

## FREQUENTLY ASKED QUESTIONS (FAQ): TRANSFER MODULE (OSMS)

Qn No	Question	Answer
<b>General features</b>		
1	I am an approved whole time teacher. I want to apply online. Where can I submit?	To be submitted online at <a href="http://banglarshiksha.gov.in/utsashree">banglarshiksha.gov.in/utsashree</a>
2	How can I apply online?	Teachers to log in the portal with their Teacher Unique Code and PAN. If Unique Code matches with PAN as per OSMS database, a verification code will be sent to registered Mobile & e-mail of the applicant. After submitting this verification code the applicant can login to submit transfer application online.
3	What is my Teacher Unique Code ?	It is 8 character long alpha numeric code generated by the system in the format ABCD1234, ABCD being any 4 characters from A to Z, 1234 being any 4 numbers from 0 to 9.
4	Where can I get my Teacher Unique code?	If a teacher does not know his/her Unique Code he/she may contact- 1. Circle SIS (for primary) 2. HOI (for secondary) (also available in any OSMS generated pay slip of the applicant)
5	Am I eligible to apply ?	1. You have to serve in the present school and present post for at least 5 years. 2. Your age must be less than 59 yrs 3. You are not under suspension, DP, Judicial Proceedings or financial irregularity 4. You have not refused transfer order in recent past (locking period 7 yrs) 5. You cannot seek transfer within the Circle of your present school in case of Primary teachers and within 25 km from present posting in case of Secondary teachers 6. In case of Mutual transfer, 5 year bar at point 1 above is waived.
6	What are the grounds for which I can seek transfer?	If- 1. You are suffering from serious disease (as mentioned) 2. You are in PH category (40% and above) 3. You are female teacher and facing serious problems in attending schools on ground of divorce or death of husband. 4. Your age is 57 and above and willing for home district transfer. 5. Any other reasons.
7.	After making application to whom I contact for persuasion of my application.	You need not peruse anyone. It is a time bound system and you will get updated status of your application automatically.
<b>Applicant level (Primary)</b>		
8	How many schools can I choose?	3 schools according to your choice where Pupil Teacher Ratio (PTR) will permit Please check PTR (Pupil Teacher Ratio), Low PTR denotes low enrolment. Avoid choosing such schools as such schools if preferred may be rejected later on for transfer.
9	Can I choose 3 three schools from 3 different districts?	Yes, use Inter-District transfer menu.
10	I'm HT of a primary school, can I apply ?	Yes, in vacant HT posts only.
11	I'm TIC of a primary school, can I apply ?	Yes, but in vacant AT posts only, you have to join as AT in new school.
12	Can I apply for Mutual Transfer online?	Yes, Available under Mutual Transfer Management menu.
13	Can I get updated status online?	Yes, updated status of transfer application can be available.
14	Whether my application can be rejected by higher authority?	Yes, if it does not match with laid down criteria of dealing with the application.
15	Who is my next higher authority?	Circle SI of Schools
16	Which documents I need to upload ?	1. Any document supporting your reason of transfer (e.g medical ground, PH etc.) 2. Birth certificate of child (in case Female teachers claiming inconvenience) 3. Previous transfer order (if any). 4. Distance supporting document (All documents in jpg or pdf format (Maximum size 200 KB)
<b>Circle SI Level (For Primary Teachers)</b>		
17	Which documents Circle SIS to check?	While forwarding any application to higher authority (DPSC), SIS to verify in Yes/No format regarding the status of present school (surplus/deficit of teachers) as well as the applicant (valid transfer reason, Length of service, litigation, previous transfer record, transfer refusal etc)
18	Whether Circle SIS can send application back to applicant ?	Yes, giving reason thereon.
<b>DPSC level (For Primary Teachers)</b>		
19	How many types of transfer DPSC to handle ?	1. Intra-District Transfer (Transfer request within own district of DPSC) 2. Inter-District Transfer (Transfer request to other districts)
20	What are the list of checks DPSC	While forwarding any application to next stage, DPSC to check in Yes/No format

	need to perform while forwarding application to next stage?	regarding the status of the school as well as the applicant (valid transfer reason, Length of service, litigation, previous transfer record, transfer refusal etc)
21	Which document to upload ?	In case of transfer on medical ground, DPSC to upload certificate from CMOH. No other document from any other authority like BMOH will be acceptable.
22	What is next step ?	1. For Intra-District Transfer (own district), preferred school by the applicant can be tagged and Transfer order may be generated online. 2. For Inter-District Transfer (other district) DPSC to forward the application to WBBPE for onward processing of the application
23	Whether DPSC can send application back to Circle SIS ?	Yes, giving reason thereon.
24.	Whether DPSC can forward application to the higher level without obtaining opinion from the CMOH in case of transfer seeking on medical reason?	No. Without obtaining opinion from the CMOH the DPSC cannot forward application to the higher level in case of transfer seeking on medical reason.
<b>Qn No</b>	<b>Question</b>	<b>Answer</b>
<b>Applicant level (Secondary)</b>		
25	How many schools can I choose?	3 schools, subject to availability of vacancy in your desired school matches with your Academic Section & Academic Subject (school list will be populated accordingly)
26	I'm HM, can I apply for transfer ?	Yes, in vacant HM posts only
27	I'm AHM, can apply for transfer ?	Yes, but in vacant AT posts only, you have to join as AT in new school.
28	I'm TIC can apply for transfer ?	Yes, but in vacant AT posts only, you have to join as AT in new school.
29	Can I get updated status online?	Yes, updated status of transfer application can be available.
30	Whether my application can be rejected by higher authority ?	Yes, if it does not match with laid down criteria of dealing with the application.
31	Who is my next higher authority?	Head of your Institution (HOI)
32	Which documents I need to upload ?	1. Any document supporting your reason of transfer (e.g medical ground, PH etc.) 2. Birth certificate of child (in case Female teachers claiming inconvenience) 3. Previous transfer order (if any). 4. Distance supporting document (All documents in jpg or pdf format (Maximum size 200 KB)
<b>Head of Institution Login (For Secondary Teachers)</b>		
33	Which document to upload ?	No Objection Certificate (NOC) of the School Authority and opinion of the Doctor member of the SMC in case of transfer seeking on medical reason.
34.	In my school there is no Managing Committee presently. So, no Doctor member is available. May I forward application seeking transfer on medical reason?	Yes.
35.	My school is an Aided school and no Doctor member is available in the M.C. May I forward application seeking transfer on medical reason?	Yes.
36	What are the list of checks HOI need to perform while forwarding application to DI ?	While forwarding any application to higher authority (DI), HOI to check in Yes/No format regarding the status of the school as well as the applicant (valid transfer reason, Length of service, litigation, previous transfer record, transfer refusal etc) and may give any remarks.
37	Whether HOI can send application back to applicant?	Yes, giving reason thereon.
<b>DI, Secondary Login (For Secondary Teachers)</b>		
38	What are the list of checks DIS need to perform while forwarding application to next stage ?	While forwarding any application to higher authority (WBSSC), DIS to check the Yes/No format as forwarded from the school. In case of transfer seeking on medical reason, the DIS is required to obtain opinion from the CMOH.
39.	Whether DIS can forward application to the higher level without obtaining opinion from the CMOH in case of transfer seeking on medical reason?	No. Without obtaining opinion from the CMOH the DIS cannot forward application to the higher level in case of transfer seeking on medical reason.
40	Which document the DIS will upload ?	In case of transfer seeking on medical ground, DIS is to upload certificate from CMOH
41	Whether DIS can send application back to HOI ?	Yes, giving reason thereon.