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## GOVERNMENT OF THE PUNJAB LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

### NOTIFICATION

(80 of 2021)

18 MARCH 2021

Notification No. SO(Estt.)3-4/2005, dated 09.03.2021, issued by Government of the Punjab, Special Education Department, is hereby published in Punjab Gazette (Extra Ordinary) for general information:



No.SO(Estt)3-4/2005  
**GOVERNMENT OF THE PUNJAB**  
**SPECIAL EDUCATION DEPARTMENT**

Dated Lahore the 09<sup>th</sup> March, 2021.

Subject: **TRANSFER POLICY – 2020**

The Competent Authority has been pleased to approve the following Transfer Policy for Special Education Department. The Policy shall come into effect forthwith.

2. There shall be general ban on transfer/ posting. Teaching/ non-Teaching staff and allied professionals of Special Education Department can be posted anywhere in Punjab against the cadre posts. No officer/ official shall claim posting against a particular post or station as a right. There will be a post specific merit based criteria for every vacant post. The requests for the transfer of the teachers shall be entertained during summer vacations as per the schedule notified by the Special Education Department each year. Minimum tenure of three years shall be observed. No transfer shall be made except against the vacant post.

3. The post-specific criteria for posting/transfer is as follows:

i.	Service in far flung area	30 marks
ii.	Seniority	10 marks
iii.	Wedlock	15 marks
iv.	Compassionate Grounds	10 marks
v.	Disability	20 marks
vi.	Academic Results	15 marks

i) **Service in far-flung area (Maximum Marks = 30)**

The applicants shall not be awarded any mark for first three years after recruitment or promotion. The marks shall be awarded on yearly basis in accordance with the distance (one side) as given below:

a.	Upto 25 KM	-	No marks.
b.	From 26 to 50 KM	-	2 marks per year.
c.	From 51 to 100 KM	-	3 marks per year.
d.	From 101 KM and beyond	-	5 marks per year.

- A complete one year shall be considered for award of marks.
- In case of any dispute, the global positioning shall be used for distance calculations.

ii) **Seniority (Maximum Marks = 10)**

- No marks for first three years in the relevant grade after recruitment or promotion.
- After three years, for each year served in the same substantive post, the applicant shall get two (02) marks.

iii) **Wedlock (Maximum Marks = 15)**

- All claims for transfer on wedlock basis are subject to availability of the post and production of Nikah Nama and domicile of the spouse.
- No marks for wedlock if the spouses are placed within same district.
- The applicant shall be eligible to get 15 marks if he / she applies for transfer on wedlock basis.



iv) **Compassionate Grounds (Maximum Marks = 10)**

- If the female applicant is a widow or divorced she will get 10 marks subject to production of death/ divorce certificate.

v) **Disability (Maximum Marks = 20)**

- The disability for this purpose will be counted which hinders mobility. A disabled applicant shall get 20 marks subject to production of disability certificate from the Standing Medical Board.
- The spouse of disabled applicant shall be eligible to get 10 marks subject to production of disability certificate from the Standing Medical Board.

vi) **Academic Results (Maximum Marks = 15)**

- Mean Score achieved by the students in the examinations of terminal classes i.e. 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> will be the score of applicant, out of 15 marks.
- Mean Score of all the students appeared in examination for the last three years will be considered for the purpose of allocation of marks. In case of dispute, result copies to be considered.
- For the teachers it will be mean score of the subjects being taught by them while for the head teachers it will be the mean score of their relevant terminal classes i.e. Grade V, VIII, X and XII.
- Those who are not teaching terminal classes like grade V and VIII, the mean score of the relevant terminal classes of the school will be considered as their mean score.
- The teachers and Head Teacher who fail to ensure appearance of their students in terminal classes i.e. Grade V, VIII, X and XII shall be awarded zero score.

**Note:** All claims including wedlock, compassionate grounds, disability and others are subject to availability of vacancy and cannot be claimed as a right.

4. There would be no ban on the transfer/ posting made on the following grounds:

- Employees awaiting posting because of return from leave or deputation or suspension from service etc.
- Fresh appointment to be made on the recommendations of PPSC or promotion on the recommendations of Selection Board/Committee or demotion as the case may be.
- Mutual Transfer.
- Transfer on administrative grounds.
- Transfer of employees suffering from terminal illness subject to production of Medical Certificate by the Standing Medical Board.
- On rectification of erratic posting and adjustment of erratically posted person to matching post in his/ her cadre.

5. There would be ban on the following transfers:

- Erratic adjustments shall not be made as such:
  - Against irrelevant subjects.
  - On loan basis from the one place or institutions to the other or temporary duty or attachment with officers or offices, except that in case of a Primary School/ Centre wherein all female teaching staff is on maternity leave or school is closed in Rural Areas.
- In case of Head of the Institution, transfer shall not be made without a substitute.



- iii) In case of a school with single teacher of respective disability, transfer shall not be made without a substitute.
  - iv) No transfer shall be made on disciplinary or administrative grounds except coupled with inquiry under PEEDA Act, 2006.
  - v) Within two years immediately / preceding the date of superannuation, the teachers, officers and officials would not be transferred from their places of posting unless considered necessary on administrative / disciplinary grounds or if so requested by the concerned incumbent or when it is for the purpose of promotion or rectification of erratic posting.
6. **Transfer of a Contract Employee:** Transfer of the contract employees shall be made in accordance with the provisions of the Contract Appointment Policy, 2004 (as amended from time to time).
7. **Mutual Transfers:** Mutual transfers will be allowed by the Competent Authority subject to the condition that both the candidates are in the same discipline / subject/post/scale. The Transferring Authority shall, however, verify the consent in writing of the employees willing for mutual transfer. Further, if one of the incumbents is due for retirement within one year, it shall not be considered as mutual transfer.
8. **Transfer against the Administrative Posts:** The tenure of the posting of an officer against the posts of Directors, District Education Officers/ Deputy Directors and Assistant Directors shall be three years which may be extended up-to maximum of one year by the Competent Authority.
9. **Transfer before Retirement on Superannuation:** Officers/ officials due to retire on attaining the age of superannuation in two years will be given a choice of their last posting. This choice will be either for the station or for the post, but not for both. The authority competent to order transfer will, so far as possible, honour the choice of the officer/official but will not be bound to do so. In particular, lucrative appointments will not be given, especially to officers/officials of ill repute.
10. All requests for transfer shall be entertained only if submitted through proper channel.

**SECRETARY**  
**GOVERNMENT OF THE PUNJAB**  
**SPECIAL EDUCATION DEPARTMENT"**

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**(BAHADAR ALI KHAN)**  
**SECRETARY**  
Government of the Punjab  
Law and Parliamentary Affairs Department