



GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY
DEPARTMENT

Karachi, dated the 25th March, 2021

NOTIFICATION

NO. SO(GA)SELD(Transfer/ Policy)/ 2021, With approval of the Provincial Cabinet, Government of Sindh, the Transfer and Posting Policy (2021) for teaching Staff of School Education & Literacy Department, Government of Sindh, is hereby notified with immediate effect.

-AHMED BAKHSH NAREJO-
SECRETARY TO GOVT. OF SINDH

NO.S0(GA)SELD(Transfer Policy)/2021,

Karachi, dated the 25th March, 2021

A copy is forwarded for information to:

1. The Chairman (P&D) Department, Govt. of Sindh, Karachi.
2. The Principal Secretary to Chief Minister Sindh.
3. The Secretary, (Services), SGA&CD Department Govt. of Sindh, Karachi.
4. The Administrative Secretaries (All).
5. The Accountant General Sindh, Karachi.
6. The Special Secretaries (All) School Education Department.
7. The Additional Secretaries (All) School Education Department.
8. The Chairman/D.G/PDs/CPM(Directors in School Education Deptt.
9. The Director School Education (All) in Sindh.
10. The District Education Officers (All) in Sindh.
11. The Deputy Secretary (Staff) to Chief Secretary Sindh.
12. The Superintendent, Sindh Govt. Printing Press, Karachi for publication of this notification and the policy in the official Gazette.
13. The PS to Minister School Education Department.
14. The PS to Secretary, School Education Department.
15. Office order file.
16. Official website.



SECTION OFFICER (GA)

TRANSFER & POSTING POLICY – 2021
TEACHING STAFF



SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH

[Handwritten signature]

TRANSFER AND POSTING POLICY GUIDELINES FOR TEACHING STAFF
SCHOOL EDUCATION & LITERACY DEPARTMENT

Transfer of Teaching Staff is very crucial function performed by district, regional and departmental authorities, and it has profound impact on enrolment, education and students' learning outcomes. While taking decision on transfer and posting of teachers, it is imperative for the authorities to ensure availability of teachers in the schools and maintain standard students-teacher ratio (STR). Presently, there exists no Transfer Policy for Teaching Staff. In view of following factors, it has become imperative to formulate transfer and posting policy guidelines:

- i. High student teacher's ratio (STR) in rural areas compared to low STR in urban areas;
- ii. General tendency of teachers for posting in urban areas;
- iii. Female teachers' preference for posting in schools near to their residence;
- iv. Increase in number of closed schools due to retirements and slow recruitments; and
- v. Transfer cases on wed-lock policy, widowed/divorced female teachers and ailing teachers suffering from debilitating chronic diseases.

2. With an aim to open all the viable closed schools, ensure availability of teachers in primary schools as per standard student teacher's ratio of '30:1' and ensure availability of all subject teachers especially science subjects in secondary schools, and to facilitate teachers' transfer, School Education & Literacy Department, Government of Sindh hereby notifies the following conditions, guidelines and procedure for teachers' transfer;

- i. General transfers of teachers will be notified in the month of March every year and will be implemented from new academic year. Request for teachers' transfer shall be entertained as per the following the timelines:
 - a. Interested teachers will be required to submit E-transfer applications for their transfer during first two weeks of January.
 - b. Scrutiny of E-Transfer applications by Concerned District Education Officer (DEO) office during the 3rd and 4th week of January.
 - c. Scrutiny of E-Transfer applications (except those where DEO is Competent Authority) by Concerned Director in the 1st week of February.
 - d. Scrutiny of E-Transfer applications by Director HR-MIS during 2nd, 3rd and 4th week of February (3 weeks).
 - e. Uploading of all system generated orders on website of school education & Literacy Department by 3rd week of March.

**However, timelines for aforesaid activities would be notified separately for the current year due to disturbance in academic schedule on account of Covid-19 situation.*

- ii. However, the above-mentioned timelines will not be applicable in following cases:
 - a. To *reopen* single teacher schools which *are* closed due to any reason;



- b. Transfer from teacher surplus schools (Schools in Red List) to teacher deficient schools (Schools in Green List).

