Transfer Rules for Teachers in a School

A. Teacher Requirement in Schools

1. For primary schools and primary sections of non-primary schools, the number of teachers required is given as follows:

Teachers[1] Allocation Criteria for Primary Schools / Section		
Primary (K to 5) Enrolment Range	**Required Teachers (for transferring-in)**	**Required Teachers (for transferring-out)**
1 – 80	3	2
81 – 120	4	3
121 – 160	5	4
		And so on …

2. For schools with elementary classes (6, 7 & 8), the number of teachers (EST/SESE) required is given as follows:

Teacher Allocation Criteria for Elementary Section (6, 7 & 8)					
# of Sections (in 6, 7 8)[2]	**Required Teachers (EST/SESE) based on Subject Group**				
	Arabic	**Drawing**	**Computer Science**	**Arts / English / General Arts / Oriental / Urdu / Vernacular**	**Maths / Science / Science/Maths**
3[3]	1	1	1	2	1
4	1	1	1	2	2
5	1	1	1	3	2
6	1	1	1	3	3
					And so on …

Additionally, for elementary schools, only one teacher will be required for the post of SSE/SST (School Head).

3. For schools with secondary classes (9 & 10), the number of teachers (SST/SSE) required is given as follows:

Teacher Allocation Criteria for Secondary Section (9 & 10)				
# of Sections (in 9 & 10)	**Required Teachers (SST/SSE) based on Subject Groups**			
	Computer Science	**Arts / English / Urdu**	**Science Chem/Bio**	**Maths / Physics/Maths / Science Phy/Maths**
2[4]	1	2	1	1
3	1	3	1	1

[1] For stand-alone primary schools, this is not restricted to PST/ESE, but includes all teachers and sanctioned posts.
[2] Each section will be considered to comprise of 60 students (i.e., for every 61st student, a new section will be considered for the purposes of defining teacher requirements).
[3] A minimum of three sections will be considered, irrespective of enrolment.
[4] A minimum number of two sections will be considered, irrespective of enrolment.

4	1	3	2	1
5	1	4	2	1
6	1	4	2	2
				And so on …

4. For EST/SESE physical education, the number of teachers (SST/SSE) required is given as follows

Teacher Allocation Criteria for EST/SESE Physical Education Teachers	
Total Enrollment of School	**Required EST/SESE Physical Education Teachers**
0 to 1000	1
More than 1000	2

5. Furthermore, other than the requirement given in the above tables, a minimum number of teachers must be maintained in all schools, such that,
    a. A minimum of 2 teachers must be present in stand-alone primary schools.
    b. A minimum of 2 PSTs/ESEs must be present in primary sections of non-primary schools.
    c. A minimum of 3 ESTs/SESEs must be present in elementary schools (or elementary sections of schools).
    d. A minimum of 2 SSTs/SSEs must be present in secondary schools (or secondary sections of schools).
6. The enrolment numbers will be based on benchmark enrolment decided by the department.[5]
7. Computer Science teachers (EST/SESE & SST/SSE) will only be required in schools with computer labs.[6]
8. In terms of teacher requirements, schools will be divided into three categories (for each subject group):
    a. Category Red: At least one teacher is required[7].
    a. Category Orange: At least one teacher surplus.[8]
    b. Category Green: The number of teachers is exactly as required.
9. Teachers will always be allowed to transfer out from orange schools.
10. Teachers will always be allowed to transfer in to red schools.
11. Teachers will never be allowed to transfer in to orange or green schools.
12. Teachers will never be allowed to transfer out from red or green schools.

B. Designation-to-Post Inter-Transferability

The following table defines the sanctioned posts (of a school) to which a teacher of a certain designation is eligible to transfer to:

[5] Unless explicitly specified otherwise, the benchmark will be based on the previously conducted school census. For schools that did not submit this census, the benchmark will be based on the current SIS enrolment.
[6] The presence of computer lab will also be considered based on the previously conducted school census (or the current SIS data, for schools that did not submit the census).
[7] For a teacher to be considered required, the teacher must be required within the subject group.
[8] For a teacher to be surplus, the teacher must be surplus within the subject group and in line with point-5.

