

CHECK LIST

(Documents Verification for e-Transfer June 2023)

For Mutual Transfer:

1. e-Transfer Application
 2. CNIC
 3. Domicile
 4. First appointment order
 5. First Joining Report
 6. Order of Present School
 7. Joining report of Present School
 8. Latest Salary Slip
 9. Affidavit (Rs.100) from both Parties
- Writing is given below

For Open Merit:

1. e-Transfer Application
2. CNIC
3. Domicile
4. Vacancy Position Certificate
5. First appointment order
6. First Joining Report
7. Order of Present School
8. Joining report of Present School
9. Latest Salary Slip

For Disability:

1. e-Transfer Application
2. CNIC
3. Domicile
4. Disability Certificate issued by Social Welfare Department
5. Vacancy Position Certificate
6. First appointment order
7. First Joining Report
8. Order of Present School
9. Joining report of Present School
10. Latest Salary Slip

For Medical

4) Medical Board recommendation Certificate from Hospital

For Widow:

1. e-Transfer Application
2. CNIC of applicant
3. Domicile of applicant
4. Nikah Nama
5. CNIC of Husband
6. Death Certificate of Husband/Death Notification
7. Vacancy Position Certificate
8. First appointment order
9. First Joining Report
10. Order of Present School
11. Joining report of Present School
12. Latest Salary Slip

On Disposal/Surrender Case:

1. e-Transfer Application
2. CNIC
3. Domicile
4. Vacancy Position Certificate
5. First appointment order
6. First Joining Report
7. Last Transfer/Adjustment Order with joining report
8. Latest Salary Slip

For Divorce:

1. e-Transfer Application
2. CNIC
3. Domicile
4. Nikah Nama
5. Divorce Certificate
6. Vacancy Position Certificate
7. First appointment order
8. First Joining Report
9. Order of Present School
10. Joining report of Present School
11. Latest Salary Slip

For Wedlock:

1. e-Transfer Application
2. CNIC of Applicant
3. Domicile of Applicant
4. Service Certificate of Spouse (If Govt. servant)
5. CNIC of Spouse
6. Domicile of Spouse
7. Nikah Nama
8. Vacancy Position Certificate
9. First appointment order
10. First Joining Report
11. Order of Present School
12. Joining report of Present School
13. Latest Salary Slip

For Promotion Case:

1. e-Transfer Application
2. CNIC
3. Domicile
4. Promotion Notification
5. Vacancy Position Certificate
6. First appointment order
7. First Joining Report
8. Order of Present School
9. Joining report of Present School
10. Latest Salary Slip

For Withdraw/Rejection of e-Transfer Application:

1. Hand Written Application
2. e-Transfer Application from SIS App
3. CNIC
4. Affidavit (Rs.100)

Note: Selected teachers will bring one set of attested photocopies of all the above mentioned documents in respective category along with original documents for verification.

AFFIDAVIT

1. That I, Mr./ Ms. _____ applied for mutual transfer with Mr. / Ms. _____ during the ban lifted by the School Education Department Punjab, Lahore in the month of _____
2. That the mutual transfer is being done with the mutual consent of both the teachers.
3. That I solemnly declare that I will not apply for pre mature retirement within one year of this mutual transfer. And if I apply for pre mature retirement, my transfer order shall stand cancelled as per instructions by the department and I will not file any appeal at any forum regarding my cancellation of transfer.
4. That I will have no objection if the department initiates disciplinary action on violating the rules of transfer policy and will not submit any request to this department and even before the honorable court in case any penalty imposed by the department.
5. That once the transfer orders issued, I shall be bound to comply and in case of failure, the department has the right to invoke disciplinary proceedings.
6. That I shall join the new place within the given timeline and if failed, my transfer order shall stand cancelled and I shall be bound to perform my duties at parent place of posting.
7. That I have not applied for mutual transfer with the teacher who has been promoted but the promotion is not actualized. If this is proved at any stage, I shall be held responsible for disciplinary action under the rules.
8. That I am writing all this in my senses and I will not back out from any word of this affidavit and no one has forced me.

Name: _____

Designation: _____

School Name: _____

CNIC : _____

Signature: _____

Thumb impression: _____

Date: _____