

SIS Implementation Framework for Transfers of Teachers

Based on the E-Transfer Policy 2024 of the School Education Department

Introduction

The School Information System (SIS) was launched in March 2017 for the School Education Department (SED), in order to track the enrollment of students in the public schools of Punjab. Over the years, this system has expanded to include the collection and management of all data elements of public schools, including the students, teachers, school facilities, sanctioned posts, etc. It has also incorporated major workflows like include student transfer & promotion, the annual school census, and the e-transfer system.

Using the e-transfer module of the SIS, the SED can conduct a transfer round, during which teachers can apply to be transferred to different posts, via the SIS mobile app. These applications are ranked based on a score, a merit list is prepared, and then the candidates at the top of the list are granted QR coded transfer orders. Teachers can use these orders to relieve themselves from their currently assigned posts to join new ones. All this is done with complete transparency, with the teachers having the complete view of the available posts, the scores and the merit list rankings. The goal of the system is to place teachers in their preferred locations, while balancing it with the need of the students in schools.

This document aims to outline and clarify the mechanism of teacher transfers that is implemented in the e-transfer module of the SIS. The rules that form the basis of this mechanism are defined by the department and are implemented in SIS by the Punjab IT Board (PITB). The SED has the sole prerogative to define and change these rules, as well as to mediate any disputes in accordance to them.

Section A: The E-Transfer Process

1. SED will define the dates of conducting the transfer round. This will consist of three phases:
 - a. Phase 1: Submission phase, in which teachers will submit applications.
 - b. Phase 2: Verification phase, in which the system will rank the applications and CEOs will mark the top applications (selected by the system) as approved or rejected.
 - c. Phase3: Movement phase, in which orders will be generated by the department based on the activities of the previous phases. Teachers will then use these orders for relieving/joining posts and schools.

Phase 1: Submission

2. When applying, teachers are to ensure that their profile data (e.g., the existing school, assigned post, designation, subject, grade, relevant dates, etc.) is correct. Any irregularities in it should be rectified by the concerned CEO before the application is submitted.
3. While applying, teachers will be required to give at least one preference (and can optionally enter multiple preferences). The priority of the preference, as given by the teacher, will be considered by the system while preparing the merit lists. The preference of the teacher will indicate the school, and the system will place the teacher at any appropriate equivalent post in the school.
4. During the submission phase, teachers will have the option to delete their applications. They may then choose to modify their preferences and then re-submit their modified applications, if desired.
5. The facility to delete applications by the teachers will be unavailable during the last six hours of the submission phase.
6. Once the application is submitted, the application data of the teacher will become un-editable.
7. Applications that are not submitted during the submission phase will not be considered.

Phase 2: Verification

8. During the verification phase, the system will prepare merit lists. The top candidate(s) in each merit lists will be marked as selected, which will be available for CEOs to review.
9. Merit lists may be prepared multiple times during the verification phase, to ensure the maximum placement of the teachers on their highest priority preferences, based on their merit.
10. During the verification phase, teachers may withdraw their complete application. Withdrawing or modification of individual preferences within the application will not be allowed.
11. CEOs can mark the selected applications as approved or rejected, based on the application data.
12. In case a post is unavailable due to a restraining order of a court, the post will be marked as blocked (by the SED administration).
13. Rejection of a candidate due to incorrect data, unavailability for verification, or due to application withdrawal, will result in all preferences of the teacher to be rejected.
14. In case of an incorrect approval/rejection, the application status can be reverted. This will result in the application being considered again during the next time the merit lists are prepared. This option to revert the status will not be available on the last day of the verification phase.

15. Except for the last 7 days of verification phase, the teachers will have the opportunity to raise their concern regarding any issues faced by them during e-transfer. It will be the responsibility of CEOs to address and close all these concerns in the system (in light of Review committee's decision) in light of the transfer rules.
16. No preference will be considered for approval/rejection after the last time that the merit lists are prepared.

