

General Transfer DI - Secondary

When a teacher can apply and finalize the application for general transfer via iOSMS, after receiving transfer from HOI level and forwarded to WBSSC, the steps is given below-



Fig - 1

- DI Secondary will login to the iOSMS portal, and find the menu – ‘General Transfer Management’ (as per Fig – 1).
- After entering the transfer menu, he/ she find subdivision wise list of transfer (as per Fig – 2).

The screenshot shows a table titled 'TEACHER LIST FOT GENERAL TRANSFER APPLICATION (PHYSICAL HANDICAPPED)'. The table has four columns: 'SL. NO.', 'SUB DIVISION NAME', 'TOTAL GENERAL TRANSFER APPLICATION', and 'TOTAL SCHOOL'. There are four rows of data. The first row shows '1' for SL. NO., 'BARASAT' for SUB DIVISION NAME, '1' for TOTAL GENERAL TRANSFER APPLICATION, and '1' for TOTAL SCHOOL. The other three rows show '2', '3', and '4' for SL. NO., 'BARRACKPORE', 'BASIRHAT', and 'BONGAON' for SUB DIVISION NAME, and '0' for both TOTAL GENERAL TRANSFER APPLICATION and TOTAL SCHOOL. The table is displayed on a page with a search bar and pagination controls.

SL. NO.	SUB DIVISION NAME	TOTAL GENERAL TRANSFER APPLICATION	TOTAL SCHOOL
1	BARASAT	1	1
2	BARRACKPORE	0	0
3	BASIRHAT	0	0
4	BONGAON	0	0

Fig - 2

- After entering the subdivision wise menu, he/ she find school wise list of transfer (as per Fig – 3).

The screenshot shows a table titled 'TEACHER LIST FOT GENERAL TRANSFER APPLICATION (BARASAT) (PHYSICAL HANDICAPPED)'. The table has three columns: 'SL. NO.', 'SCHOOL NAME', and 'TOTAL GENERAL TRANSFER APPLICATION'. There is one row of data showing '1' for SL. NO., a redacted school name for SCHOOL NAME, and '1' for TOTAL GENERAL TRANSFER APPLICATION. The table is displayed on a page with a search bar and pagination controls.

SL. NO.	SCHOOL NAME	TOTAL GENERAL TRANSFER APPLICATION
1	[REDACTED]	1

Fig - 3

- After entering the school wise menu, he/ she find teacher list of transfer (as per Fig –4).

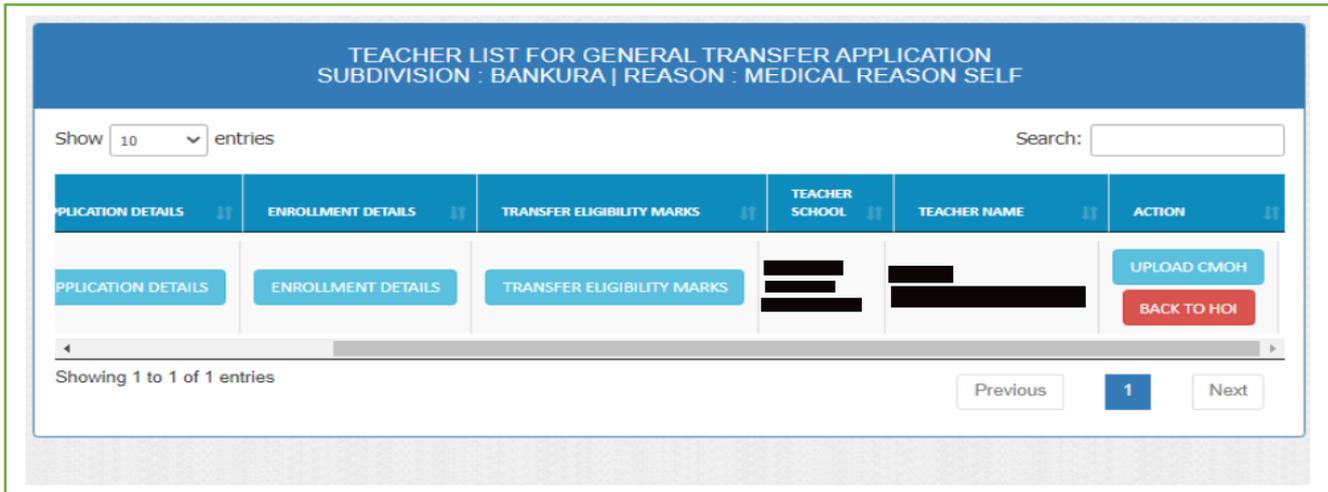


Fig - 4

- DI can Back application to HOI.
- Fill up remarks and click on submit button (as per Fig –5).