(In case of ESHS schools the concerned Director /Deo shall provide detailed justification based on vacant post/ subject-wise availability of teachers for any proposed transfer from Red List to Green List)

- c. Wedlock cases;
d. Death of Spouse (For female staff only);
e. Divorce Cases (For Female staff only); and
f. Ailing teachers suffering from debilitating chronic diseases.

- iii. The cases of transfer on the basis of wedlock, death of spouse, divorces and chronic debilitating diseases shall be processed strictly on merit along with proposal of substitute teacher (from schools having excess teachers as per STR) to maintain standard student teacher ratio:

Provided that:

- (a) In case of transfers on wedlock basis, the concerned DEO shall attach all relevant documents in the E-Transfer Application. The DEO concerned would verify the attached Document before recommending the application to the concerned Director.
- (b) In case of death of spouse, the applicant shall attach the NADRA death certificate of her deceased husband with the E-Transfer Application. The DEO concerned would verify the attached Document before recommending the application to the concerned Director.
- (c) In case of divorce, applicant shall attach the marriage dissolution certificate with the E-Transfer Application. The DEO concerned would verify the attached Document before recommending the application to the concerned Director.
- (d) In case of ailing teachers suffering from debilitating chronic diseases, the DEO shall obtain certificate of medical board constituted by the government for recommendation of medical reimbursement claims of government employees before recommending the E-Transfer Application. The applicant shall appear before the medical board for medical examination and scrutiny of record.

- iv. The request for general transfer will be accepted as matter of principle in the following cases.
- a. Mutual transfers based on mutual consent/ agreement in writing of two or more teachers duly authenticated by the DEO concerned. *However, no request for transfer to teacher surplus schools (schools in Red List) shall be entertained.*
- b. Transfer to *reopen* closed schools, *giving preference to the application received first.*
- c. Transfer to improve standard STR *giving preference to the application received first.*
- v. The following general conditions shall be applicable in all cases of teachers' transfer:



- (a) No request for transfer to teacher surplus schools (schools in Red List) shall be entertained.
- (b) The teacher shall not be transferred if such transfer results in closure of school or disturbance of STR unless substitute teacher is given.
- (c) The substitute teacher shall be provided from the school with teachers in excess as per STR preferably from the same UC; if not available in the same UC, substitute teacher may be provided from the surrounding UC, then from same Taluka, then from another Taluka in the district
- (d) In order to reopen closed schools or maintain/improve STR, transfer of teacher(s) from schools with excess teachers shall be made on voluntary basis; in case no volunteer is forthcoming, by transfer of a teacher who is not resident of the UC where he is presently serving.
- (e) Other than single room schools in coastal, katcha, kasho and desert areas, at least 2 teachers will preferably be posted in a school with total enrolment of at least 50 students
- (f) In case of high schools, transfer of teachers shall be subject to availability of sanctioned post and also requirement of teacher for specific subjects(s). The DEO/Director concerned shall provide detailed justification for transfer of teacher from teacher surplus schools to teacher deficient schools, showing subjects wise availability, shortage or excess of teachers in each school (i.e., school from which teacher is proposed to be transferred and school where teacher is proposed to be transferred).
- (g) In case of high schools and higher secondary schools, transfer of teachers shall be made first within Taluka, then within District and finally at level of division to rationalize science and art teacher and/or subject specialists in particular subject between schools.
- (h) Inter-district transfers requests, other than requests under wedlock policy and of divorced or widow female teachers, will be entertained only for native districts of teachers (i.e., district where he/she was initially appointed) and shall be processed only after issuance of NOC by the concerned DEO along with certificate of availability of vacancy and need for teacher as per STR.
- (i) The DEOs shall exercise due care and caution in examining the service record and processing the cases of teachers' transfers to ensure that no case of dubious/fake ID holding teacher is processed

vi. It shall be responsibility of DEOs/ Directors (Primary & ESHS) to rationalize student teacher's ratio, to make sure that no viable school is closed due to non-availability of teacher, to maintain availability of proportionate number of subject teachers and to ensure that no school has more teachers than its actual requirement.

vii. Voluntary Retirement: In case of single teacher schools, where teachers opt to retire on voluntary basis, the Director/DEO concerned shall, first process the proposal of a substitute teacher (from schools having excess teachers as per STR) and shall not notify the retirement of the applicant till approval of the substitute is conveyed by the Director HR-MIS



[Handwritten signature]

- viii. Retirement on Superannuation and Promotions: In case of single teacher schools, where teachers are due to retire on their superannuation or teachers are transferred and posted on their promotions, the Director/DEO concerned shall propose substitute teacher form schools having excess teachers as per STR at least two months before the time of issuing retirement order or transfer & posting order on promotions.

