

No.F.1-237/Policy/CPS/FDE
Government of Pakistan
Federal Directorate of Education
(Career Progression Section)

Islamabad, the 14th July, 2020.

- All Area Education Officers,
- All Principals / Head of Institutions of Islamabad Model Schools / Colleges,
Islamabad.

Subject: - **POLICY FOR POSTINGS / TRANSFERS OF TEACHING / NON – TEACHING STAFF AND OFFICERS WORKING UNDER THE ADMINISTRATIVE CONTROL OF FEDERAL DIRECTORATE OF EDUCATION, ISLAMABAD**

Federal Directorate of Education, a public sector organization is responsible to provide, facility of quality education to the residents of Islamabad Capital Territory and adjacent areas of Rawalpindi. For this purpose FDE is presently managing a total of 423 educational institutions at various levels. The educational institutions under FDE are spread over the rural and urban areas of the Capital. Due to recruitment issues, there is shortage of staff, especially in rural areas. There is also desire of staff working in rural areas and residing in urban areas for posting in urban areas.

2. In order to formulate a pragmatic, feasible, fair and sustainable policy, some basic considerations and broad parameters have been kept in view to cater for the legitimate needs of the staff as well as the system within the parameter of Government Policy on posting and transfer of its employee. Such a policy necessitates for meeting deficiency of teaching staff particularly in the subjects like Science, English, Computer Science and Mathematics, etc in the educational institutions.


3. In this regard, a policy for transfer / posting of teaching and non – teaching staff and officers working under the administrative control of Federal Directorate of Education, Islamabad has been approved by the competent authority and is enclosed herewith for information and implementation and comes into effect from academic session 2020-21.

4. This issues with the approval of Director General (Edu), FDE.


(JAVED IQBAL MIRZA)
Director (HRM)

Copy to:-

- i). PS to Joint Secretary (Edu), M/o FE&PT.
- ii). PS to Director General (Edu).
- ii). APS to Directors (HRM), FDE.
- iii). Office File.
- iv). A.D. IT, FDE.


(SHAFI-UR-REHMAN)
Officer In-Charge (CP Section)

Wasim***

TRANSFER / POSTING POLICY



For

ISLAMABAD MODEL SCHOOLS / COLLEGES LOCATED

IN

ISLAMABAD CAPITAL TERRITORY

***FEDERAL DIRECTORATE OF EDUCATION, ISLAMABAD
(Human Resources Management Wing)***

2020-21

Government of Pakistan
Federal Directorate of Education

PREFACE

Federal Directorate of Education, a public sector organization is responsible to provide, facility of quality education to the residents of Islamabad Capital Territory and adjacent areas of Rawalpindi. For this purpose FDE is presently managing a total of 423 educational institutions at various levels. FDE being a Federal Department accommodates employees from various parts of country based on their provincial / regional quota, hence is unique in its feature. The educational institutions under FDE are spread over the rural and urban areas of the Capital. Usually, the educational institutions functioning in rural area face shortage of staff due to recruitment issue and reluctance in accepting posting by the staff or try for temporary duty for creation logistic issues. Resultantly, the educational activities in these institutions are affected and the quality of education remains low.

2. In order to formulate a pragmatic, feasible and sustainable policy, some basic considerations and broad parameters have been kept in view to cater for the legitimate needs of the staff as well as the system within the parameter of Government Policy on posting and transfer of its employee. Such a policy necessitates for meeting deficiency of teaching staff particularly in the subjects like Science, English, Computer Science and Mathematics etc in the educational institutions.

3. This policy has been prepared in consultation with all the stakeholders and is duly approved by the Competent Authority and comes into effect from academic session 2020-21.

(Syed Umair Javed)
Director General,
Federal Directorate of Education,
Islamabad.

TRANSFER / POSTING POLICY

1. SCOPE OF THE POLICY

The policy is applicable to all teaching and non-teaching staff & officers employed in of educational institutions working under the ambit of, Federal Directorate of Education, Islamabad.

