



TEACHERS SERVICE COMMISSION

**APPLICATION FOR TRANSFER**

(To be completed in Duplicate by a teacher applying for inter-provincial/district/municipal transfer and both copies sent to either P.E.O, D.E.O., M.E.O., through the head of institution. Complete one copy only for other type of transfer.)

1. Full name .....  
(BLOCK CAPITALS, SURNAME FIRST)

2. Registration No. TSC .....

3. Present salary Kf .....

4. Teacher's Certificate No. ....

5. Grade .....

6. Teaching subjects .....

7. Present assignment .....

8. School .....

District ..... Province .....

Length of stay and teaching at the present school .....

9. Requested transfer to .....

10. Reason for transfer .....

.....

.....

Date .....

*Signature of Teacher*

11. Headteacher's recommendation .....

.....

.....

Date .....

*Signature of the Headteacher*

12. AGENT'S RECOMMENDATION TO THE COMMISSION FOR TRANSFER OUTSIDE THE PROVINCE/DISTRICT/MUNICIPALITY:

.....

.....  
Date .....

.....  
*Signature of the Agent*

13. DECISION BY THE P.E.O./D.E.O./M.E.O.  
(For internal transfers within province/district/municipality)

(a) APPROVED. From ..... school to  
..... School with effect from  
.....

(b) NOT APPROVED.

Date .....

.....  
*Signature of P.E.O./D.E.O./M.E.O.*

**NOTES FOR APPLICANTS**

1. All relevant sections of this form must be completed in full.
2. Applications should be completed in Duplicate both copies should be forwarded to the provincial/District/Municipal Education Officer through the head of the institution for recommendation, etc., and distribution as follows:
  - (i) Original to the Teacher Service Commission.
  - (ii) Duplicate to be retained by the Agent.
3. No teacher shall transfer from one school to another before he receives a letter of transfer from the commission or its Agent authorizing such transfer.
4. A teacher's applications for transfer may not be considered until he has served in a school he is assigned to teach for a period not less than three years, except under conditions specified in regulation 25 of the Code of Regulations for Teachers.