



Transfer Application Form for Teachers and Head Teachers

Sr. No.	I-Personal Information													
1.1	Applicant's Name													
1.2	Designation, Regular Scale & Place of Posting													
1.3	Date of Appointment in Govt. Service with Post				Date of Promotion, Scale, Post				Date of Joining in Present School					
1.4	Husband's Name (if applicable)													
1.5	Date of Birth (DD/MM/YYYY)							Gender (Male/Female)						
1.6	CNIC Number													
1.7	Domicile Details		District						Tehsil					
1.8	Husband's Domicile (if applicable)		District						Tehsil					
1.9	Permanent Address													
1.10	Present Address													
			District						Tehsil					
1.11	Mutual Transfer With		Name						Present Post					
			School Name						Regular Scale					
II-Academic Results													Maximum Marks 40	
Sr. No.	Year of Exam & PEC/Board	Grade	Mean Score achieved by all the students	Subjects Taught	Mean Score of subject(s) achieved by all students	School's Name and EMIS Code of which result is applicable	Marks Obtained Out of 40	Average Marks Obtained Out of 40	Remarks					
2.1	2013	V							For the Use of Scrutiny Committee					
	2012	V												
	2011	V												
2.2	2013	VIII												
	2012	VIII												
	2011	VIII												
2.3	2012	X												
	2011	X												
	2010	X												
2.4	2012	XII												
	2011	XII												
	2010	XII												

Countersigned By Head of Institution: _____

III-Service in Far Flung Area				Maximum Marks 20						
Sr. No.	Distance Between Residence and Present School	Post	Name of Present School With EMIS Code	Date of Joining in Present School	No. of Years Served in Present School	No. of Marks Per Year	Total Marks Obtained Out of 20			
3.1	8-16 KM	PST/ESE				2				
	Above 16 KM					2				
3.2	16-24 KM	EST/SESE/SST/SSE				2				
	Above 24 KM					2				
3.3	24-100 KM	Provincial Cadre Posts				2				
	Above 100KM					2				
IV-Seniority		Maximum Marks 10		V-Wedlock Basis		Maximum Marks 15				
Sr. No.	Years Served in the Same Substantive Scale	Two Marks Per Year	Marks Obtained Out of 10	Sr. No.	Marks Obtained					
4.1				5.1						
VI-Compassionate Grounds Maximum Marks 15 VII-Total Marks Obtained Out of Maximum Marks 100										
6.1	Widow or Diveorced Females	15 Marks		Academic Results 40 Marks	Service in Far Flung Areas 20 Marks	Seniority 10 Marks	Wedlock Basis 15 Marks	Compassionate Grounds 15 Marks		
6.2	Disability Hurdle Mobility	15 Marks								
6.3	Disabled Spouse	10 Marks		Total Marks:						
VIII-I submit my request for transfer in one of the following schools										
Sr. No.	Priority No.	EMIS Code	Name of School	Name of Post	Scale of Post	Sr. No.	EMIS Code	Name of School	Name of Post	Scale of Post
7.1						7.3				
7.2						7.4				
I certift that information mentioned in this application form is true and correct, to best of my knowledge and belief. I understand that statements found to be false/incorrect would shall disqualify me.										
Date:		Name:				Signature:				

IX CERTIFICATES		
Certified that :-		
1	The post proposed for transfer is lying vacant	Scrutiny committee will verify
2	The transfer is not erratic one	Scrutiny committee will verify
3	The said post is not advertised for recruitment 2013	Scrutiny committee will verify
4	The transfer will not take place	
	i) Less than two teachers in primary portion/school	
	ii) Zero teachers for Science/Maths and Computer Subject	
	iii) Zero SST in any Elementary School/Zero Head Teacher in High/Higher Secondary School	
5	The applicant is not attaining age of superannuation within next one year.	
6	In case of contract employee it is also certified that	
	i) Applicant has completed three years service as contract employee.	
	ii) His /Her performance regarding 100% enrolment, 100% retention and quality education is good.	
	iii) Proposed transfer is first time transfer.	
7	Certified that all relevant documents attached.	
	i) Disability certificate issued by standing medical board.	
	ii) Documentary proof of widow/divorced/death certificate of Husband.	
	iii) Domicile /Nikah Nama in case of wedlock of spouse attached	
8	No Male Teacher is allowed to transfer in any Model Primary School.	
9	1) Attested/verified by concerned HM	
	Signature of HM	
	Name	
	Date	
	Stamp	
	2) Attested/verified by concerned AEO in case of Primary/Elementary School	
	Signature of AEO	
	Name	
10	Date	
	Stamp	
11	2) Attested/verified by concerned DDEO in case of Primary/Elementary School	
	Signature of DDEO	
	Name	
	Date	
	Stamp	