Phase 3: Movement

17. Before generating the transfer orders in the system, it will be ensured that,
 - a. There are no preferences that are awaiting a merit list preparation (due to their status being reverted)
 - b. All selected preferences have been reviewed by the CEOs (i.e., have been marked as approved or rejected).
 - c. All the concerns raised by the teachers have been examined and have been marked as resolved by the CEOs, after taking an appropriate action.
18. While generating the orders for the applications, additional low STR transfer orders (LSTO) will also be generated. These LSTOs will facilitate the schools that would have otherwise been left with less than the required number of teachers, after the transfer round.
19. Once a transfer order is issued, the teacher will be bound to comply with the transfer. Any failure to do so will invoke a disciplinary action involving PEEDA. Such a teacher will not be allowed to apply for a transfer for a period of one year (from the order date)
20. For the approved transfer orders, if the transfer is not actualized via the QR code (i.e. joined to the new school via the SIS tablet application) within the given period, the order will stand cancelled and the teacher will remain in the original school, post, designation and grade.
21. Once a teacher joins the new school transfer order by scanning the QR code in the destination school's tablet, the date of scanning will be considered as the date of actualization/joining. In case of moving within the same school, unless joined explicitly, the joining will be marked automatically by the system as the last date of the order validity.

Section B: Scoring & Merit List Ranking

1. If multiple teachers are applying from a school, but not all of them can leave; they will be ranked according to the following criteria:
 - a. Teachers applying on promotions
 - b. Application score / Promotion data
 - c. Tie breaking criteria

2. If multiple teachers are applying to a school and competing for the same post(s) (i.e., are being placed in the same merit list); they will be ranked according to the following criteria:
 - a. For schools that are marked as “M.C Local”, teachers marked as the cadre “Ex-MCL” will be given priority.
 - b. Teachers applying on promotions
 - c. Teachers applying on open merit
 - d. Application score / Promotion Data
 - e. Tie breaking criteria

3. For applications based on promotions, the CEOs will be responsible to enter the correct promotion information (date of promotion and the seniority number) in the system correctly, before the transfer application of the teacher is submitted. These application will be ranked based on the following:
 - a. Firstly, based on the date of order of promotion (earliest date gets preference)
 - b. Secondly, based on seniority number of the applicant (smaller number gets preference).

4. For the application score, marks will be given based on the following factors

#	Factor	Marks
a	Distance	10 Marks <ol style="list-style-type: none"> i. Distance marks will be awarded only to teachers that are serving in a school at the time of applying. ii. The distance considered will be the road distance between the two schools (despite not being travelled by any teacher), as determined by Google Maps. This will be based on the available school coordinates in the system. In case of unavailability of results from Google Maps, the straight-line distance between the two schools will be used for the purpose of score calculation. In case of unavailability of coordinates of

		<p>any one school, the distance considered will be zero. Variabilities in the Google Maps results (based on time of checking) is expected, and will not be taken into account.</p> <p>iii. The distance will be rounded to two decimal places.</p> <p>iv. Score will be calculated to two decimal places.</p> <p>v. Distance score 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 rule B.1.b).</p> <p><u>For within district,</u></p> <p>vi. 0.2 marks / km, for each kilometer from 0.00 - 50.00</p> <p><u>For across district,</u></p> <p>vii. 0.1 marks / km, for each kilometer from 0.00 - 100.00</p>
b	Service	<p>5 marks</p> <p>i. The start date of calculation will be the <i>“Date of Joining Service”</i>.</p> <p>ii. The end date of calculation will be start of phase 1.</p> <p>iii. Every year will carry 0.2 marks (up to 25 years).</p> <p>iv. Partial marks will be awarded for partial year.</p> <p>v. Score will be calculated to two decimal places.</p>
c	Qualification	<p>05 marks for PhD</p> <p>03 marks for M. Phil</p>
d	School Tenure	<p>20 marks</p> <p>i. The start date of calculation will be the <i>“Date of Appt. in School”</i> or <i>“Date of Appointment in Current Designation”</i>, whichever is later.</p> <p>ii. The end date of calculation will be start of phase 1.</p> <p>iii. Every year will carry 0.8 marks (up to 25 years).</p> <p>iv. Partial marks will be awarded for partial year.</p> <p>v. Score will be calculated to two decimal places.</p>
e	Previous Low STR	<p>10 marks</p>

Transfer Order (LSTO)	<ul style="list-style-type: none"> i. The start date of calculation will be the <i>“Date of Appt. in School”</i> or <i>“Date of Appointment in Current Designation”</i>, whichever is later. ii. The end date of calculation will be start of phase 1. iii. Every year will carry 0.4 marks (up to 25 years). iv. Partial marks will be awarded for partial year. v. Score will be calculated to two decimal places. vi. The current school should have been joined via a previous LSTO. vii. No marks will be given if the tenure in school is less than one year.
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5. In case of a tie, priority will be decided by the notified seniority number.

