

**REGISTERED**



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

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Dated Lahore the 25<sup>th</sup> April, 2025

To

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

Subject: **INSTRUCTIONS REGARDING SUBMISSION OF TRANSFER APPLICATIONS.**

Attention is invited to this department's earlier instructions dated 20.12.2022 and 06.06.2023 regarding the submission of transfer applications (**copies enclosed**). The said instructions are hereby reiterated for strict compliance by all concerned.

2. In accordance with the provisions of the **Transfer Policy – 2022** of the Special Education Department, all requests for transfer of teaching and allied professional staff shall only be submitted through **e-portal** during the summer and winter vacations, as per the schedule notified by the department annually. The Policy explicitly stipulates that **only online applications** submitted through the e-portal shall be entertained.

3. Notwithstanding the above, this department continues to receive manual applications from teaching cadre and allied professionals, submitted directly or otherwise, without routing through the prescribed online mechanism / e-portal. This practice is in blatant violation of the provisions of the Transfer Policy–2022.

4. The Competent Authority has taken serious notice of such non-compliance and has directed that all teaching and allied professional staff be categorically instructed to adhere to the aforementioned Policy in letter and spirit. Henceforth, **no manual request for transfer**, whether submitted directly or through any official channel, shall be entertained. Any deviation from the prescribed procedure may entail disciplinary action against the delinquent officer(s)/official(s), in accordance with the applicable law/rules, **except** in cases covered under Clause 4(i) and 4(ii) of the Transfer Policy–2022.

P.T.O

5. All District Education Officers (Special Education), Punjab, are hereby directed to ensure dissemination of these instructions to all officers/officials under their administrative control for meticulous compliance. A certificate of acknowledgement to this effect shall also be furnished to the department for official record.

6. Furthermore, I am directed to convey that all manual transfer requests received by this department to date stand **disposed of and consigned to record** with immediate effect, being in violation of the Transfer Policy-2022.

  
SECTION OFFICER (ESTT-I) 25/4/25

C.C

4. Director General, Directorate General of Special Education, Punjab, Lahore.
5. Deputy Director (Admin), Directorate General of Special Education, Punjab, Lahore, **with the request to upload the above instructions on the official website of the department.**
6. PS to Secretary, Special Education Department.