Teacher Designation	**Eligible Sanctioned Post for Transfer**
PST/ESE *(any subject)*	PST/ESE *(any subject)*
EST/SESE (Agriculture)	EST/SESE (Agriculture)
EST/SESE (Arabic)	EST/SESE (Arabic)
EST/SESE (Computer Science)	EST/SESE (Computer Science)
EST/SESE (Drawing)	EST/SESE (Drawing)
EST/SESE (English)	EST/SESE (English) EST (General Arts) SESE (Arts)
EST (General Arts)	EST (General Arts) EST/SESE (English) EST/SESE (Urdu) EST/SESE (Oriental) EST (Vernacular) SESE (Arts)
EST/SESE (Home Economics)	EST/SESE (Home Economics)
EST/SESE (Maths) EST/SESE (Science) SESE (Science/Maths)	EST/SESE (Maths) EST/SESE (Science) SESE (Science/Maths)
EST/SESE (Oriental)	EST/SESE (Oriental) EST (General Arts)
EST/SESE (Physical Education)	EST/SESE (Physical Education)
EST (Technical)	EST (Technical)
EST/SESE (Urdu)	EST/SESE (Urdu) EST (General Arts) SESE (Arts)
EST (Vernacular)	EST (Vernacular) EST (General Arts)
SESE (Arts)	SESE (Arts) EST/SESE (English) EST (General Arts) EST/SESE (Urdu)
DPE	DPE
SST/SSE (*any subject*)	SST/SSE (School Head)
SST/SSE (Arts)	SST/SSE (Arts) SSE (English) SSE (Urdu)
SST/SSE (Computer Science)	SST/SSE (Computer Science)
SST (Commerce)	SST (Commerce)
SST (Home Economics)	SST (Home Economics)
SST/SSE (Science Chem/Bio)	SST/SSE (Science Chem/Bio)
SST (Technical)	SST (Technical)
SSE (English)	SSE (English) SST/SSE (Arts)

Teacher Designation	**Eligible Sanctioned Post for Transfer**
SSE (Maths) SSE (Physics/Maths) SST (Science Phy/Maths)	SSE (Maths) SSE (Physics/Maths) SST (Science Phy/Maths)
SSE (Urdu)	SSE (Urdu) SST/SSE (Arts)
SS *(any subject)*	Dy. Headmaster Headmaster [9]
SS (Arabic)	SS (Arabic)
SS (Arts and Crafts)	SS (Arts and Crafts)
SS (Biology)	SS (Biology)
SS (Chemistry)	SS (Chemistry)
SS (Civics) SS (Political Science)	SS (Civics) SS (Political Science)
SS (Commerce)	SS (Commerce)
SS (Computer Science) SS (I.T)	SS (Computer Science) SS (I.T)
SS (Economics)	SS (Economics)
SS (Education)	SS (Education)
SS (English)	SS (English)
SS (Fine Arts)	SS (Fine Arts)
SS (Geography)	SS (Geography)
SS (History) SS (Pak Studies)	SS (History) SS (Pak Studies)
SS (Home Economics)	SS (Home Economics)
SS (Islamiat)	SS (Islamiat)
SS (Maths)	SS (Maths)
SS (Persian)	SS (Persian)
SS (Philosophy)	SS (Philosophy)
SS (Physical Education)	SS (Physical Education)
SS (Physics)	SS (Physics)
SS (Psychology)	SS (Psychology)
SS (Sociology)	SS (Sociology)
SS (Statistics)	SS (Statistics)
SS (Urdu)	SS (Urdu)
SSS *(any subject)*	Sr. Headmaster Principal [10]
SSS (Arabic)	SSS (Arabic)
SSS (Arts and Crafts)	SSS (Arts and Crafts)

[9] Only allowed (for both, Dy. Headmaster and Headmaster) if years of service as SS is at least 10 (as of the last date of application submission period), and the grade of the teacher is the same as the grade of the post.

[10] For **all** SSS transfers, the grade of the teacher and the post must be the same.

