

## Transfer Rules for Teachers in a School

### A. Teacher Requirements of Schools

- For stand-alone primary schools (with classes from K to 5), the number of teachers (PST/ESE) required is given as follows:

<b>Teachers Allocation Criteria for Stand-alone Primary Schools</b>	
<b>Primary (K to 5) Enrollment Range</b>	<b>Required Teachers (PST/ESE)</b>
1 – 80	3
81 – 120	4
121 – 160	5
<i>And so on ...</i>	

- For primary sections of non-primary (i.e., elementary, secondary & higher secondary schools), the number of teachers (PST/ESE) required is given as follows:

<b>Teachers Allocation Criteria for Primary Section of non-Primary Schools</b>	
<b>Primary (K to 5) Enrollment Range</b>	<b>Required Teachers (PST/ESE)</b>
1 – 80	3
81 – 140	4
141 – 200	5
<i>And so on ...</i>	

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

<b>Teacher Allocation Criteria for Elementary Section (6, 7 &amp; 8)</b>							
<b># of Sections (in 6, 7 &amp; 8)<sup>1</sup></b>	<b>Required Teachers (EST/SESE) based on Subject Group</b>						
	<b>Arabic</b>	<b>Physical Education</b>	<b>Drawing</b>	<b>Computer Science</b>	<b>Arts / English / General / Oriental / Urdu / Vernacular</b>	<b>Maths / Science / Science/Maths</b>	<b>Head (no subject)<sup>2</sup></b>
3	1	1	1	1	2	1	1
4	1	1	1	1	2	2	1
5	1	1	1	1	3	2	1
6	1	1	1	1	3	3	1
<i>And so on ...</i>							

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

<sup>1</sup> Each section will be considered to comprise of 60 students (i.e., for every 61<sup>st</sup> student, a new section will be considered for the purposes of defining teacher requirements).

<sup>2</sup> The post for the elementary head (SST/SSE, no subject) is only for the schools that are not Secondary or Higher Secondary.

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	Maths / Physics/Maths
2	1	2	1	1
3	1	3	1	1
4	1	3	2	1
5	1	4	2	1
6	1	4	2	2
<i>And so on ...</i>				

5. The enrolment numbers will be based on benchmark enrolment decided by the department.
6. Computer Science teachers will only be required in schools with computer labs.
7. 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<sup>3</sup>.
  - a. **Category Orange:** At least one teacher surplus.<sup>4</sup>
  - b. **Category Green:** The number of teachers is exactly as required.
8. Teachers will always be allowed to transfer out from orange schools (provided that the school maintains the minimum required number of teachers).
9. Teachers will never be allowed to transfer in to orange or green schools.
10. Teachers will never be allowed to transfer out from red or green schools.
11. Teachers will always be allowed to transfer in to red schools.

## **B. Designation-to-Post Inter-Transferability**

1. The following table defines the sanctioned posts to which a teacher of a certain designation is eligible to transfer to:

<b>Teacher Designation</b>	<b>Eligible Sanctioned Post for Transfer</b>
PST/ESE ( <i>any subject</i> )	PST/ESE ( <i>any subject</i> )
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), SESE (Arts)
EST (General)	EST (General), SESE (Arts), EST/SESE (English), EST/SESE (Urdu),

<sup>3</sup> For a teacher to be considered required, the teacher must be required within the subject group.

<sup>4</sup> For a teacher to be considered surplus, the teacher must be surplus within the subject group.

<b>Teacher Designation</b>	<b>Eligible Sanctioned Post for Transfer</b>
	EST/SESE (Oriental), EST/SESE (Vernacular)
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)
EST/SESE (Physical Education)	EST/SESE (Physical Education)
EST (Technical)	EST (Technical)
EST/SESE (Urdu)	EST/SESE (Urdu), EST (General), SESE (Arts)
EST (Vernacular)	EST (Vernacular), EST (General)
SESE (Arts)	SESE (Arts), EST (General), EST/SESE (English), EST/SESE (Urdu)
DPE	DPE
SST/SSE ( <b><i>any</i></b> subject)	SST/SSE ( <b><i>no</i></b> subject <sup>5</sup> )
SST/SSE (Arts)	SST/SSE (Arts) SST (English) SST (Urdu)
SST/SSE (Computer Science)	SST/SSE (Computer Science)
SST (Commerce)	SST (Commerce)
SST (Home Economics)	SST (Home Economics)
SST/SSE (Science)	SST/SSE (Science)
SST (Technical)	SST (Technical)
SSE (English)	SSE (English) SST/SSE (Arts)
SSE (Maths), SSE (Physics/Maths)	SSE (Maths), SSE (Physics/Maths)
SSE (Urdu)	SSE (Urdu) SST/SSE (Arts)
SS ( <i>any subject</i> )	Dy. Headmaster, Headmaster <sup>6</sup>
SS (Arabic)	SS (Arabic)
SS (Arts and Crafts)	SS (Arts and Crafts)
SS (Biology)	SS (Biology)

<sup>5</sup> These are the posts of head of the elementary school.

