

# NOTICE

**TO:** ALL TEACHING AND NON-TEACHING STAFF IN GOVERNMENT EDUCATION INSTITUTIONS

**DATE:** 22<sup>ND</sup> MAY, 2025

**SUBJECT: TRANSFERS**

YOU ARE HEREBY INFORMED THAT:

- i. CURRENTLY TRANSFERS HAVE BEEN PUT ON HAULT. GOING FORWARD RECEIVING OF APPLICATIONS FOR TRANSFERS WILL BE FROM JULY TO SEPTEMBER EVERY YEAR.
- ii. ALL APPLICATIONS SHALL BE SUBMITTED TO THE SECURITY REGISTRY, ROOM 1 ON 4<sup>TH</sup> FLOOR AT EMBASSY HOUSE.
- iii. PROCESSING OF APPLICATIONS FOR TRANSFER WILL BE FROM OCTOBER TO NOVEMBER AND THE OUTCOME COMMUNICATED ON THE FIRST WEEK OF DECEMBER OF EVERY YEAR.
- iv. ALL APPEALS FOR TRANSFERS WILL BE HANDLED IN THE 2<sup>ND</sup> WEEK OF DECEMBER EVERY YEAR AND DECISIONS COMMUNICATED BEFORE THE START OF TERM 1.
- v. APPLICATION FORMS MUST BE ROUTED THROUGH THE HEADTEACHER.

NB: HEADTEACHERS ARE ADVISED TO AVOID DENYING TEACHERS TEACHING LOAD BECAUSE THEY HAVE REQUESTED FOR TRANSFER.

**ALL STAFF INTENDING TO APPLY FOR TRANSFERS SHOULD HEED TO THE TIMELINES OF THE ABOVE PROCESS**

## MANAGEMENT