3. The Procedure for Transfers:

- i. In order to make transfer process transparent and error free, the Director HRMIS/IT will develop a web portal/Android Application called Sindh Schools Information & Management System (SSIMS). It will have an icon for submission and processing e-transfer requests. Online Applications/ requests for transfer will be entertained to render transfer process transparent, to minimize human interference and favoritism, and to curb corrupt practices.
- ii. For submission of e-transfer application on web-portal/ application (SSIMS), "Login IDs and Passwords" for all teaching staff will be created and communicated to them through SMS message on their registered mobile numbers.
- iii. Login IDs and Passwords will be created for Directors and DEOs for scrutiny and processing e-transfer applications/ requests.
- iv. Directors HRMIS/IT will obtain from the field formation list of schools with high STR (teacher deficient schools/ School in Green List) and list of school with low STR (teacher surplus schools/Schools in Red List) and hoist these lists on SE&LD official website.
 - a) *Note: - Schools in Red List are those schools where teachers are in surplus, schools in Green List are those schools where teachers are in shortage, and schools in Yellow List are those schools where standard students- teacher ratio is maintained.*
- v. Interested teachers can apply online on SSIMS for transfer only to teacher deficient schools.
- vi. The link/application will have a drop- down menu and the proposals of transfer and posting will go through a system check in view of STR, sanctioned posts and other provisions in policy.
 - a) The application/request up to BPS-11 which satisfies the "Transfer Policy Guidelines of SE&LD" will be accepted by DEO concerned through the 'menu' and once accepted will be sent to Directorate of HRMIS/IT, SELD for approval and issuance of system generated transfer order as per policy guidelines.
 - b) The application/request from BPS-12 to 16 which satisfies the "Transfer Policy Guidelines of SE&LD" will be accepted by DEO concerned through the 'menu' and once accepted will be sent to Director concerned for endorsement. On endorsement by DEO & by Director concerned the proposal will be sent to Directorate of HRMIS/IT, SELD for approval and issuance of system generated transfer order as per policy guidelines.
 - c) The application / request and subsequent transfer orders of BS-17 and above will also be updated in the web portal accordingly.



[Handwritten signature]

- vii. All System Generated orders will be hoisted on website of School Education & Literacy Department.
- viii. The system generated transfer and posting order will automatically update transfer of the employee in SE&LD database and his/her biometric record will be updated accordingly.
- ix. The Director HRMIS/IT will ensure that particulars/ record of employees transferred/ promoted/ retired/expired is/are updated in the SE&LD database.
- x. The Directorate of M&E shall bring into notice of Secretary SE&LD the cases of transfers made on the basis of incorrect/exaggerated/ manipulated enrolment and incorrect teachers' information disturbing student teachers' ratio or leading to closing of schools.

-AHMED BAKHSH NAREJO-
SECRETARY TO GOVT. OF SINDH

NO.S0(GA)SELD(Transfer Policy)/2021,

Karachi, dated the 25th March, 2021

A copy is forwarded for information to:

1. The Chairman (P&D) Department, Govt. of Sindh, Karachi.
2. The Principal Secretary to Chief Minister Sindh.
3. The Secretary, (Services), SGA&CD Department Govt. of Sindh, Karachi.
4. The Administrative Secretaries (All).
5. The Accountant General Sindh, Karachi.
6. The Special Secretaries (All) School Education Department.
7. The Additional Secretaries (All) School Education Department.
8. The Chairman/D.G/PDs/CPM(Directors in School Education Deptt.
9. The Director School Education (All) in Sindh.
10. The District Education Officers (All) in Sindh.
11. The Deputy Secretary (Staff) to Chief Secretary Sindh.
12. The Superintendent, Sindh Govt. Printing Press, Karachi for publication of this notification and the policy in the official Gazette.
13. The PS to Minister School Education Department.
14. The PS to Secretary, School Education Department.
15. Office order file.
16. Official website.



[Handwritten Signature]

SECTION OFFICER (GA)