<sup>6</sup> Only allowed if years of service as SS is at least 10 (on the last date of application submission period), and the grade of the teacher is the same as the grade of the post.

<b>Teacher Designation</b>	<b>Eligible Sanctioned Post for Transfer</b>
SS (Chemistry)	SS (Chemistry)
SS (Civics)	SS (Civics)
SS (Commerce)	SS (Commerce)
SS (Computer Science)	SS (Computer Science)
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 (I.T)	SS (I.T)
SS (Islamiat)	SS (Islamiat)
SS (Maths)	SS (Maths)
SS (Persian)	SS (Persian)
SS (Physical Education)	SS (Physical Education)
SS (Physics)	SS (Physics)
SS (Political Science)	SS (Political Science)
SS (Psychology)	SS (Psychology)
SS (Sociology)	SS (Sociology)
SS (Statistics)	SS (Statistics)
SSS ( <i>any subject</i> )	Sr. Headmaster Principal <sup>7</sup>
SSS (Arabic)	SSS (Arabic)
SSS (Arts and Crafts)	SSS (Arts and Crafts)
SSS (Biology)	SSS (Biology)
SSS (Chemistry)	SSS (Chemistry)
SSS (Civics)	SSS (Civics)
SSS (Commerce)	SSS (Commerce)
SSS (Computer Science)	SSS (Computer Science)
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 (History)
SSS (Home Economics)	SSS (Home Economics)
SSS (I.T)	SSS (I.T)

<sup>7</sup> For **all** SSS transfers, the grade of the teacher and the post must be the same.

<b>Teacher Designation</b>	<b>Eligible Sanctioned Post for Transfer</b>
SSS (Islamiat)	SSS (Islamiat)
SSS (Maths)	SSS (Maths)
SSS (Pak Studies)	SSS (Pak Studies)
SSS (Persian)	SSS (Persian)
SSS (Philosophy)	SSS (Philosophy)
SSS (Physical Education)	SSS (Physical Education)
SSS (Physics)	SSS (Physics)
SSS (Political Science)	SSS (Political Science)
SSS (Psychology)	SSS (Psychology)
SSS (Sociology)	SSS (Sociology)
SSS (Statistics)	SSS (Statistics)
SSS (Urdu)	SSS (Urdu)
Dy. Headmaster, Headmaster	Dy. Headmaster, Headmaster
Sr. Headmaster	Sr. Headmaster
Principal	Principal <sup>8</sup>
Qari	Qari
Bandmaster	Bandmaster

### **C. Calculating the Score for Applications**

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

Distance	20 Marks <ul style="list-style-type: none"> <li>• 0.50 marks, for every km after 08 kms, for cadre of tehsil.</li> <li>• 0.25 marks, for every km after 16 kms, for cadre of district.</li> <li>• 0.25 marks, for every km after 24 kms, for cadre of province.</li> <li>• The distance considered will be point-to-point between schools.</li> <li>• The distance will be rounded down to two decimal places.</li> <li>• Score will be calculated to two decimal places.</li> <li>• Distance marks will only be awarded for within-district applications.</li> </ul>
Tenure	30 marks <ul style="list-style-type: none"> <li>• The start date of the tenure will be the '<i>Date of Joining of School</i>' or '<i>Date of Appointment in Current Post</i>', whichever is later.</li> <li>• No marks will be awarded for the first year.</li> <li>• Every subsequent year will carry 2 marks.</li> <li>• Partial marks will be awarded for partial year.</li> <li>• Score will be calculated to two decimal places.</li> </ul>
Seniority	20 marks

<sup>8</sup> The grade of the teacher and the post must be the same.

	<ul style="list-style-type: none"> <li>• The start date for calculating seniority will be the '<i>Date of Appointment in Current Post</i>'.</li> <li>• Every year will carry 2 marks.</li> <li>• Partial marks will be awarded for partial year.</li> <li>• Score will be calculated to two decimal places.</li> </ul>
Divorce	15 marks
Disability	10 marks
Widow	10 marks
Wedlock	05 marks

2. For applications based on promotions, no score will be calculated. Instead, applications will be prioritized based on the seniority number of the applicant.
3. In case of a tie, preference will be given:
  - a. Firstly, on the basis of gender (females will have priority)
  - b. Secondly, by the CNIC date of birth (an earlier date will be given preference)
  - 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 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: Divorce, Disability, Widow and Wedlock.
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 transfer based on a compassionate application can be actualized only once. The only exception to this is Wedlock, which can be availed multiple times, but only if the spouse of the teacher is a government servant.
4. The category for Widow and Divorce will only be available for female teachers.
5. All preference of the application must of the same district.
6. When applying on compassionate grounds, the teacher requirement criteria of the origin school (i.e., the definition of red schools in section A.10 for the origin school) will be relaxed, such that,
  - a. There must remain a minimum of two teachers in the school.
  - b. There must remain a minimum of two PST/ESE teachers in all primary schools.

