



**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**

Dated, Lahore the 28<sup>th</sup> September, 2023

**NOTIFICATION**

**No.SO(EF-II)e-Transfer/2023.** The Competent Authority has been pleased to approve the following e-Transfer terms & conditions for the teachers of public sector college across the Punjab.

2. There shall be four (4) e-Transfer categories Open Merit, Mutual Transfer, Compassionate Grounds (Divorce / Widow / Disability) and Wedlock. The documents required for each of the categories are as follows:

#	Category	Documents Required
1	Open Merit	No Documents Required.
2	Mutual Transfer	No Documents Required.
3	Compassionate Grounds	Disability Copy of Disability Certificate Issued by Social Welfare Department.
		Widow Copy of Spouse's Death Certificate Issued by NADRA.
		Divorce Copy of Divorce Certificate Issued by NADRA.
4	Wedlock	Copy of: a) Nikah-Nama. b) Applicant's CNIC. c) Spouse's CNIC. d) Original Departmental Service Proof, at Current Place of Posting, of Spouse.

3. The marking criteria for the e-Transfer applications shall be as follows:

#	Marking Criteria	Merit Marks
1	Qualification: a. Ph.D. b. M.Phil. c. Masters/BS(Hons)	a. 4 Marks b. 2 Marks c. 1 Marks
2	Length of Service in Higher Education Department.	<b>1 mark per year (max. up to 10 marks)</b> Score will be calculated up to two decimal places. Partial marks will be calculated as 1 / 365 marks for each day of service.
3	For each year served at a place other than district of domicile (Based on current place of posting)	<b>2 marks per year (max. up to 10 marks)</b> Score will be calculated up to two decimal places. Partial marks will be calculated as 2/365 marks for each day served in district other than that of domicile.

4.	For each year served in hear area, duly notified by HED (based on current place of posting)	<b>1 mark per year (max. up to 10 marks).</b> Score will be calculated up to two decimal places. Partial marks will be calculated as each day served in hard area.
5.	Divorce / Widow / Disability	<b>3 marks</b>
6.	Wedlock	<b>2 marks</b> 2

4. The general transfer terms & conditions that shall govern the e-Transfer application eligibility, submission, and evaluation are as follows:

- a) Teachers can submit application against only one (1) of the four (4) categories at a time.
- b) For all four (4) transfer categories, teachers shall be able to apply for transfer only on those posts where the designation, grade and the post's subject are the same as that of teachers. As well as where the grade and designation of the post are different but the subject of the teacher is same as that of teacher [down-gradation /upgradation].
- c) The vacant posts of all grades pertaining to the subject of the teachers will be visible to the applicant. The applicant will be able to put in a request of down-gradation/upgradation of a vacant post of the same subject in the destination college, if the post of same grade, designation and subject is not available.
- d) If multiple applications have been received for down-gradation or upgradation of a vacant post, the applicant securing highest merit marks will be given preference.
- e) If multiple applications have been received for down-gradation or upgradation of a vacant post but application is received from an applicant with same grade, designation and subject as that of the vacant post. All other down-gradation or upgradation requests will be considered null and void by the system.
- f) The following subjects will be considered as synonymous, i.e. teacher of either one of the subjects in a subject group shall be able to apply to any post (of similar designation) of a particular subject in that subject group.

Subject Group	Subjects to be Treated Synonymous
1	i. Physical Education ii. Health & Physical Education
2	i. Computer Science ii. Information Technology
3	i. Islamiat ii. Islamic Studies iii. Arabic
4	i. English ii. English Language

	iii.	English Literature
5	i. ii. iii.	Urdu Urdu Language Urdu Literature
6	i. ii.	Journalism Mass Communication
7.	i. ii. iii. iv.	Political Science History Civics Pak. Study
8.	i. ii. iii.	Botany Biology Zoology

g) Only those teachers that are currently working in public colleges are eligible to apply for e-Transfer.

**Note: however, HED (College cadre) employees, working in Universities will apply manually by forwarding their requests to HED.**

h) Teachers currently posted as "Principal" will be eligible to apply for transfer on teaching posts of same grade and designation in which they were appointed as or promoted to, after serving as Principal for three (03) years at their present place of posting.

i) Male teachers shall be eligible to apply to male and Co-Education colleges.

j) Male teachers shall be eligible to apply to female and Co-Education colleges.

k) Teachers cannot apply for transfer to post in Universities.

l) In case of more than one application being received against a post, preference will be given to the candidate securing the highest merit marks. In case of a tie, tie breakers will be as follows:

i) Length of Service in HED

ii) **Age as per Date of Birth**

m) In case of co-education colleges, preference will be given to males. If there is a tie between males, tie-breakers will be as follows:

i) Length of Service in HED

ii) **Age as per Date of Birth**

n) Teachers in last year of their service will be given preference. In case of multiple applications, preference will be given to the applicant with highest score. In case of tie, tie-breakers will be as follows:

i) Length of Service in HED

ii) **Age as per Date of Birth**

5. Any applications that fail to adhere to the above terms & conditions shall be rejected automatically. Furthermore:

- i. Applications that are submitted after the closure of the transfer period will not be entertained.
- ii. No rule of Student Teacher Ratio (STR) will be applicable for transfer-in and transfer-out of any teacher.
- iii. Any application may be rejected, if the documents uploaded are not complete or legible.
- iv. Transfer orders, of successful applicants, will not be cancelled without provision of a valid / cogent reason.

**SECRETARY**  
HIGHER EDUCATION DEPARTMENT

**NO. & DATE EVEN:-**

A copy is forwarded for information and necessary action to:-

1. All the Additional Secretaries, Higher Education Department.
2. The Project Director (AHED), Punjab Information Technology Board.
3. The Director Public Instruction (Colleges), Punjab, Lahore.
4. All the Directors of Education (Colleges), Punjab, with the request to **widely communicate** the policy to all the Colleges / Teachers in their jurisdiction.
5. All the Deputy Secretaries, Higher Education Department.
6. All the Deputy Directors (Colleges), Punjab.
7. All the Section Officers, Higher Education Department.
8. The Manager MIS, Higher Education Department, for uploading on the official website of Higher Education Department.
9. PSs to Secretary / Special Secretary, Higher Education Department.

*Sul. Raja* 22/9/23  
**SECTION OFFICER (EF-II)**