Teacher Designation	**Eligible Sanctioned Post for Transfer**
SSS (Biology)	SSS (Biology)
SSS (Chemistry)	SSS (Chemistry)
SSS (Civics), SSS (Political Science)	SSS (Civics), SSS (Political Science)
SSS (Commerce)	SSS (Commerce)
SSS (Computer Science) SSS (I.T)	SSS (Computer Science) SSS (I.T)
SSS (Economics)	SSS (Economics)
SSS (Education)	SSS (Education)
SSS (English)	SSS (English)
SSS (Fine Arts)	SSS (Fine Arts)
SSS (Geography)	SSS (Geography)
SSS (History), SSS (Pak Studies)	SSS (History), SSS (Pak Studies)
SSS (Home Economics)	SSS (Home Economics)
SSS (Islamiat)	SSS (Islamiat)
SSS (Maths)	SSS (Maths)
SSS (Persian)	SSS (Persian)
SSS (Philosophy)	SSS (Philosophy)
SSS (Physical Education)	SSS (Physical Education)
SSS (Physics)	SSS (Physics)
SSS (Psychology)	SSS (Psychology)
SSS (Sociology)	SSS (Sociology)
SSS (Statistics)	SSS (Statistics)
SSS (Urdu)	SSS (Urdu)
Dy. Headmaster, Headmaster	Dy. Headmaster, Headmaster[11]
Sr. Headmaster	Sr. Headmaster
Principal	Principal[12]
Qari	Qari
Bandmaster	Bandmaster

C. Calculating the Score for Application Ranking

1. Scores for applications will be calculated based on the following factors:

Distance	20 Marks • 0.50 marks, for every km after 08 km, for cadre of tehsil. • 0.25 marks, for every km after 16 km, for cadre of district. • 0.25 marks, for every km after 24 km, for cadre of province.

[11] The grade of the teacher and the post must be the same.
[12] The grade of the teacher and the post must be the same.

	• The distance considered will be the road distance between the two schools (despite not being travelled by any teacher), as determined by Google Maps. This will be based on the available school coordinates in the system. In case of unavailability of results from Google Maps, the straight-line distance between the two schools will be used for the purpose of score calculation. In case of unavailability of coordinates of any one school, the distance considered will be zero. Variabilities in the Google Maps results (based on time of checking) is expected, and will not be taken into account. • The distance will be rounded down to two decimal places. • Score will be calculated to two decimal places. • Distance marks will only be awarded to teachers that are serving in a school at the time of applying. • Teachers applying for across district transfer will be awarded score as per following formula: ((Tenure + Seniority + Divorce + Disability + Widow + Wedlock) / 80) * 20)
Tenure	30 marks • The start date of the tenure will be the *'Date of Joining in School'* or *'Date of Appointment in Current Designation'*, whichever is later. • No marks will be awarded for the first year. • Every subsequent year will carry 2 marks. • Partial marks will be awarded for partial year. • Score will be calculated to two decimal places. • Tenure marks will only be awarded to teachers that are serving in a school at the time of applying.
Seniority	20 marks • The start date for calculating seniority will be the *'Date of Appointment in Current Designation'*. • Every year will carry 2 marks. • Partial marks will be awarded for partial year. • Score will be calculated to two decimal places.
Divorce	15 marks
Disability	10 marks
Widow	10 marks
Wedlock	05 marks

2. Applications that are not based on promotions will be ranked based on score (with the highest score getting preference). Applications based on promotions will be ranked firstly based on the date of order of promotion (earliest date gets preference) and secondly on the basis of seniority number of the applicant (smaller number gets preference).
3. In case of a tie, preference will be given:
    a. Firstly, on the basis of gender (females will be given priority)
    b. Secondly, by the CNIC date of birth (an earlier date will be given priority)
    c. Thirdly, on the basis of the personnel number (smaller will be given priority)

4. The score for distance will not be considered when comparing teachers from within the same school (to decide on which one(s) of them are to be considered for transferring out, with reference to section A).

D. Open Merit Applications

1. The teacher must spend at least one year (as of the last date of the application submission period) in the current school to be eligible to apply.
2. Across-district applications will only be accepted from teachers of BPS 17 and above.

