



No. 3535 / Admn(F-II)  
Directorate of Public Instruction  
(Elementary Education) Punjab  
9-A Hall Road, Lahore.  
Email. dpi elementary punjab@gmail.com

Dated 22-11-2016

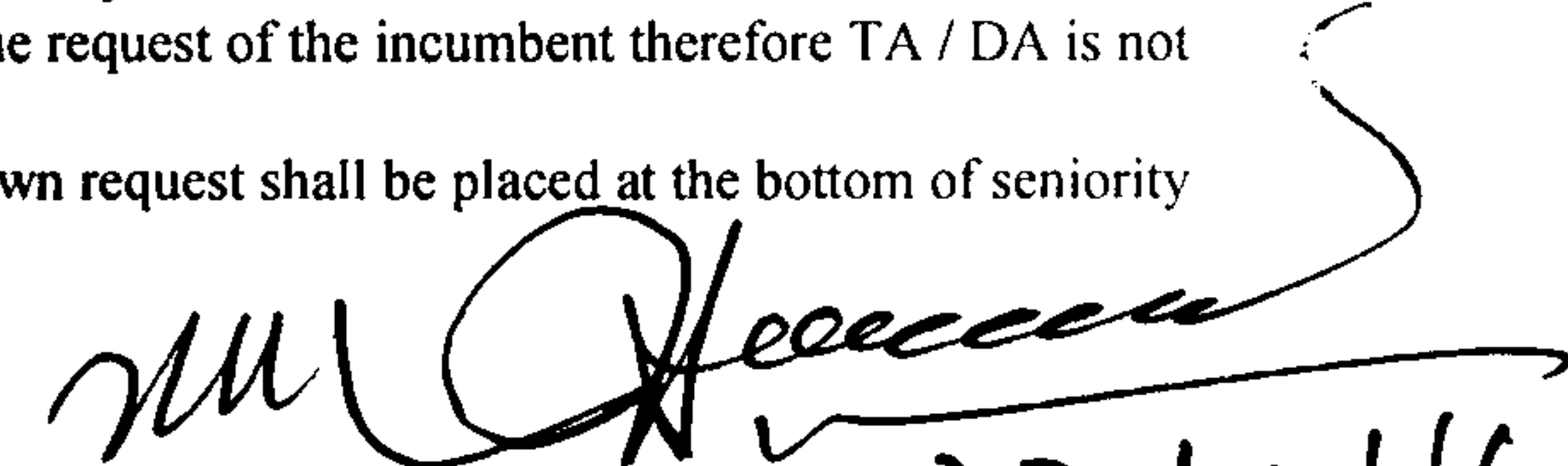
## ORDER

The services of following teachers PST /ESE (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. Fozia Tabussam, PST, Govt. Girls Primary School, Tara Singh Tehsil Kot Radha Kishen District Kasur	Multan	No. 9994/Admn-II Dated 18.11.2016	NOC No. 8293/Admn-III Dated 18.11.2016
2.	Mst. Noshia, PST, Govt. Girls Primary School, 2/14-L Tehsil Chichawatni District Sahiwal	Vehari	No. 7644/Admn-II Dated 11.11.2016	NOC No. 3301/Admn-F Dated 19.05.2016
3.	Mst. Samreen Zafar, SESE(Arabic), Govt. Elementary School, 733/GB Tehsil Kamalia District Toba Tek Singh	Lahore	No. 6206/E-I Dated 05.11.2016	NOC No. 10278/A-II Dated 01.11.2016
4.	Mst. Farhat Sultana, EST, Govt. Girls Elementary School, Dhermond Tehsil Talagang District Chakwal	Rawalpindi	No. 6214/EC-II Dated 15.11.2016	NOC No. 8739/A-II Dated 28.10.2016
5.	Mst. Adila Hassan, EST(Englsh) Govt. Girls High School, No. 02 Qila Didar Singh Tehsil & District Gujranwala	Nanakana Sahib	No. 8074/A-3 Dated 16.11.2016	NOC No. 4175/E-II Dated 01.10.2016
6.	Mst. Shamraiza Iram, SESE (Sci), Govt. Comprehensive Girls Higher Secondary School, Rawalpindi	Sialkot	No. 8957/A-II Dated 03.11.2016	NOC No. 2602/Admn Dated 14.05.2016
7.	Mst. Tasneem Raana, PST, Govt. M.C Girls Primary School, Block No. 25 District Sargodha	Rawalpindi	No. 19168/ Dated 25.10.2016	NOC No. 6088/A-II Dated 10.08.2016

### TERMS AND CONDITIONS:-

1. The posting / transfer shall be made only against the vacant posts.
2. 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.
3. Before relieving / joining of the incumbents, it may be ensured by respective EDOs (Edu) that no regular enquiry is pending against the incumbent.
4. 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).
5. 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.
6. 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.
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) 22/11/16  
DIRECTOR PUBLIC INSTRUCTION (EE)  
PUNJAB, LAHORE.

Endt. No. 3536 / 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.

  
ASSISTANT DIRECTOR (ADMN)  
FOR DIRECTOR PUBLIC INSTRUCTION (EE)  
PUNJAB, LAHORE