Section C: Promotion Applications

1. Promoted teachers will be allowed to apply in the same school, if a relevant post is available.
2. 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.
3. Similarly, teachers promoted from SSS-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.
4. Teachers promoted to BPS 15 and 16 will be allowed to apply only within their current district, while teachers promoted to BPS 17 and above can apply to any district.
5. Teachers who have promotion entries with a promotion date 1 year prior to the start of the transfer round will not be treated as promotion applicants.
6. Teachers with a pending/un-actualized promotion will only be allowed to apply on promotion category.
7. Teachers of cadre *“Ex-MCL”* will be able to apply to non-vacant posts of the schools marked as *“M.C Local”*, if they are occupied by *“General”* cadre teachers. On actualization of such orders, to make vacancy, the occupying *“General”* teachers will be removed (based on *“Date of Appt. in School”* or *“Date of Appointment in Current Designation”*, whichever is later) from schools and will be marked as *“On Disposal”*.
8. For all promoted teachers who did not apply or were not able to get a promotion transfer order despite applying, in a transfer round occurring after their promotion entry; the system will generate promotion transfer orders to a random destination school.

9. If a promotion transfer order is not actualized, the promotion entry for the teacher will be considered to be expired (i.e., the teacher will be considered to have foregone the promotion).

Section D: Open Merit Applications

1. The teacher must spend at least three years (as of the planned date of order generation) in the current school to be eligible to apply.
2. Teachers of all cadres may apply within district or across district.
3. All across-district applications of EST, SESE, SST and SSE will be subject to the availability of initial recruitment quota of the designation/subject of the applying teacher, in the destination district.

The rules governing this quota are defined as follows:

- a. The following subjects of EST/SESE and SST/SSE will be grouped for quota calculation:
 - i. EST/SESE (Arabic)
 - ii. EST (General Arts), EST/SESE (English), EST/SESE (Urdu), SESE (Arts), EST/SESE (Oriental), EST (Vernacular)
 - iii. EST/SESE (Maths), EST/SESE (Science), SESE (Science/Maths)
 - iv. SST/SSE (Arts), SSE (English), SSE (Urdu)
 - v. SSE (Maths), SSE (Physics/Maths), SST/SSE (Science)
- b. For each subject group, the following two categories of teachers will have a quota:
 - i. Teachers promoted from within the district
 - ii. Teachers initially recruited or transferred in from some other district.¹
- c. The quota percentage² will be defined as follow:

Subject Group	Recruitment %	Promotion %
EST/SESE (Arabic)	50%	50%
EST (General Arts), EST/SESE (English), EST/SESE (Urdu), SESE (Arts), EST/SESE (Oriental), EST (Vernacular)	50%	50%
EST/SESE (Maths), EST/SESE (Science), SESE (Science/Maths)	50%	50%
SST/SSE (Arts), SSE (English), SSE (Urdu)	50%	50%
SSE (Maths), SSE (Physics/Maths), SST/SSE (Science)	50%	50%

- d. The quota for male and female schools will be calculated separately.

¹ Teachers who have transferred in from different districts will be counted against the recruitment quota.

² In case of uneven division, the promotion category will have the one extra post.

- e. The quota ratio will be determined by calculating the number of teachers³ by their subject, and the total number of sanctioned posts of the same subject group within the district. For example, for the post of EST/SESE (Arabic) in male schools,
- | | |
|--|-----------------|
| i. Total posts of SESE (Arabic) & EST (Arabic): | 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/across district transfer: | 60 - 40 = 20 |

Section F: Mutual Applications

1. A mutual transfer application cannot be applied for, if any of the two teachers involved in the transfer,
 - a. Has a remaining service of less than one year.
 - b. Has applied for a pre-mature retirement.
 - c. Has applied for LPR
 - d. Has served for less than one year (as of the last date of the application submission phase) in the current school.
 - e. Is currently not serving in any school.
 - f. Is not eligible to be posted against the assigned sanctioned post of the other.
 - g. Has a pending promotion that has not been actualized.
 - h. Has applied on open merit.
2. Teachers will not be allowed pre-mature retirement within one year of actualizing mutual transfer.
3. For a mutual transfer application to be considered as properly submitted, both teachers must apply via the mobile app (i.e., submit their applications).