2. PURPOSE / REASONS FOR TRANSFER.

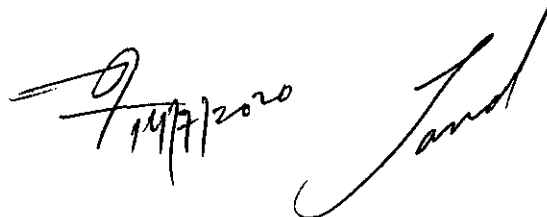
The case for transfer will normally be processed owing to one or more of the following reasons:

- i) To meet the demand of an institution as per the requirement of subjects or the vacancies to be filled through fresh recruitment, promotion, transfer and deputation.
- ii) Fully justified reasons related to the health of an employee duly supported with documentary evidence.
- iii) For administrative reasons / on evaluation of performance / genuine complaints by the Head of an Institution.
- iv) Mutual transfers duly recommended by both the heads concerned (provided the academic interest of students is not adversely affected).
- v) Temporary duty / attachment will not be allowed except in institutions where such posts have not been created / sanctioned. In case of justified cases and keeping in view academic interest of students / institutions, temporary duties / attachments may be assigned with the prior approval of the competent authority. It will be a "Stop Gap" arrangement for a specified short period only.
- vi) **Rotation of Staff:** Rotation of staff will be carried out every year. The maximum stay at a station / institution will be preferably five years.

3. METHOD OF TRANSFER.

Following procedure will be adopted for processing all sorts of transfers cases:

- i) Transfer requests will be considered on case to case basis. Length of stay in the urban or rural area, need of teachers as per subjects i.e. Science / English teachers and school enrolment etc, would be among the major determinant considerations for processing a case.


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- ii) On appointment/deputation/promotion, first posting of all the cadres will preferably be made in rural area institutions as per need/ requirement of the institutions. Such appointees/ employees will not apply for transfer before having completed a minimum period of 03 years at the same station.
- iii) Mutual transfer will be allowed only if it does not affect the functioning of the institutions negatively and the applications for such transfers are routed through the Heads of respective institutions. Such cases will also be considered during the period specified for submitting requests for transfer. Mutual transfer will require the staff concerned to of the same subject, post and designation. Consent of both individuals as well as Heads of Institutions will also be needed.
- iv) Employees posted on hard stations (**Annex-A**) shall be transferred to any one of three institutions of their choice after having completed at least 02 academic years in that station, if requested, and subject to availability of post at the desired station.
- v) Transfer requests, based on medical reasons will be accompanied by supporting medical documents duly signed / authenticated by relevant medical authorities of Government Hospitals. Such cases will be formally interviewed by the concerned Director to finalize his / her recommendation before putting up the case to the Director General, FDE. In case of doubt, the Director concerned may recommend for a second medical opinion.
- vi) The employees, approaching the age of (superannuation) retirement may be considered for posting at the stations of their convenience at least one year before their date of superannuation if requested, so as to enable them to complete their retirement formalities.
- vii) Transfer on administrative grounds or exigencies of service, can be made at any time of the year.
- viii) Employees transferred on administrative grounds will not be considered for subsequent transfers (even mutual) before completing a minimum period of 3 years.

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- ix) Employees posted in rural area shall be transferred to any of one of three institutions of their choice in urban area, subject to availability of vacancy, on completion of at least 03 academic years, if requested.
- x) Requests for posting from Urban Area to Rural Areas or from one Rural area to another Rural will be processed as per feasibility.
- xi) Following criteria to determining the priority for transfer / posting will be observed:-

