

MOST IMPORTANT



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No.SO(ESTT)3-4/2005
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 26th December, 2024

To

**All the District Education Officers,
Special Education, Punjab.**

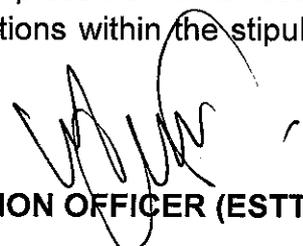
Subject: **GUIDELINES – E-TRANSFER PORTAL.**

Kindly refer to the subject cited above.

2. During the winter session of e-Transfer (2024), the following guidelines / instructions shall be followed by District Education Officers:-

- i) All the documents may be examined and got verified carefully in the light of Transfer Policy – 2022.
- ii) Information given on ICP charts particularly date of present posting and tenure in the incumbent institute shall be cross checked with personal files.
- iii) All documents submitted under different categories must be verified.
- iv) Any applicant submitting the transfer application on medical ground is required to furnish medical certificate duly issued by the authorized medical attendant, in terms of Punjab Medical Attendance Rules, 1959.
- v) Notified timelines shall be observed strictly.
- vi) The District Education Officer shall scrutinize and ensure completeness of applications, they will coordinate with applicants in this regard (if so required).
- vii) All applications shall be forwarded after a meticulous review, considering the veracity of the factual information provided in the application.
- viii) Transfer requests against Non-Teaching / Administrative Posts shall not be entertained during the online transfer session.
- ix) Appeals against final orders pertaining to e-transfers lodged by the candidates before the Grievance Redressal Committee shall be forwarded alongwith clear and explicit recommendations forthwith.

3. You are therefore, directed to ensure completion of winter session exercise of e-Transfer (2024) as per guidelines/instructions within the stipulated timelines.


SECTION OFFICER (ESTT-I)

C.C:

PS to Secretary, Special Education Department.