³ The number of teachers will be calculated by considering all the teachers (including the ones active in schools and the ones marked as being on admin posts, surrendered, or on disposal) of that designation and subject within the district, except for those who are assigned as the "School Head" of an elementary school.

- For a mutual transfer order to be considered as actualized, both the teachers involved must complete the process of relieving/joining via the scanning of the QR coded transfer order. If any one of the two teachers fails to join within the required timeframe, the transfer order will stand cancelled and both teachers will be moved back to their original schools.

Section G: Teacher Requirement Criteria

- For primary schools and primary sections of non-primary schools, the number of teachers required is given as follows:

Teachers⁴ Allocation Criteria for Primary Schools / Section		
Primary (K to 5) Enrolment Range	Max. Teacher Requirement in School (Transferring-in)	Min. Teacher Requirement in School (Transferring-out)
1 - 80	3	2
81 - 120	4	3
121 - 160	5	4
<i>And so on ...</i>		

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

Teacher Allocation Criteria for Elementary Section (6, 7, & 8)					
# of Sections⁵ (in 6, 7, 8)⁶	Required Teachers (EST/SESE) based on Subject Group				
	Arabic	Drawing	Computer Science	Arts / English / General Arts / Oriental / Urdu / Vernacular	Maths / Science / Science/Maths
3	1	1	1	2	1
4	1	1	1	2	2
5	1	1	1	3	2
6	1	1	1	3	3
<i>And so on ...</i>					

Additionally, for elementary schools, only one teacher will be required for the post of SSE/SST (School Head).

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

⁴ For stand-alone primary schools, this is not restricted to PST/ESE, but includes all teachers and sanctioned posts.

⁵ Each section will be considered to comprise of 60 students (i.e., for every 61st student in the class, a new section will be considered for the purposes of defining teacher requirements).

⁶ A minimum number of 3 sections will be considered, irrespective of enrolment.

Teacher Allocation Criteria for Secondary Section (9 & 10)			
# of Sections (in 9, 10) ⁷	Required Teachers (SST/SSE) based on Subject Groups		
	Computer Science	Arts / English / Urdu	SSE (Maths), SSE (Physics/Maths), SST/SSE (Science)
2	1	2	2
3	1	3	2
4	1	3	3
5	1	4	3
6	1	4	4
<i>And so on ...</i>			

4. For EST/SESE physical education, the number of teachers required is given as follows:

Teacher Allocation Criteria for EST/SESE Physical Education Teachers	
Total Enrollment of School	Required EST/SESE Physical Education Teachers
0 to 1000	1
More than 1000	2

5. Furthermore, other than the requirement given in the above tables, a minimum number of teachers must be maintained in all schools, such that,
- A minimum of two teachers must be present in stand-alone primary schools.
 - A minimum of two PSTs/ESEs must be present in primary sections of non-primary schools.
 - A minimum of two ESTs/SESEs must be present in elementary schools or elementary sections of schools.
 - A minimum of one SSTs/SSEs must be present in secondary schools or secondary sections of schools.
6. The enrolment numbers will be based on benchmark enrolment decided by the department.⁸
7. Computer Science teachers (EST/SESE & SST/SSE) will only be required in schools with computer labs. Furthermore, for SST/SSE, computer science students must also be present in the school.⁹
8. In terms of teacher requirements, schools will be divided into three categories (for each subject group):
- Category Red:** At least one teacher is required¹⁰.

⁷ A minimum number of 2 sections will be considered, irrespective of enrolment.

⁸ Unless explicitly specified otherwise, the benchmark will be based on the previously conducted school census. For schools that did not submit this census, the benchmark will be based on the current SIS enrolment.

⁹ The presence of computer lab and CS students will also be considered based on the previously conducted school census (or the current SIS data, for schools that did not submit the census).

¹⁰ For a teacher to be considered required, the teacher must be required within the subject group.

- a. **Category Orange:** At least one teacher surplus.¹¹
 - b. **Category Green:** The number of teachers is exactly as required.
9. Teachers will always be allowed to transfer out from orange schools.
 10. Teachers will always be allowed to transfer in to red schools.
 11. Teachers will never be allowed to transfer in to orange or green schools.
 12. Teachers will never be allowed to transfer out from red or green schools without a replacement.
 13. Exceptions to the teacher requirement criteria is as follows:
 - a. For promotion applications, no rules of this section will be applicable.
 - b. When applying to transfer out from a school, the teacher requirement criteria (given in G.2, G.3, and G.4) for EST/SESE of Arabic, Computer Science, Drawing, and Physical Education; and SST/SSE of Computer Science and School Head; will be relaxed so that a teacher may apply, provided that it does not conflict with G.5.