E. Compassionate Applications

1. Compassionate applications will comprise of four categories: Disability, Divorce, Wedlock and Widow.
2. Out of the four categories, only Wedlock and Disability can be combined within a single application. Other than this combination, only one category can be opted for in a single application.
3. A teacher's transfer application based on,
    a. disability, can be actualized only once.
    b. wedlock, can be actualized multiple times, but only if the spouse is a government servant (otherwise, only once based on spouse CNIC).
    c. divorce/widow, can be actualized any number of times.
4. The category for Widow and Divorce will only be available for female teachers.
5. All preference of the compassionate application must of the same district. For wedlock, this should be the district of the spouse.
6. When applying on compassionate grounds, the teacher requirement criteria of the origin school as given in sections A.1 to A.4 will be relaxed (i.e., these four rules will not be applicable).
7. For male candidates, applications based on wedlock must necessarily be for a different district than their current one. Furthermore, male teachers can only avail the wedlock option if their spouse is also a government servant.
8. For teachers having designations of tehsil and province cadre, across district applications can be done only on the basis of Divorce, Wedlock or Widow. Using Disability alone, such teachers can only apply within district and cannot apply across-district.
9. All across-district compassionate applications of EST, SESE, SST and SSE will be subject to the availability of initial recruitment quota of the designation/subject of the applying teacher, in the destination district. The rules governing this quota are defined as follows:
    a. The following subjects of EST/SESE and SST/SSE will be grouped for quota calculation:
        i. EST/SESE (Arabic)
        ii. EST (General Arts), EST/SESE (English), EST/SESE (Urdu), SESE (Arts), EST (Vernacular)
        iii. EST/SESE (Home Economics)
        iv. EST/SESE (Maths), EST/SESE (Science), SESE (Science/Maths)
        v. EST (Technical)

vi. SST/SSE (Arts), SSE (English), SSE (Urdu)
vii. SST (Home Economics)
viii. SSE (Maths), SSE (Physics/Maths), SST (Science Phy/Maths)
ix. SST/SSE (Science Chem/Bio)

b. For each subject group, the following two categories of teachers will have a quota of 50%:
   i. Teachers promoted from within the district
   ii. Teachers initially recruited or transferred in from some other district.[13]
c. The quota for male and female schools will be calculated separately.
d. The quota ratio will be determined by calculating the number of teachers[14] by their subject, and the total number of sanctioned posts of the same subject group (E.9.a) within the district. For example, for the post of EST/SESE (Arabic) in male schools,
   i. Total posts of SESE (Arabic) & EST (Arabic): 120
   ii. Posts allocated for promotion: 50% of 120 = 60
   iii. Posts allocated for initial recruitment: 50% of 120 = 60
   iv. Total Teachers (promoted): 50
   v. Total Teachers (on initial recruitment): 40
   vi. Posts available for promotion: 60 - 50 = 10
   vii. Posts available for recruitment/across district transfer: 60 - 40 = 20

F. Mutual Applications

1. Mutual transfer cannot be done if the remaining service of any one of the two teachers is less than one year, or if the teacher has applied for a pre-mature retirement.
2. Mutual transfer cannot be done if the teacher has been promoted and that promotion has not been actualized.
3. Mutual transfer cannot be done if any of the two teachers has served for less than one year (as of the last date of application submission period) in the current school.
4. Teachers will not be allowed pre-mature retirement within one year of actualizing mutual transfer. Furthermore, teachers who have less than one year remaining from their retirement will not be allowed to apply for mutual transfer.
5. Mutual transfer application will only be considered if both teachers apply (i.e., submit their applications).
6. The designation and sanctioned posts of both the teachers involved in the transfer must comply with the inter-transferability rules (section B).
7. If a teacher is applying for a mutual transfer, he/she cannot apply at the same time on the basis of open merit or compassionate grounds.

[13] To further clarify, teachers who have transferred in from a different district will be counted against the recruitment quota.

[14] The number of teachers will be calculated by considering all the teachers (including the ones active in schools and the ones marked as surrendered, or as being on admin posts, or as being marked on disposal) of that designation and subject within the district, except for those who are assigned as the head of an elementary school.

8. Mutual transfer will only be actualized if both teachers complete the relieving/joining process. If any one of the two teachers fail to join within the required timeframe, the transfer order will stand cancelled and both teachers will be moved back to their original schools.
9. Mutual applications can be done both within and across districts (across district transfer will affect the recruitment/promotion quota).

G. Promotion Applications

1. Promoted teachers will be allowed to apply in the same school (based on the availability of an inter-transferrable post, as defined in section B).
2. Teachers promoted from SS-17 to SSS-18 will be eligible to apply to any vacant SSS-18 post in the same school. If approved, the post subjects will be swapped within the school.
3. Similarly, teachers promoted from SS-18 to SSS-19 will be eligible to apply to any vacant SSS-19 post in the same school. If approved, the post subjects will be swapped within the school.
4. The transfer restrictions given in section A will not be applicable on transfers due to promotions.
5. Teachers promoted to BPS 15 and 16 will be allowed to only apply within their current district; while teachers promoted to BPS 17 and above can apply to any district.

H. General Rules

1. Applications will be prioritized based on the following order (by category):
    a. Teachers applying on promotions
    b. Teachers applying on open merit / compassionate grounds.
    c. Teachers marked as on disposal / on admin posts / surrendered.

