

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA**JOINT APPLICATION FOR MUTUAL TRANSFER****BIODATA/SERVICE PARTICULARS**

Sr.	DESCRIPTION	FIRST PARTY	SECOND PARTY
1	NAME		
2	Father Name		
3	Date of Birth (DD/MM/YYYY)		
4	CNIC No.		
5	Personal No.		
6	Contact No.		
7	email (if any)		
8	Marital Status (Single/Married/ Divorce)		
9	Current School		
10	Current Designation		
11	Current BPS		
12	Distance from Home to Current School		
13	Distance from Home to Proposed School		
14	Current Basic Pay		
15	Appointment Status (Regular/Contract)		
16	1 st Appointment Date in E&SE		
17	1 st Appointment Post in E&SE with BPS		
18	1 st Appointment Date on Current Post		
19	1 st Appointment Date in Current School		
20	Length of Service as Whole in E&SE		
21	Length of Service on Current Post		
22	Length of Service in Current School	___Year(s), ___Month(s), ___Day(s)	___Year(s), ___Month(s), ___Day(s)
23	Date of Retirement (DD/MM/YYYY)		
24	Qualification (Last Educational Degree)		
25	Qualification (Last Professional Degree)		
26	Permanent Address as in CNIC		
27	Enrollment in Current School		
28	All Teaching Staff in Current School		
29	T. Staff in C. School in Same Cadre & BPS		
30	Reason of Seeking Transfer		
31	Medical Category (Normal, Special)		
32	Spouse (if in Govt: Current Posting Station)		
33	Remarks (if any)		

We hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. We take full responsibility for the correctness of the said information. We further declare that application provided along with documents may be cancelled, at any stage if any ineligible and/or the information's provided by us are found to be incorrect & proceed this case under E&D Rules 2011 for action against us.

By signing this acknowledgment, we affirm that I will not hold the department responsible for any consequences resulting from the acceptance or rejection of this application. We (Party A & B) waive any right to challenge the decision in the future and commit to respecting the department's authority in this matter.

Party A (Signature)

Party B (Signature)

ASDEO/ADO (Sign & Stamp)

Attesting Authority
(SDEO/Head of School)

First Party

LETTER ISSUED BY THE SCHOOL HEAD AS NOC FOR MUTUAL TRANSFER

To

THE HONORABLE,

**SUBJECT: CONFIRMATION OF MUTUAL TRANSFER PROFORMA,
NOC, AND ASSUMPTION OF RESPONSIBILITY**

Respected Sir/Madam,

Reference to the subject cited above, I am writing to issue NOC & Acceptance letter for a mutual transfer request involving one employee from our school as "First Party, The employee in question is Mr/Miss. _____ Current Post _____ BPS _____ and all other data in proforma "Proforma" being verified and attested by me.

As the head of school, I kindly request your assistance in processing of mutual transfer. I am issuing a No Objection Certificate (NOC) in accordance with the education department's guidelines for the said mutual transfer.

Furthermore, as the principal, I assure you that our school will take full responsibility for any issues that may arise in the future as a result of this mutual transfer. We are committed to ensuring a smooth transition and compliance with all departmental policies and regulations.

Your cooperation in this matter will be highly appreciated. If there are any additional requirements or if you need further clarification. Thank you for your prompt attention to this request.

The following documents have been included with this application:

1. *Attested & Complete Application in all aspect (Proforma A)*
2. *School Recommendation Letter (Proforma B, C)*
3. *Last Pay Slip & Latest Photo*
4. *Attested CNIC Copies of Both Employees*
5. *Last Transfer/Appointment Orders (Attested)*

Seal & Signature
HEAD OF SCHOOL

No. _____ Dated: _____

Second Party

LETTER ISSUED BY THE SCHOOL HEAD AS NOC FOR MUTUAL TRANSFER

To

THE HONORABLE,

**SUBJECT: CONFIRMATION OF MUTUAL TRANSFER PROFORMA,
NOC, AND ASSUMPTION OF RESPONSIBILITY**

Respected Sir/Madam,

Reference to the subject cited above, I am writing to issue NOC & Acceptance letter for a mutual transfer request involving one employee from our school as "Second Party", The employee in question is Mr/Miss. _____ Current Post _____ BPS _____ and all other data in proforma "Proforma" being verified and attested by me.

As the head of school, I kindly request your assistance in processing of mutual transfer. I am issuing a No Objection Certificate (NOC) in accordance with the education department's guidelines for the said mutual transfer.

Furthermore, as the principal, I assure you that our school will take full responsibility for any issues that may arise in the future as a result of this mutual transfer. We are committed to ensuring a smooth transition and compliance with all departmental policies and regulations.

Your cooperation in this matter will be highly appreciated. If there are any additional requirements or if you need further clarification. Thank you for your prompt attention to this request.

The following documents have been included with this application:

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2. *School Recommendation Letter (Proforma B, C)*
3. *Last Pay Slip & Latest Photo*
4. *Attested CNIC Copies of Both Employees*
5. *Last Transfer/Appointment Orders (Attested)*

Seal & Signature
HEAD OF SCHOOL

No. _____ Dated: _____

Covering Letter "D"

Only For Use for Head of School/SDEO/ADEO
COVERING LETTER

To

THE HONORABLE, DISTRICT EDUCATION OFFICER

SUBJECT: COVERING LETTER,
SUBMISSION OF MUTUAL TRANSFER DOCUMENTATION FOR FURTHER PROCESSING

Memo;

Reference to the subject cited above, I am writing to submit the documentations for a mutual transfer between two employees. **Enclosed herewith are necessary documents along with application in TRIPLICATE, as required for the mutual transfer process.** The documents include:

1. *Attested & Complete Application in all aspect (Proforma A)*
2. *School Recommendation Letter (Proforma B, C)*
3. *Last Pay Slips & Latest photos of both employees*
4. *Attested CNIC Copies of both employees*
5. *Last Transfer/Appointment Orders (Attested)*
6. *Other relevant supporting documents as per the transfer guidelines*

I kindly request you to process the mutual transfer application and initiate the necessary actions at your' s level. Your prompt cooperation requires for this application, and I am available for any further clarification or information that may be required.

HEAD OF SCHOOL/SDEO/ADEO
(Sign & Seal)

Name: _____

Post: _____

Contact No. _____

No. _____ Dated: ____/____/20