

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

To

THE DISTRICT EDUCATION OFFICER

Saidu Sharif District Swat

Respected,

Please find below my personal & professional details for consideration regarding my transfer. I kindly request that my application be reviewed/approve in the best interest of public service.

Cadre (Teaching/ Non-Teaching): _____

Job (Regular/ Contract): _____

Post: _____ BPS: _____

Current School: _____

Length of Service in Current School: M ____ Y ____

Proposed School: _____

| Sr. | DESCRIPTION | REPLIES |
|-----|--|---------|
| 1 | EMPLOYEE NAME | |
| 2 | Father Name | |
| 3 | Date of Birth (DD/MM/YYYY) | |
| 4 | CNIC No. | |
| 5 | Personal No. | |
| 6 | Contact No. | |
| 7 | Marital Status (Single/Married/ Divorce) | |
| 8 | Distance from Home to Current School | |
| 9 | Distance from Home to Proposed School | |
| 10 | Current Basic Pay | |
| 11 | 1 st Appointment Date in E&SE | |
| 12 | 1 st Appointment Post in E&SE with BPS | |
| 13 | 1 st Appointment Date on Current Post | |
| 14 | 1 st Appointment Date in Current School | |
| 15 | Length of Service as Whole in E&SE | |

| Sr. | DESCRIPTION | REPLIES | Count of Days upto date of Transfer Application |
|-----|--|---|---|
| 16 | Length of Service on Current Post | | |
| 17 | Length of Service in Current School | _____ Year(s), _____ Month(s), _____ Day(s) | |
| 18 | Date of Retirement (DD/MM/YYYY) | | |
| 19 | Qualification (Last Academic Degree) | | |
| 20 | Qualification (Last Professional Degree) | | |
| 21 | Permanent Address as in CNIC | | |
| 22 | Enrollment in Current School | | |
| 23 | All Teaching Staff in Current School | | |
| 24 | T. Staff in C. School in Same Cadre & BPS | | |
| 25 | Reason of Seeking Transfer | | |
| 26 | Medical Category (Normal, Special) | | |
| 27 | Spouse (if in Govt: Current Posting Station) | | |
| 28 | Remarks (if any) | | |

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

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

Signature of Transfer Request Applicant: _____ **Submission Date:** _____

Schools Seal & Signatures of Head in case of issuing NOC to the above applicant.

Current School (Head):

Proposed School (Head):

Cell No. _____

Cell No. _____

Note: Attach Photo Copy of Last transfer/Appointment Order & CNIC Copy. Sign from SDEO in case of Primary School Teacher.