Section H: Low STR Transfer Orders (LSTO) for Relieving from Red & Green Schools

1. Section G (Teacher Requirement Criteria), on its own, will restrict the submission of transfer applications from teachers in red/green schools. Such (restricted) teachers will be facilitated by identifying corresponding (surplus) teachers in nearby orange schools. These surplus teachers will be issued “Low STR transfer orders” (LSTO), so that they may replace the restricted teachers in the red/green schools, thereby allowing the movement of the restricted teachers.
2. The restricted teachers will be able to submit provisional applications. These applications will be processed normally in the system while generating tentative merit lists. These can potentially result in the generation of transfer orders as well. However, these transfer orders will also be provisional, subject the identification of surplus teachers in nearby orange schools, and their movement to the red/green schools.
3. For any restricted teacher, the target orange schools of the recipient of the LSTO (i.e., surplus teacher) will:
 - a. Lie within a certain radius of the red/green school (25 km for a male surplus teacher and 15 km for a female surplus teacher)
 - b. Be in the same district as of the origin red/green school of the restricted teacher.
 - c. Will be orange w.r.t. the subject group of the restricted teacher.

¹¹ For a teacher to be surplus, the teacher must be surplus within the subject group and in line with rule G.5.

- d. Will not stop being orange (w.r.t. the subject group of the restricted teacher) because of an approved transfer-out application in the current round of transfers.
4. For any selected orange school for the LSTO, the LSTO recipient surplus teacher will have:
 - a. A tenure of greater than 3 years in the current school (as of the planned date of order generation).
 - b. An age of less than 55 years (as of the planned date of order generation)
5. In case of multiple destination red/green schools for an LSTO recipient surplus teacher, the nearest school will be given preference.
6. In case of multiple potential LSTO teachers in an orange school, the teacher with the greatest tenure in the school will be processed first.
7. In case of multiple restricted teachers in the red/green schools, the teachers will be prioritized based on rule B.1.
8. The finalization of identification of LSTO recipients and the generation of all LSTOs will done at the time of generating the transfer orders (in phase 3).
9. The provisional transfer orders for the restricted teachers can only be actualized if their corresponding LSTO (if any exists) has been actualized.
10. The LSTO process will not be applicable to teachers who are not restricted to submit their applications under section G.

Section J: General Rules & Regulations

1. Teachers must have an age less than 60 years (as of the planned date of order generation) to be eligible to apply.
2. Teachers who are retired (or leave SED, for any reason) before the date of order generation will not be allowed to have any transfer orders generated.
3. Female PST/ESE teachers, in male schools, can apply to both male and female schools. For all others, males can only apply to male schools and females can only apply to female schools.
4. Teachers of cadre "Ex-MCL" will only be allowed to apply to schools marked as "M.C Local".
5. Posts that are marked as blocked by SED, or against which there are pending transfer order requests from CEO; will not be available for teachers to apply, or to be selected against.
6. While preparing merit lists, the system will consider post vacancy and availability as well as the teacher requirement rules (of section G) when marking an application preference as selected.
7. Applications that do not comply with the rules of this document will not be considered.

8. From the date of issuance of a transfer order, its validity cannot be extended beyond one month.
9. Manual transfer orders and manual dates will not be considered valid, all transfer orders will be generated by the system and all the joining/relieving dates will be based on the QR code scanning.

Appendix-A: Cadres

#	Designation	Cadre
1	Qari	Tehsil
2	Bandmaster	Tehsil
3	PST	Tehsil
4	ESE	Tehsil
5	EST	District
6	SESE	District
7	SST	District
8	SSE	District
9	D.P.E	District
10	Dy. Headmaster	Province
11	Headmaster	Province
12	Sr. Headmaster	Province
13	SS	Province
14	SSS	Province
15	Principal	Province

