6 years = 8 marks
- f. Tenure 7 years = 10 marks
- g. Tenure 8 years = 12 marks
- h. Tenure 9 years = 14 marks
- i. Tenure 10 years = 16 marks
- j. Tenure 11 years = 18 marks
- k. Tenure 12 years & above = 20 marks

ii. STR (Total number of Students in the school / Total number of Teachers) - 40 marks (iEMIS data Source)

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and <= 35	35
3	Difference between STRs of Desired School and Present School is > 25 and <= 30	30
4	Difference between STRs of Desired School and Present School is > 20 and <= 25	25
5	Difference between STRs of Desired School and Present School is > 15 and <= 20	20
6	Difference between STRs of Desired School and Present School is > 10 and <= 15	15
7	Difference between STRs of Desired School and Present School is > 5 and <= 10	10
8	Difference between STRs of Desired School and Present School is > 0 and <= 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

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 – 125)

i. Tenure in the Present Schools against the Present Posts -20 marks

- a. Normal tenure of 2 years = 0 mark
- b. Tenure 3 years = 2 marks
- c. Tenure 4 years = 4 marks
- d. Tenure 5 years = 6 marks
- e. Tenure 6 years = 8 marks
- f. Tenure 7 years = 10 marks
- g. Tenure 8 years = 12 marks
- h. Tenure 9 years = 14 marks
- i. Tenure 10 years = 16 marks
- j. Tenure 11 years = 18 marks
- k. Tenure 12 years & above = 20 marks

- ii. Students Teachers Ratio (STR) -40 marks (iEMIS data Source)
- a) For SST teacher In High/Higher Secondary School STR is equal to (Total Number of Students in Class 9 & 10 / Number of SST)
- b) For SST teacher in Primary/Middle School STR is equal to (Total Number of Students in the school / Total Number of teachers)

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and <= 35	35
3	Difference between STRs of Desired School and Present School is > 25 and <= 30	30
4	Difference between STRs of Desired School and Present School is > 20 and <= 25	25
5	Difference between STRs of Desired School and Present School is > 15 and <= 20	20
6	Difference between STRs of Desired School and Present School is > 10 and <= 15	15
7	Difference between STRs of Desired School and Present School is > 5 and <= 10	10
8	Difference between STRs of Desired School and Present School is > 0 and <= 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

- iii. Disability/Widow/Divorced -10 marks
10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.
- 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 Result (of the subjects taught by the teacher) working in High / Higher Secondary Schools - 40 Marks
- | | | | |
|----|--------------|---|----------|
| a. | 90% or above | - | 40 marks |
| b. | 80% to 90% | - | 30 marks |
| c. | 70% to 80% | - | 20 marks |
| d. | 60% to 70% | - | 10 marks |
| e. | Below 60% | - | 0 marks |

OR

For SSTs (General) working in Middle/Primary Schools - 40 Marks Overall Students Attendance Rate Percentage as per EMA data

- | | | | |
|----|--------------|---|----------|
| a. | 90% or above | - | 40 marks |
| b. | 80% to 90% | - | 30 marks |
| c. | 70% to 80% | - | 50 marks |
| d. | 60% to 70% | - | 10 marks |
| e. | Below 60% | - | 0 marks |

Form C: Posting/Transfer of Subject Specialists (SS) BPS-17 & 18 (Total Marks – 125)

- i. Tenure in the Present Schools against the Present Posts -20 marks
- | | | | |
|----|--------------------------|---|----------|
| a. | Normal tenure of 2 years | = | 0 mark |
| b. | Tenure 3 years | = | 2 marks |
| c. | Tenure 4 years | = | 4 marks |
| d. | Tenure 5 years | = | 6 marks |
| e. | Tenure 6 years | = | 8 marks |
| f. | Tenure 7 years | = | 10 marks |
| g. | Tenure 8 years | = | 12 marks |

- h. Tenure 9 years = 14 marks
- i. Tenure 10 years = 16 marks
- j. Tenure 11 years = 18 marks
- k. Tenure 12 years & above = 20 marks

ii. Number of Students in Class-11 & 12 - 40 marks

S#	Indicator - Students Range	Score
1	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 35	40
2	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 30 and <= 35	35
3	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 25 and <= 30	30
4	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 20 and <= 25	25
5	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 15 and <= 20	20
6	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 10 and <= 15	15
7	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 5 and <= 10	10
8	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 0 and <= 5	7
9	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is = 0	5
10	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is < 0	0

iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

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 HSSC Result (of the subjects taught by the teacher) - 40 Marks

