



NOTIFICATION

SO(SE-IV-A)2-373/2024: The Competent Authority has been pleased to constitute District Hardship Committee to consider and examine applications of teachers seeking transfer on hardship/compassionate grounds (wedlock, circumstantial single parent, differently abled, widowed, divorced/*khula'a* and medical grounds) and make recommendations for transfer against substantial vacant post(s) to the Departmental Hardship Committee on prescribed proforma for decision.

2. The Composition of the District Hardship Committee is as under:

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| a) Deputy Commissioner | Convener |
| b) Chief Executive Officer (DEA) concerned | Member/Secretary |
| c) District Education Officer concerned | Member |
| d) Deputy Director Local Government | Member |
| e) Medical Superintendent DHQ /THQ | Member |
| f) Two representatives of SMC (one male member from boys' school of the district, having highest enrollment and one female member from girls' school of the district, having highest enrollment. The CEO DEA concerned shall nominate the members) | Member |
| g) Any other co-opted member(s) | Member |

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Term of References (ToRs) of the Committee:

- i. The District Hardship Committee shall convene its meetings at least on bi-monthly basis, or as and when required to examine / scrutinize transfer applications of teachers seeking transfer on hardship/compassionate grounds.
- ii. The CEO (DEA)/Secretary of the Committee shall receive applications of teachers working in his/her district for transfer on hardship/compassionate grounds and place the same before the District Hardship Committee for scrutiny.
- iii. The cases of teachers seeking transfer on medical grounds shall be referred to Medical Superintendent of concerned District Headquarter Hospital (DHQ) to determine the veracity of claim of a teacher regarding his/her disease/disability and for examination of the teacher(s) through a medical board. The medical board shall prepare report/finding(s) on the prescribed proforma.
- iv. The Deputy Commissioner concerned being convener of the Committee shall immediately notify constitution of medical boards as per provisions of para 10 of e-Transfer Policy 2024.

- v. The Committee shall not entertain applications of teachers for transfer on hardship/compassionate grounds, facing disciplinary or criminal proceedings.
- vi. The Committee shall consider and make recommendations on transfer applications of such teachers who are eligible to apply for transfer on hardship/compassionate grounds but unable to avail transfer facility due to high STR.
- vii. The Committee, after thorough scrutiny of application, relevant record and vacancy position(s) shall make recommendations to the Departmental Hardship Committee on the prescribed proforma for transfer against substantial vacant post(s).

**Dated Lahore, the
9th August, 2024**

SECRETARY SCHOOL EDUCATION

CC.

A copy is forwarded for information and necessary action to the:

1. Principal Secretary to Chief Minister, Punjab.
2. Minister for School Education Department.
3. Accountant General Punjab, Lahore.
4. Secretary, Department Punjab, Lahore / South Punjab, Multan
5. Special Secretary, Department Punjab Lahore / South Punjab, Multan
6. All Additional Secretaries, Department.
7. All Divisional Commissioners in the Punjab.
8. All Deputy Commissioners in the Punjab.
9. Director Public Instruction (SE/EE), Punjab, Lahore/South Punjab, Multan.
10. Director General (QAED) Punjab, Lahore
11. Director, IT (Solution) PITB, Lahore with the request to update School Information System as per approved e-Transfer Policy 2024.
12. Program Director, PMIU, Lahore.
13. PSO to Chief Secretary, Punjab, Lahore.
14. PS to Secretary School Education, Punjab, Lahore.
15. All District Accounts Officers in Punjab.
16. All the Acting Chief Executive Officers in the Punjab.
17. All the District Education Officers (SE/M-EE/W-EE) in the Punjab.


(M. NAEEM TAHIR)
SECTION OFFICER (SE-IV-A)



**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**

NOTIFICATION

SO(SE-IV-A)2-373/2024: The Competent Authority has been pleased to constitute Divisional Grievance Redressal Committee to examine and make recommendations on representations of teachers aggrieved by the decision of District Hardship Committee.