Appendix-B: Grades for Teachers & Posts

#	Designation	For Sanctioned Posts		For Teachers	
		Minimum BPS	Maximum BPS	Minimum BPS	Maximum BPS
1	Qari	7	7	7	7
2	Bandmaster	9	9	9	9
3	PST	14	14	14	14
4	ESE	14	14	14	14
5	EST	15	15	15	15
6	SESE	15	15	15	15
7	SST	16	16	16	16
8	SSE	16	16	16	16
9	D.P.E	16	16	16	16
10	Dy. Headmaster	17	17	17	17
11	Headmaster	17	17	17	17
12	Sr. Headmaster	18	18	18	18
13	SS	17	17	17	17
14	SSS ¹²	18	19	18	19
15	Principal	19	20	19	20

Appendix-C: Designation-to-Post Inter-Transferability

#	Teacher Designation	Eligible Sanctioned Post for Transfer
1	PST/ESE (<i>any subject</i>)	PST/ESE (<i>any subject</i>)
2	EST/SESE (Agriculture)	EST/SESE (Agriculture)

¹² For a SSS teacher to be assigned to a SSS sanctioned post, their BPS must match exactly,

#	Teacher Designation	Eligible Sanctioned Post for Transfer
3	EST/SESE (Arabic)	EST/SESE (Arabic)
4	EST/SESE (Computer Science)	EST/SESE (Computer Science)
5	EST/SESE (Drawing)	EST/SESE (Drawing)
6	EST/SESE (English)	EST/SESE (English) EST (General Arts) SESE (Arts)
7	EST (General Arts)	EST (General Arts) EST/SESE (English) EST/SESE (Urdu) EST/SESE (Oriental) EST (Vernacular) SESE (Arts)
8	EST/SESE (Home Economics)	EST/SESE (Home Economics)
9	EST/SESE (Maths) EST/SESE (Science) SESE (Science/Maths)	EST/SESE (Maths) EST/SESE (Science) SESE (Science/Maths)
10	EST/SESE (Oriental)	EST/SESE (Oriental) EST (General Arts)
11	EST/SESE (Physical Education)	EST/SESE (Physical Education)
12	EST (Technical)	EST (Technical)
13	EST/SESE (Urdu)	EST/SESE (Urdu) EST (General Arts) SESE (Arts)
14	EST (Vernacular)	EST (Vernacular) EST (General Arts)
15	SESE (Arts)	SESE (Arts) EST/SESE (English) EST (General Arts) EST/SESE (Urdu)
16	SESE (Punjabi/Siraiki)	SESE (Punjabi/Siraiki)
17	DPE	DPE
18	SST/SSE (<i>any subject</i>)	SST/SSE (School Head)
19	SST/SSE (Arts)	SST/SSE (Arts) SSE (English) SSE (Urdu)
20	SST/SSE (Computer Science)	SST/SSE (Computer Science)
21	SST (Commerce)	SST (Commerce)
22	SST (Home Economics)	SST (Home Economics)
23	SST (Technical)	SST (Technical)
24	SSE (English)	SSE (English) SST/SSE (Arts)
25	SSE (Maths) SSE (Physics/Maths) SST/SSE (Science)	SSE (Maths) SSE (Physics/Maths) SST/SSE (Science)

#	Teacher Designation	Eligible Sanctioned Post for Transfer
26	SSE (Punjabi/Siraiki)	SSE (Punjabi/Siraiki)
27	SSE (Urdu)	SSE (Urdu) SST/SSE (Arts)
28	SS (<i>any subject</i>)	Dy. Headmaster Headmaster ¹³
29	SS (Arabic)	SS (Arabic)
30	SS (Arts and Crafts)	SS (Arts and Crafts)
31	SS (Biology)	SS (Biology)
32	SS (Chemistry)	SS (Chemistry)
33	SS (Civics) SS (Political Science)	SS (Civics) SS (Political Science)
34	SS (Commerce)	SS (Commerce)
35	SS (Computer Science) SS (I.T)	SS (Computer Science) SS (I.T)
36	SS (Economics)	SS (Economics)
37	SS (Education)	SS (Education)
38	SS (English)	SS (English)
39	SS (Fine Arts)	SS (Fine Arts)
40	SS (Geography)	SS (Geography)
41	SS (History) SS (Pak Studies)	SS (History) SS (Pak Studies)
42	SS (Home Economics)	SS (Home Economics)
43	SS (Islamiat)	SS (Islamiat)
44	SS (Maths)	SS (Maths)
45	SS (Persian)	SS (Persian)
46	SS (Philosophy)	SS (Philosophy)
47	SS (Physical Education)	SS (Physical Education)
48	SS (Physics)	SS (Physics)
49	SS (Psychology)	SS (Psychology)
50	SS (Sociology)	SS (Sociology)
51	SS (Statistics)	SS (Statistics)
52	SS (Urdu)	SS (Urdu)
53	SSS (<i>any subject</i>)	Sr. Headmaster Principal ¹⁴
54	SSS (Arabic)	SSS (Arabic)
55	SSS (Arts and Crafts)	SSS (Arts and Crafts)
56	SSS (Biology)	SSS (Biology)
57	SSS (Chemistry)	SSS (Chemistry)

