



SWAT EDUCATION DEPARTMENT

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

Tel: 0946-9240209 - 9240228
Web: www.sed.edu.pk
Online Portal: www.swateducation.com
Email: swateducation@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 Mr. _____ CNIC No. _____ BPS _____. He operated PTC / School Account No. _____ officially. He left the charge of operating account due to transfer/others.

His substitute, Mr. _____ 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.