2. The composition of Divisional Grievance Redressal Committee is as under:

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| a. Commissioner or his/her representative not below the rank of BS 19 | Convener |
| b. Divisional Director (SE/EE) concerned | Member |
| c. Principal of teaching hospital of the division | |
| d. Project Director PMIU, SED or his/her representative not below the rank of BS-18. | Member |
| e. Two representatives of SMC (one male member from boys' school of the division, having highest enrollment and one female member from girls' school of the division, having highest enrollment. Both members must be from different tehsils. The CEO DEA concerned shall nominate the member) | Member |
| f. Educationist/Philanthropist (to be nominated by the Department from amongst the panel as recommended by the Commissioner concerned) | Member |
| g. Representative of Special Education Department (Not below the rank of BS-18) | Member |

Term of References (ToRs) of the Committee:

- i. Teachers aggrieved by the decision of the District Hardship Committee may file a representation against the impugned order in the office of Commissioner concerned/Convener of the Divisional Grievance Redressal Committee.
- ii. The Committee shall examine and decide such representation(s) within 15 days.
- iii. In case the Committee decides any representation in favor of an applicant, the same shall be forwarded to the Departmental Hardship Committee with specific recommendation(s) for consideration and decision thereon.

**Dated Lahore, the
9th August, 2024**

SECRETARY SCHOOL EDUCATION

A copy is forwarded for information and necessary action to the:

1. Principal Secretary to Chief Minister, Punjab.
2. Minister for School Education Department.
3. Accountant General Punjab, Lahore.
4. Secretary, Department Punjab, Lahore / South Punjab, Multan.

5. Special Secretary, Department Punjab Lahore / South Punjab, Multan.
6. All Additional Secretaries, Department.
7. All Divisional Commissioners in the Punjab.
8. All Deputy Commissioners in the Punjab.
9. Director Public Instruction (SE/EE) Punjab, Lahore/South Punjab, Multan.
10. Director General (QAED) Punjab, Lahore
11. Director, IT (Solution) PITB, Lahore with the request to update School Information System as per approved e-Transfer Policy 2024.
12. Program Director, PMIU, Lahore.
13. PSO to Chief Secretary, Punjab, Lahore.
14. PS to Secretary School Education, Punjab, Lahore.
15. All District Accounts Officers in Punjab.
16. All the Acting Chief Executive Officers in the Punjab.
17. All the District Education Officers (SE/M-EE/W-EE) in the Punjab.



(M. NAEEM TAHIR)
SECTION OFFICER (SE-IV-A)



**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**

NOTIFICATION

SO(SE-IV-A)2-373/2024: The Competent Authority has been pleased to constitute Departmental Hardship Committee to examine and decide the transfer cases on hardship/compassionate grounds, received from District Hardship Committee as well as Divisional Grievances Redressal Committee.

2. The composition of Departmental Hardship Committee is as under:
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|--|------------------|
| a. Additional Secretary (Schools), SED | Convenor |
| b. Director Public Instruction (SE/EE), Punjab | Members |
| c. Director Monitoring, SED | Member/Secretary |

Term of References (ToRs) of the Committee:

- The Departmental Hardship Committee shall examine recommendations of District Hardship Committee as well as Divisional Grievances Redressal Committee and decide cases as per provisions of the policy.
- In case of transfer of a teacher on hardship/compassionate grounds, involving high STR, the Committee shall ensure posting of a suitable substitute through SIS Portal as per the provisions and procedure provided in the e-Transfer Policy 2024.
- After approval of Departmental Hardship Committee, all transfer/posting QR coded orders shall be issued through SIS Portal on term end, except in cases of transfer under category of divorce/*khula'a* and widow.

**Dated Lahore, the
9th August, 2024**

SECRETARY SCHOOL EDUCATION

A copy is forwarded for information and necessary action to the:

- Principal Secretary to Chief Minister Punjab.
- Minister for School Education Department.
- Accountant General Punjab, Lahore.
- Secretary, Department Punjab, Lahore / South Punjab, Multan
- Special Secretary, Department Punjab Lahore / South Punjab, Multan
- All Additional Secretaries, Department.
- All Divisional Commissioners in the Punjab.
- All Deputy Commissioners in the Punjab.
- Director Public Instruction (SE/EE), Punjab, Lahore/South Punjab, Multan.
- Director General (QAED) Punjab, Lahore
- Director, IT (Solution) PITB, Lahore with the request to update School Information System as per approved e-Transfer Policy 2024.
- Program Director, PMIU, Lahore.
- PSO to Chief Secretary, Punjab, Lahore.
- PS to Secretary School Education, Punjab, Lahore.
- All District Accounts Officers in Punjab.
- All the Acting Chief Executive Officers in the Punjab.


SECTION OFFICER (SE-IV-A)