Ser	Details	Marks	Formula	Remarks
i	Length of service	5	$\left[\frac{\text{No. of years served}}{35} \right] \times 5$	Max benefit at 35 years
ii	Age	5	$\left[\frac{\text{Age in years}}{60} \right] \times 5$	
iii	Period served in Federal / rural Area	20	$\left[\frac{\text{No. of years served}}{25} \right] \times 20$	Max benefit at 25 years
iv	Period served in Hard Area (as per list at Annex-A)	5	$\left[\frac{\text{No. of years served}}{20} \right] \times 5$	Max benefit at 20 years
v	Academic Performance.	25	$\left[\frac{\text{Sum of GPA of last 5 years}}{30} \right] \times 25$	
vii	Distance from residence.	10	$\left[\frac{\text{Distance in KM}}{50} \right] \times 10$	Max benefit at 50 KM
vii	Major Disability (Self) *	12		
viii	Major Disability * (Child / parents)	12	Bed Bound / mentally retarded / Paralyzed	
ix	Single Parent	6		
	Total	100		

* Disability certificate issued by NIRM to be attached.

Note:

- In case of posting of teaching staff in FDE / AEO office on temporary duty / attachment basis, they will get the benefits at par with posting in rural area.
- Transfer at any station of choice will be subject to availability of post and feasibility.

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4.

SUBMISSION OF TRANSFER APPLICATIONS:

- i) The Directorate will only accept transfer applications that are processed using the approved format at (Annex-B) between 1st February to 15th March in each academic session. However, in the year 2020, due to extraordinary circumstances, the applications for transfers will be accepted up to August 04, 2020.
- ii) Applicants will have to mention three institutions of their choice in order of preference. All requests for transfer will be addressed to the Director (HRM) on prescribed Performa duly completed and recommended by the concerned Head / AEO. Incomplete applications will not be entertained.
- iii) All applications should reach Federal Directorate of Education through proper channel. No direct application will be entertained.
- iv) Director concerned will formulate an appropriate Standard Operating Procedure (SOP) and a database within her / his office so as to ensure that transfer requests are duly processed by safeguarding the academic/administrative interest of relevant educational institution. Such cases be processed on the transfer file compiled for the purpose well before the start of the next academic year i.e. first week of April to ensure joining their new places of posting latest by 15th April, however, in the year 2020, due to extraordinary circumstances the transfer cases will be finalized in 2nd half of August 2020. On completion of the process, a copy of approval of the competent authority as well as Office Order / Notification must be placed in the personal file of the individual concerned for record. Due to exigencies of service, individual transfer cases may continue to be proceed before the summer vacation. However, no transfers will be affected after Summer Vacation for any reason what so ever.
- v) All transfers will be made a part of EMIS and updated regularly.

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Government of Pakistan
Federal Directorate of Education

LIST OF SCHOOLS AT HARD STATION IN ICT

<u>SECTOR BHARA KAU</u>	
1.	Islamabad Model School for Boys (I-V), Bhuddo
2.	Islamabad Model School for Boys (I-V), Gokina
3.	Islamabad Model School for Girls (I-X), Gokina
4.	Islamabad Model School for Boys (I-V), Talhar
5.	Islamabad Model School for Boys (VI-X), Talhar
6.	Islamabad Model School for Girls (I-X), Talhar
7.	Islamabad Model School for Boys (I-VIII), Malwar
<u>SECTOR NILORE</u>	
1.	Islamabad Model School For Boys(I-X) Jagiot
2.	Islamabad Model School For Boys(I-X) Kirpa
3.	Islamabad Model School For Boys(I-Viii) Della
4.	Islamabad Model School For Boys(I-X) Tumair
5.	Islamabad Model School For Boys(I-X) Chirrah
6.	Islamabad Model School For Boys,(I-V) Biath
7.	Islamabad Model School For Boys (I-V) Mohra Solina
8.	Islamabad Model School For Boys(I-Viii) Kinjah
9.	Islamabad Model College for Girls, Pehount
10.	Islamabad Model School for Girls (I-VIII) Kinjah
11.	Islamabad Model School for Girls(I-V) Herno
12.	Islamabad Model School for Girls (I-V) Dhoke Fatehall
13.	Islamabad Model School for Girls (I-V), Chakhtan
<u>SECTOR TARNAUL</u>	
1.	Islamabad Model School for Boys (I-VIII) Dhoke Jouri
2.	Islamabad Model School for Boys (I-X) Maira Beri
3.	Islamabad Model School for Boys (I-V) Dhoke Labana
4.	Islamabad Model School (I-V) Siri Seral
5.	Islamabad Model School for Girls (I-VIII) Dhoke Jouri
6.	Islamabad Model School for Girls (I-X) Maira Beri
<u>SECTOR SIHALA</u>	
1.	Islamabad Model School for Boys (I-X) Dhaliata
2.	Islamabad Model School for Boys (I-V) Darwala
3.	Islamabad Model School for Boys (I-V) Sigga
4.	Islamabad Model School for Girls (I-X) Dhaliata
5.	Islamabad Model School for Girls (I-VIII) Peija
6.	Islamabad Model School for Girls (I-V) Pindory Syedan