    Furthermore, applications from the teachers of the cadre 'Ex-MCL' in the schools marked as 'M.C Local' will be given preference over teachers of other cadres, irrespective of the above-mentioned application categories.

2. A teacher's application must lie in exactly one of the categories mentioned above.
3. Teachers must have an age less than 60 years (as of the last date of application submission period) to be eligible to apply.
4. Female PST/ESE teachers can apply to any school; for others teachers, males can only apply to male schools and females can only apply to female schools.
5. Teachers of cadre 'Ex-MCL' will only be allowed to apply to schools marked as 'M.C Local'.
6. When applying to transfer out from a school, the teacher requirement criteria (given in section A.2) for EST/SESE/SST/SSE Computer Science, EST/SESE Arabic, EST/SESE Drawing, EST/SESE Physical Education and SST/SSE (School Head), will be relaxed so that even a single teacher is allowed to apply.
7. Posts that are marked as blocked by SED, or against which there are pending transfer order requests from CEO, will not be available for teachers to apply to.
8. Teachers who are not allowed to apply for all types of individual transfers, (due to any restriction posed by the rules) will be allowed to record their 'willingness' to transfer out of their school. They can provide a maximum of ten preferences for any school that requires teachers of their

designation/subject. This collected data may be used at a later stage to facilitate these teachers, on the discretion of SED, as per rules.

9. During the application submission time-frame, teachers will have the option to modify their preferences and to re-submit their application multiple times. However, this facility will be locked six hours before the submission deadline. During the last six hours of the submission phase, new applications can be submitted, but submitted applications cannot be modified and resubmitted.
10. Applications that are not submitted during the transfer open period will not be entertained (although, the department may consider a grace period of 10 minutes).
11. While applying, teachers will be required to give at least one preference (and can optionally enter multiple preferences). The system will consider transfer options in the order of preference specified by teacher. Once a transfer is approved by the authority (in the system), the teacher will be bound to comply with the transfer. Any failure to do so will invoke a disciplinary action involving PEEDA.
12. During the application verification time-frame, teachers may withdraw their complete application. Withdrawing or modification of preferences within the application will not be allowed, the preferences will be considered based on the priority given by the teacher during the application submission phase.
13. The department may conduct multiple placement rounds during application verification. In each placement round, merit list will be prepared, and teachers will be selected against applied posts based on their merit. No applications in any merit-list will be considered after the last placement round. All selected preferences must be processed by the department before generating the transfer orders.
14. During verification, department may reset a previously approved/rejected application, if the verifying authority deems fit to do so. Such applications will be reconsidered for placement in the next placement round (if conducted).
15. If discrepancies in the teacher application/data are found during verification, rejecting the application (by the CEO) will result in rejecting all the preferences of that teacher. If discrepancies in a sanctioned post vacancy are found during verification, blocking the post (by SED, or via a CEO transfer request) will result in rejecting all the preferences of the applicants for that post.
16. For the approved transfer orders, if the transfer is not actualized via the QR code (i.e., relieved from the current school and joined to the new school via the SIS tablet application) within the given time frame, the order will stand cancelled and the teacher will remain in the original school.
17. Once a teacher joins the new school transfer order, the date of joining of the school will be the date of the scanning of the QR code.
18. Applications that do not comply with any of the above rules will not be considered.

Appendix-A: Cadres

Designation	**Cadre**
Qari	Tehsil
Bandmaster	Tehsil
PST	Tehsil
ESE	Tehsil
EST	District
SESE	District
SST	District
SSE	District
D.P.E	Province
Dy. Headmaster	Province
Headmaster	Province
SS	Province
Sr. Headmaster	Province
SSS	Province
Principal	Province

Appendix-B: Date Definitions

For the calculation of the marks for seniority and tenure, the following three dates will be considered:

1. Date of Joining in School: This is the date in which the teacher has given joining in any particular school.
2. Date of Appointment in Current Designation: The date in which the teacher has joined his current designation (either by promotion, or by recruitment). In case of regularization, the date of appointment in the contract post will be considered for score calculation.[15]
3. Date of Joining in Service: This is the date in which the teacher has given joining in SED. By definition, this date must always be before or on the above two dates.

[15] For PST, ESE, SSE and SESE, and any other post for which direct recruitment is done, this date will always be the same as the date of joining in service.