



# SWAT EDUCATION DEPARTMENT (Female)

Department of Elementary & Secondary Education, Swat.  
Govt. of Khyber Pakhtunkhwa.

Tel: 0946-9240440  
Web: www.female.sed.edu.pk  
Online Portal: www.female.swateducation.com  
Email: female.sed@gmail.com

No. \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

To

**The Branch Manager,**

\_\_\_\_\_

District Swat.

## **SUBJECT: SCHOOL OFFICIAL ACCOUNT TRANSFER AUTHORITY LETTER**

Memo:

I have the honor to inform you that the Head/Incharge of School: \_\_\_\_\_

was Miss. \_\_\_\_\_ CNIC No. \_\_\_\_\_ BPS \_\_\_\_\_. She operated PTC / School Account No. \_\_\_\_\_ officially. She left the charge of operating account due to transfer/others.

Her substitute, Miss. \_\_\_\_\_ CNIC No. \_\_\_\_\_ BPS \_\_\_\_\_ of this school is hereby authorized to operate the said school account under the rules and regulations of elementary and secondary education account act properly from date: \_\_\_\_\_.

### **Specific Signatures Specimen of Account Charge Leaving Incharge:**

Personal No. \_\_\_\_\_ Name: \_\_\_\_\_ Post: \_\_\_\_\_ Scale: \_\_\_\_\_

Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Specimen-1

Signature Specimen-2

Signature Specimen-3

### **Specific Signatures Specimen of Account Charge taking Incharge:**

Personal No. \_\_\_\_\_ Name: \_\_\_\_\_ Post: \_\_\_\_\_ Scale: \_\_\_\_\_

Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Specimen-1

Signature Specimen-2

Signature Specimen-3

\_\_\_\_\_  
Seal & Signature  
Head of the School

\_\_\_\_\_  
Seal & Signature

**Sub Divisional Education Officer (SDEO)/DEO**

Copy forwarded to information to:

1. The Concerns for her own record.
2. The Assistant Sub Divisional Education Officer (SDEO) Swat.
3. The Sub Divisional Education Officer (SDEO) Swat.