

OFFICE OF THE EXECUTIVE DISTRICT OFFICER (EDU) _____

To

The Director Public Instruction (EE)
Punjab LahoreSubject:- **INTER DISTRICT TRANSFER CASE**

The Inter District Transfer case in respect of Mr/Mst. _____ Father /
Husband _____ PST/EST() Govt. _____ to District _____
is forwarded herewith for further action with necessary documents as detailed below in line with
Govt. SOP and transfer policy 2013.

Sr. No.	Name of Documents	Attached at Page	Remarks
GENERAL & SERVICE DOCUMENTS			
1	Fresh NOC with respect to vacant post issued by the recipient District.		
2	Handwritten application for transfer by the applicant.		
3	Application form duly filled by the candidate		
4	Service certificate issued by relieving District.		
5	1 st appointment order along with its verification and joining report.		
6	Promotion orders (if promoted).		
7	Attested photocopy of Service Book duly verified by the DDO and District Accounts Officer concerned.(original service book will be produced at the time of joining to the recipient EDO(Edu)		
8	Attested photocopies of academic and professional certificates / degrees along with their verifications.		
9	Attested photographs and CNIC of applicant.		
10	Latest computerized pay slip.		
11	No objection certificate, No Inquiry certificate and No Audit Para certificate C/S by the Dy.DEO/DEO (concerned).		
12	A certificate issued by the Dy. DEO concerned that school will not close due to this transfer. Moreover at least two teachers will remain on roll of the school.		
WEDLOCK DOCUMENTS.			
13	Application		
	CNIC of spouse		
	Nikkah Nama		
	Domicile and service certificate of spouse		
QUANTITATIVE MEASUREMENT OF MARKS AS PER TRNASFER POLICY 2013			
14	Academic Results		
	Service in for flung area		
	Seniority		
	Wedlock		
	Compassionate grounds		
Total Marks			

The under signed hereby under take that he will be personally responsible if any of the documents or case is found fake or bogus at any stage.

DEO (M/W-EE)

EDO (Edu)