¹³ Only allowed (for both, Dy. Headmaster and Headmaster) if years of service as SS is at least 10 (as of the last date of application submission phase), and the grade of the teacher is the same as the grade of the post.

¹⁴ For **all** SSS transfers, the grade of the teacher and the post must be the same.

#	Teacher Designation	Eligible Sanctioned Post for Transfer
58	SSS (Civics), SSS (Political Science)	SSS (Civics), SSS (Political Science)
59	SSS (Commerce)	SSS (Commerce)
60	SSS (Computer Science) SSS (I.T)	SSS (Computer Science) SSS (I.T)
61	SSS (Economics)	SSS (Economics)
62	SSS (Education)	SSS (Education)
63	SSS (English)	SSS (English)
64	SSS (Fine Arts)	SSS (Fine Arts)
65	SSS (Geography)	SSS (Geography)
66	SSS (History), SSS (Pak Studies)	SSS (History), SSS (Pak Studies)
67	SSS (Home Economics)	SSS (Home Economics)
68	SSS (Islamiat)	SSS (Islamiat)
69	SSS (Maths)	SSS (Maths)
70	SSS (Persian)	SSS (Persian)
71	SSS (Philosophy)	SSS (Philosophy)
72	SSS (Physical Education)	SSS (Physical Education)
73	SSS (Physics)	SSS (Physics)
74	SSS (Psychology)	SSS (Psychology)
75	SSS (Sociology)	SSS (Sociology)
76	SSS (Statistics)	SSS (Statistics)
77	SSS (Urdu)	SSS (Urdu)
78	Dy. Headmaster, Headmaster	Dy. Headmaster, Headmaster
79	Sr. Headmaster	Sr. Headmaster
80	Principal	Principal ¹⁵
81	Qari	Qari
82	Bandmaster	Bandmaster

Appendix-D: Date Definitions

For the calculation of the marks for seniority and tenure, the following three dates will be considered:

1. Date of Joining in School: The date in which the teacher has given joining in any particular school.
2. Date of Appointment in Current Designation: The date in which the teacher has joined his current designation (either by promotion, or by recruitment). In case of regularization, this should be the date of joining the contractual post.¹⁶

¹⁵ The grade of the teacher and the post must be the same.

¹⁶ For PST, ESE, and any other post for which direct recruitment is done, this date will always be the same as the date of joining in service. The only exception to this will be if a PST/ESE joins as SESE/SSE, or of a PST/ESE/EST/SESE joins as an SSE.

3. Date of Joining in Service: The date in which the teacher has given joining in SED. By definition, this date must always be before or on the above two dates.
4. Date of Birth: This is the date of birth as appears on the CNIC, which is present in the system.

Appendix-E: To-Dos before the Start of a Transfer Round

Pre-requisites for every transfer round (to be completed at least 3 days before the start of the application submission):

1. Round to be created in SIS and the dates of the transfer round to be announced on the website.
2. All e-transfer complaints/concerns of teachers (that have been raised before the announcement of the round) should be addressed and resolved.
3. Retired teachers should be removed from the school (by marking them as retired).
4. All CEO requests for QR-code based orders must be processed.
5. The data of posts that are currently filled (but are not marked as filled in SIS) should be rectified by issuing QR-code based orders for those teachers/posts.
6. There should be no pending QR-coded transfer order (i.e., all must either be actualized/expired).
7. Any posts that need to be blocked for e-transfer should be marked as blocked (by SED). Similarly, any posts that need to be unblocked for e-transfer should be marked as unblocked (by SED). The functionality of unblocking of posts during the transfer round will remain disabled.
8. Any incorrect/missing sanctioned post in any school should be corrected/added.
9. SED to verify initial recruitment/promotion quota available on SIS dashboard.
10. SED to verify that all pending promotion data available on SIS dashboard is complete and correct.