



No. 3653 / Admn(F-II)  
**Directorate of Public Instruction  
 (Elementary Education) Punjab**  
**9-A Hall Road, Lahore.**  
 Email. dpi elementarypunjab@gmail.com

Dated 01/12 /2016

## ORDER

The services of following teachers PST /ESE and EST/SESE (Female) are hereby placed at the disposal of concerned Executive District Officer (Education) for further posting /adjustment under the terms and conditions given below (01 to 12) :-

Sr. No	Name, Designation & present place of posting	Services placed at the disposal of EDO (Edu)	Forwarding EDO (Edu) letter No. & Date	N.O.C. issued by recipient EDO(Edu).
1.	Mst. Tahira Firdous, ESE, Govt. Girls Primary School Chutti Tehsil & District Lodhran	R.Y.Khan	No. 728/Admn Dated 03.11.2016	NOC No. 10302/Admn-I Dated 21.10.2016
2.	Mst. Madiha ESE, Govt. Model Primary School, Chani Manga Tehsil Wazirabad District Gujranwala	Jhelum	No. 8058/A-4 Dated 15.11.2016	NOC No. 16274/Admn.F/16 Dated 29.10.2016
3.	Mst. Uzma Naz, PST, Govt. Girls High School, Kalaswala Tehsil Pasrur District Sialkot	Gujranwala	No. 7357/Admn Dated 23.11.2016	NOC No. 7442/A-4 Dated 17.10.2016
4.	Mst. Farzana Aslam, PST, Govt. Primary School, Maghrana Tehsil Burewala District Vehari	Multan	No. 8109/Admn-F Dated 29.11.2016	NOC No. 8614/Admn-III Dated 25.11.2016
5.	Mst. Shabana Altaf, ESE (Sci & Math), Govt. Girls Primary School Salamat Pura, Tehsil Raiwind District Lahore	Kasur	No. 11254/A-II Dated 28.11.2016	NOC No. 10282/Admn-II Dated 28.11.2016
6.	Mst. Asiya Syed, ESE (Sci & Math), Govt. Girls Primary School, 56/12-L Tehsil Chichawatni District Sahiwal	Pakpattan	No. 7684/Admn-II Dated 14.11.2016	NOC No. 4583/Admn Dated 04.10.2016
7.	Mst. Sadaf Shafi, SESE(Sc), Govt. Girls High School, Jhuggi Wala Tehsil Jatoi District Muzaffargarh	Lahore	No. 8478/Admn Dated 15.11.2016	NOC No. 10030/Admn-I Dated 27.10.2016
8.	Mst. Sabahat Amjad, SESE, Govt. Municipal Model Girls School District Gujrat	Rawalpindi	No. 5606/A-II Dated 22.11.2016	NOC No. 8494/A-II Dated 20.10.2016
9.	Mst. Saba Hanif, SESE(CS), Govt. High School, 269/GB Tehsil & District Toba Tek Singh	Gujranwala	No. 6559/E-I Dated 19.11.2016	NOC No. 8135/A-3 Dated 17.11.2016
10.	Mst. Aneela Sadaf, EST(AT) Govt. Girls Community Model Elementary School, Dina Nath Chak No. 66 Tehsil Pattoki District Kasur	Lahore	No. 10298/ Admn-II Dated 28.11.2016	NOC No. 11255/(Admn) Dated 28.11.2016
11.	Mst. Sajida Perveen, EST(OT), Govt. Girls Elementary School, Abbas Nagar, Tehsil Liaquat Pur District R.Y.Khan	Bahawalpur	---	NOC No. 17346/E-I Dated 30.11.2016

### TERMS AND CONDITIONS:-

- The posting / transfer shall be made only against the vacant posts.
- In case of standalone Primary School, Primary portion of higher level school or each portion of consolidated Model Primary School Running with one or two teachers, the teacher shall not be transferred without ensuring a substitute.
- Before relieving / joining of the incumbents, it may be ensured by respective EDOs (Edu) that no regular enquiry is pending against the incumbent.
- Verification of Service Record as mentioned in Annexure-A of Transfer Policy-2013 Dated 17.04.2013 shall be made by the respective EDO (Edu).
- All the teachers will be relieved as and when their further adjustment orders are issued by the respective recipient Executive District Officer (Edu) and after observing transfer policy before imposition of ban on transfers/ posting.
- Documents issued by the relieving EDO (Edu) will be verified by the recipient EDO(Edu), if found any discrepancy (any fake / bogus document or against policy) the EDO will inform to the DPI (EE) Punjab before implementation of Inter District Transfer order. The EDO will also fix the responsibility upon the responsible officer.

*(Handwritten signature and date 01/12/16)*




7. Erratic Posting / Transfer against irrelevant grades, subjects or cadre shall not be made under any circumstances, nor there will be any room for loan basis or temporary adjustments.
8. The teacher will be relieved / joined by the EDO (Edu) concerned in the light of Transfer Policy vide No. SO(SE-IV)2-34/2009(Transfer) Dated 17-04-2013 and amended vide letter Dated 24.07.2014 and 27.07.2016.
9. The teacher / incumbent will be placed at the bottom of seniority list in their cadre in recipient District.
10. The teacher will move at their own expenses. The transfer order is being issued on the request of the incumbent therefore TA / DA is not allowed.
11. Female teachers recruited in Boys Schools and transferred in Girls Schools at their own request shall be placed at the bottom of seniority of female teachers.
12. Female teachers working in Girls Schools will not be posted in Boys Schools.

  
 (MALIK RIAZ HUSSAIN) 11/12/16  
 DIRECTOR PUBLIC INSTRUCTION (EE)  
 PUNJAB LAHORE.

Endt. No. 3654 /Admn (F-II)

**Copy forwarded for information & necessary action to:-**

1. P.S to Secretary School Education, Govt. of the Punjab, Lahore.
2. The District Coordination Officer, Concerned.
3. The Executive District Officer (Edu), Concerned. He is directed to ensure compliance of Govt. of the Punjab School Education Department vide letter No. SO(SE-IV) 2-34/2009(TR) Dated 31-05-2013 and amended vide letter No. SO (SE-IV) 2-34/2009(TR) Dated 24-07-2014 and amended vide letter No. SO (SE-IV) 2-34/2009(TR) Dated 27-07-2016.
4. The District Education Officer (M/W-EE/SE) concerned.
5. The District Accounts Officer, concerned.
6. The Deputy District Education Officer (M/W-EE) concerned.
7. The Headmaster/Headmistress concerned.
8. The teacher concerned
9. Notification file.

  
 (FAIZULLAH KHAN TAREEN)  
 DIRECTOR (ADMN)  
 FOR DIRECTOR PUBLIC INSTRUCTION (EE)  
 PUNJAB LAHORE