

**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
<b>GENERAL &amp; SERVICE DOCUMENTS</b>			
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 <sup>st</sup> 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.		
<b>WEDLOCK DOCUMENTS.</b>			
13	Application		
	CNIC of spouse		
	Nikkah Nama		
	Domicile and service certificate of spouse		
<b>QUANTITATIVE MEASUREMENT OF MARKS AS PER TRNASFER POLICY 2013</b>			
14	Academic Results		
	Service in for flung area		
	Seniority		
	Wedlock		
	Compassionate grounds		
<b>Total Marks</b>			

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)**