- c. There must remain a minimum of three EST/SESE teachers in all schools with an elementary section.
  - d. There must remain a minimum of two SST/SSE teachers in all schools with a secondary section.
7. Across district applications will be subject to the availability of initial recruitment quota in that specific district for that specific designation & subject.
  8. Quota for EST/SESE teachers will be calculated (and be available publicly) by the system using the following criteria:
    - a. The quota for male and female schools will be calculated separately.
    - b. Each of the following two groups will have a quota of 50%:
      - i. Teachers promoted from within the district
      - ii. Teachers initially recruited or transferred in from some other district
    - c. The following subjects of EST/SESE will be grouped together for quota calculation:
      - i. EST/SESE (Agriculture)
      - ii. EST/SESE (Arabic)
      - iii. SESE (Arts)
      - iv. EST/SESE (Computer Science)
      - v. EST/SESE (Drawing)
      - vi. EST/SESE (English)
      - vii. EST (General)
      - viii. EST/SESE (Home Economics)
      - ix. EST/SESE (Maths), EST/SESE (Science), SESE (Science/Maths)
      - x. EST/SESE (Physical Education)
      - xi. EST (Technical)
      - xii. EST/SESE (Oriental)
      - xiii. EST/SESE (Urdu)
      - xiv. EST (Vernacular)
      - xv. DPE
      - xvi. SST/SSE (Arts)
      - xvii. SST/SSE (Computer Science)
      - xviii. SST (Commerce)
      - xix. SST (Home Economics)
      - xx. SST/SSE (Maths), SST/SSE (Physics/Maths)
      - xxi. SST/SSE (Science)
      - xxii. SST (Technical)
      - xxiii. SSE (English)
      - xxiv. SSE (Urdu)
      - xxv. SST/SSE (no subject) (for elementary head)
    - d. The quota ratio will be determined by calculating the number of teachers<sup>9</sup> by their subject, and the number of sanctioned posts of the same subject group (8.c) within the district. For example, for the post of EST (General) in male schools,

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<sup>9</sup> The number of teachers will be calculated as follows:

- i. For elementary head, the number of teachers will be the number of teachers *assigned* to those posts.

- i. Total posts: 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: 60 - 40 = 20
- e. Teachers who have availed across-district transfer after promotion will be considered against the quota for initial recruitment.

### **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. Teachers will not be allowed pre-mature retirement within one year of actualizing mutual transfer.
4. Mutual transfer application will only be considered if both teachers apply (i.e., submit their applications).
5. The designation and sanctioned posts of both the teachers involved in the transfer must comply with the inter-transferability rules (section B).
6. If a teacher is applying for a mutual transfer, he/she cannot apply at the same time on the basis of open merit, compassionate grounds or promotion.
7. 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.

### **G. Promotion Applications**

1. 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.
2. 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.
3. The transfer restrictions given in section A (regarding the red, orange and green schools) will not be applicable on transfers due to promotions.
4. Teachers promoted to BPS 15 and 16 will be allowed to only apply within their current district; while teachers promoted to BP2 17 and above can apply to any district.

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- ii. For all other subject groups, the number of teachers will be the number of teachers of that subject, minus the number of teachers of that subject assigned to elementary head posts.

## **H. General Rules**

1. Applications will be prioritized based on the following order (by category):
  - a. Teachers marked on administrative posts
  - b. Teachers applying on open merit / compassionate grounds.
  - c. Teachers applying on promotions
  - d. Teachers marked as surrendered.
2. Among the four categories above, applications for promotion will be prioritized based on the promotion seniority number. The rest will be prioritized based on the score.
3. A teacher's application must lie in exactly one of the four categories mentioned above.
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. During the application submission time-frame, teachers will have the option to modify and to re-submit their application multiple times. However, once the submission deadline has passed, the submission will be considered locked and no changes in the submitted application from the teacher will be accepted.
6. 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).
7. 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.
8. 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.
9. The department may conduct multiple rounds of evaluating applications and verifying and placing teachers on the merit lists (based on the application score). No applications in any merit-list will be considered after the last placement round.
10. 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.
11. 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.
12. Applications that do not comply with any of the above rules will not be considered.