- a. 90% or above - 40 marks
- b. 80% to 90% - 30 marks
- c. 70% to 80% - 20 marks
- d. 60% to 70% - 10 marks
- e. Below 60% - 0 marks

Form-D: Posting/Transfers of Principals/Head Masters of High/Higher Secondary Schools in BPS-17 & 18 (Total Marks -145)

i. Tenure in the Present Schools against the Present Posts -20 marks

- a. Normal tenure of 2 years = 0 mark
- b. Tenure 3 years = 2 marks
- c. Tenure 4 years = 4 marks
- d. Tenure 5 years = 6 marks
- e. Tenure 6 years = 8 marks
- f. Tenure 7 years = 10 marks
- g. Tenure 8 years = 12 marks
- h. Tenure 9 years = 14 marks
- i. Tenure 10 years = 16 marks
- j. Tenure 11 years = 18 marks
- k. Tenure 12 years & above = 20 marks

- ii. STR (Total number of Students in the school / Total number of Teachers) - 40 marks (iEMIS data Source)

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and ≤ 35	35
3	Difference between STRs of Desired School and Present School is > 25 and ≤ 30	30
4	Difference between STRs of Desired School and Present School is > 20 and ≤ 25	25
5	Difference between STRs of Desired School and Present School is > 15 and ≤ 20	20
6	Difference between STRs of Desired School and Present School is > 10 and ≤ 15	15
7	Difference between STRs of Desired School and Present School is > 5 and ≤ 10	10
8	Difference between STRs of Desired School and Present School is > 0 and ≤ 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

- iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

- 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 - 40 Marks

- 90% or above - 40 marks
- 80% to 90% - 30 marks
- 70% to 80% - 20 marks
- 60% to 70% - 10 marks
- Below 60% - 0 marks.

- vii. Overall Students Attendance Rate Percentage as EMA data - 20 Marks

- 90% or above - 20 marks
- 80% to 90% - 15 marks
- 70% to 80% - 10 marks
- 60% to 70% - 5 marks
- Below 60% - 0 marks.

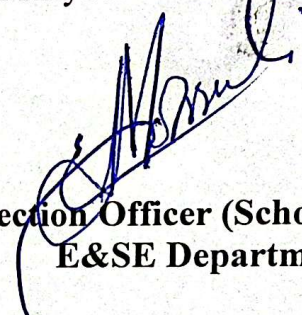
**Secretary to Govt. of Khyber Pakhtunkhwa
Elementary & Secondary Education Department**

Endst: Even No. & Date:

Copy of the above is forwarded to the:

- Principal Secretary to Governor Khyber Pakhtunkhwa.
- Principal Secretary to Chief Minister Khyber Pakhtunkhwa.
- All the Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
- Accountant General, Khyber Pakhtunkhwa Peshawar.
- The Director General, Education Monitoring Authority Khyber Pakhtunkhwa.
- The Director EMIS/IT, E&SE Department, Khyber Pakhtunkhwa, Peshawar.
- The Director, Elementary & Secondary Education, Khyber Pakhtunkhwa. Peshawar.
- The Director, Curriculum and Teacher Education. Khyber Pakhtunkhwa Abbottabad.
- The Director, Directorate of Professional Development, Peshawar.
- PSO to Chief Secretary, Government of Khyber Pakhtunkhwa.
- All the District Education Officers (Male/Female) in Khyber Pakhtunkhwa.
- All the District Account Officers in Khyber Pakhtunkhwa.

13. All the Section Officers, E&SE Department, Govt. of Khyber Pakhtunkhwa.
14. PS to Minister E&SE Department, Govt. of Khyber Pakhtunkhwa.
15. PS to Secretary E&SE Department, Govt. of Khyber Pakhtunkhwa.
16. PS to all the Special Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.
17. PA to all the Additional Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.
18. PA to all the Deputy Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.


Section Officer (School Male)
E&SE Department