



Tel: 051-9334395

No. 2218 /A-IV
DISTRICT EDUCATION AUTHORITY
RAWALPINDI

Dated: 02-06; 2023

SUBJECT: - **VERIFICATION OF DOCUMENTS OF HONORABLE TEACHERS SELECTED FOR TRANSFER/PROMOTION**

In pursuance of Government of the Punjab, School Education Department directions captioned "**Verification of documents of selected Teachers for E-Transfer**" under **E-Transfer Policy dated 08-12-2022 of teachers in the School Education Department**. The verification of all the selected teachers will be carried out from **05.06.2023 to 06.06.2023** at **Govt. Girls Higher Secondary School No. 02, Murree Road, Rawalpindi** from **10:30 a.m. to 3:00 P.M.** Therefore, only selected teachers are requested to appear before the Verification Committee, within given time and date: verification will not be done after the above-mentioned deadline, under any circumstances. It must be noted that no communication, other than this, will be made as status of teachers is reflected in their SIS application so you are requested to keep checking your application status.

The checklist for all transfer categories is enclosed.

**CHIEF EXECUTIVE OFFICER (DEA)
RAWALPINDI**

OFFICE OF THE CHIEF EXECUTIVE OFFICER (DEA), RAWALPINDI
CHECK LIST OF DOCUMENTS REQUIRED FOR VERIFICATION (E TRANSFER JUNE 2023)

All the teachers called for verification of their application are requested to arrange their documents in accordance with the serial number of the check list

FOR APPLICANTS WHO APPLIED ON OPEN MERIT BASIS

1. COPY OF SIS E-TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Print of SIS profile
3. CNIC OF CANDIDATE
4. APPOINTMENT ORDER
5. 1ST JOINING
6. PROMOTION ORDER (IF PROMOTED)
7. JOINING AFTER PROMOTION
8. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
9. JOINING OF CURRENT SCHOOL
10. PAY SLIP LATEST

FOR APPLICANTS WHO APPLIED ON WED LOCK BASIS

1. COPY OF SIS E-TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Print of SIS profile
3. CNIC OF CANDIDATE
4. CNIC OF SPOUSE
5. DOMICILE OF SPOUSE
6. NIKKAH NAMA
7. APPOINTMENT ORDER
8. 1ST JOINING
9. PROMOTION ORDER (IF PROMOTED)
10. JOINING AFTER PROMOTION
11. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
12. JOINING OF CURRENT SCHOOL
13. PAY SLIP LATEST
14. SERVICE CERTIFICATE OF SPOUSE

FOR APPLICANTS WHO APPLIED ON DISABILITY BASIS

1. COPY OF SIS TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Copy of SIS profile
3. CNIC OF CANDIDATE
4. DISABILITY CERTIFICATE

5. APPOINTMENT ORDER
6. 1ST JOINING
7. PROMOTION ORDER (IF PROMOTED)
8. JOINING AFTER PROMOTION
9. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
10. JOINING OF CURRENT SCHOOL
11. PAY SLIP LATEST

FOR APPLICANTS WHO APPLIED ON DIVORCE BASIS

1. COPY OF SIS TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Copy of sis profile
3. CNIC OF CANDIDATE
4. NIKKAH NAMA
5. DIVORCE CERTIFICATE UC ATTESTED/NADRA
6. APPOINTMENT ORDER
7. 1ST JOINING
8. PROMOTION ORDER (IF PROMOTED)
9. JOINING AFTER PROMOTION
10. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
11. JOINING OF CURRENT SCHOOL
12. PAY SLIP LATEST

FOR APPLICANTS WHO APPLIED ON WIDOW BASIS

1. COPY OF SIS TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Copy of SIS profile
3. CNIC OF CANDIDATE
4. NIKKAH NAMA
5. DEATH CERTIFICATE OF HUSBAND
6. APPOINTMENT ORDER
7. 1ST JOINING
8. PROMOTION ORDER (IF PROMOTED)
9. JOINING AFTER PROMOTION
10. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
11. JOINING OF CURRENT SCHOOL
12. PAY SLIP LATEST

FOR APPLICANTS WHO APPLIED FOR PROMOTION

1. COPY OF SIS TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. COPY OF SIS PROFILE
3. CNIC OF CANDIDATE
4. APPOINTMENT ORDER
5. 1ST APPOINTMENT AND JOINING OF CURRENT SCALE/POST
6. PROMOTION ORDER
7. JOINING AFTER PROMOTION
8. PAY SLIP LATEST

FOR APPLICANTS WHO APPLIED FOR MUTUAL TRANSFER

1. COPY OF SIS TRANSFER APPLICATION PRESENT IN YOUR ANDROID PHONE
2. Copy of SIS profile
3. CNIC OF CANDIDATE
4. 1ST APPOINTMENT ORDER AND REGULAR ORDER IF REGULARIZED
5. 1ST APPOINTMENT AND JOINING OF CURRENT SCALE/POST
6. PROMOTION ORDER IF PROMOTED
7. JOINING AFTER PROMOTION
8. PAY SLIP LATEST
9. TRANSFER ORDER OF CURRENT SCHOOL (IF APPLICABLE)
10. JOINING OF CURRENT SCHOOL