

REGISTERED



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No.SO(ESTT)41-83/2016
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 06th June, 2023

To

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

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

Please refer to the earlier instructions regarding submission of transfer applications, issued on 20.12.2022 **(Copy Enclosed)**. The same are reiterated as under:-

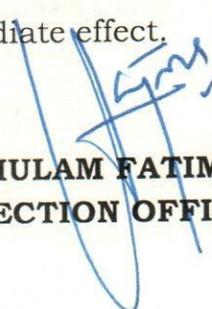
2. As per notified Transfer Policy-2022 of Special Education Department, requests for transfer of the teachers and allied professionals shall be entertained through e-portal during summer and winter vacations as per the schedule notified by the Special Education Department each year. The policy ibid clearly stipulates that only online application will be entertained. Whereas this department is in receipt of applications manually filed by the officers of the teaching cadre and allied professional without routing the same through proper channel which is contrary to the aforementioned provisions of the policy ibid.

3. The Competent Authority has taken a serious exception to this and desired that all the teaching / allied professional staff may be strictly directed to adhere to the provisions of Transfer Policy 2022 and follow the prescribed manner of submission of requests/applications for transfer without any fail. No manual request for transfer either submitted directly or through proper channel shall be entertained as the

same may attract disciplinary action against the delinquent officer(s)/office(s).

4. All the District Education Officers (Special Education), Punjab are directed to disseminate the above said instructions to all the employees working under their administrative control for P.T.O compliance. A certificate of acknowledgement may be supplied to the department for record.

5. I am further directed to state that all the manual transfer requests which have been received in this department till date, are hereby stand rejected/disposed off with immediate effect.


(GHULAM FATIMA BANDIAL)
SECTION OFFICER (ESTT)

C.C

1. The Director General, Directorate General of Special Education, Punjab, Lahore.
2. PS to Secretary, Special Education Department.