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14/7/2020

FEDERAL DIRECTORATE OF EDUCATION, ISLAMABAD.**Application for Transfer**

Part-I

(To be filled in by the applicant)

1. Name of applicant: _____ S/W/D/O _____
 2. Designation: _____ 3. BS: _____ 4. No. in seniority list: _____
 5. Marital Status: _____ 6. No. of Children: _____ 7. Whether single parent (Yes/No): _____
 8. Highest qualification: Academic: _____ Professional: _____
 9. Subjects teaching: 1. _____ 2. _____ 3. _____
 10. Nature of appointment (Circle the correct option):

Regular	Adhoc	Contract	Deputation	Any other (please specify): _____
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11. 1st Appointment in Govt. Service: Designation: _____ BS _____
 Department: _____ Date _____
 12. Appointment in Federal Govt. Service: Designation: _____ BS _____
 Department: _____ Date _____
 13. Initial Appointment in FDE: Designation: _____ BS _____
 Institution of 1st posting: _____ Date _____
 14. Present Residential Address: _____
 15. Disability (if any) [attach certificate] (self): _____ Child: _____
 16. Details of institutions where served:

Ser	Name of institution	Period		Sector	Urban / rural	Approximate Distance from residence (km)
		From	To			
1						
2						
3						
4						
5						

17. No. of years served in FDE's Institutions: _____ Total Service in FDE: _____
 Urban Area: _____ Rural Area: _____ Hard Area (as specified in Annex-A): _____
 18. Distance of present institution from the residence (in Kilometer): _____
 19. Names of the 03 institutions in order of preference to which transfer is sought.

Ser.	Name of desired Institution and Address	Classes / Section	Enrollment
1			
2			
3			

20. Reasons for transfer: _____

Verification by the Head of the Institution

Certified that the information provided above has been verified from office record and true to the best of my knowledge.

Name: _____ Designation: _____

Signature: _____ Stamp: _____

Signature of the Applicant

9/14/7/2020
[Signature]

PART-II

(To be filled in by the Head of the Institution /Area Education Officer concerned)

21. Details of the classes taught / workload of the applicant:

Ser	Class	Section	Subject	No. of periods per week	Student enrolment
1					
2					
3					
4					
5					
6					
7					
8					
Total					

22. Vacancy position (in case of posting of teaching staff, mention details of only teaching staff, in case of Non-Teaching staff, mention details of posts that are assigned similar duties)

Ser	Name of post	BPS	No. of posts			Posted out on temporary duty	Remarks
			Sanctioned	Filled	Vacant		

23. Whether He / She is regular / Deputationist or Short-Term employee _____

24. Results for the last three (03) years: (Note: attach additional sheet if required)

Year	Class	Subject	Students			Pass %age	Grade					GPA	
			Enrolled	Passed	Failed		A1	A	B	C	D		E

25. **Recommendations of Head of the Institution:** Recommended for transfer (Yes / No) _____

Remarks: _____

Name: _____

Signature: _____

Designation: _____

Stamp: _____

26. **Recommendations of the Area Education Officer:**

Sector: _____

Recommended for transfer (Yes / No) _____

Remarks: _____

Name: _____

Signature: _____

Designation: _____

Stamp: _____

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24/7/2020