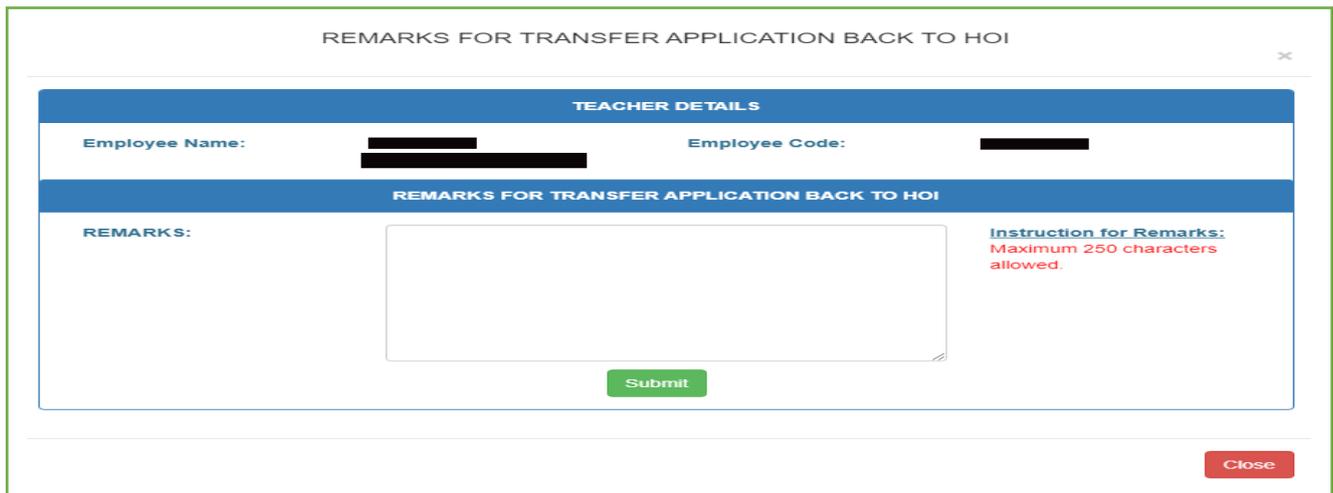


Fig - 5

- After find the name of the teacher DI can view all details (**enrolment details** [as per Fig – 6], **transfer eligibility marks** [as per Fig – 7], **teacher details** [as per Fig – 8], **application details** [as per Fig – 9],) of applicant.

ENROLLMENT DETAILS ✕

EMPLOYEE BASIC DETAILS

Employee Name: ██████████ Employee subject: BENGALI No of total teacher respect to the above mention academic section and subject on that particular school: 2	Employee Code: ██████████ Academic Section: NORMAL Academic Group: LANGUAGE
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No of Boys Student	No of Girls Student	No of Total Student	No of Total Teacher
841	165	1006	25

Close

Fig - 6

TEACHER TRANSFER ELIGIBILITY MARKS ✕

SL. NO.	TRANSFER ELIGIBILITY MARKS GROUND	MARKS
1	Experience in present school and post till last date of application (04-11-1997)	20
2	(i) Female applicant without child and/or child above 10 years of age (ii) Female applicant child below the age of 10 years (age till last date of application)	0
3	Present serving school of applicant is away from the spouse's working place (Above 50 km upto 100 kms)	1
4	Distance from present Posting for applicant (Above 50 km upto 100 kms)	1
Total		22

Fig - 7

TEACHER DETAILS ✕

Transfer Details

Name*: ██████████	Code: ██████████
Designation*: AT	Academic Section*: NORMAL
TEACHER MEDIUM*: BENGALI	Subject Name: BENGALI

Primary Profile

Personal Profile

Contact Profile

Professional Profile

Close

Fig - 8

TEACHER APPLICATION DETAILS

BASIC DETAILS

Employee Name: ██████████	Employee Code: ██████████
Transfer Type: GENERAL TRANSFER	Employee Designation: AT
Employee Medium: NORMAL	Employee subject: Academic Section" BENGALI

PRESENT SCHOOL DETAILS

School Name: ██████████	District Name: BANKURA
Medium: BENGALI	Subdivision: BANKURA
	Category: CO-EDUCATIONAL

PREFER DESTINATION

DISTRICT NAME	SUBDIVISION NAME	SCHOOL NAME
1	SILIGURI	BIDHANNAGAR KURBAN ALI HIGH SCHOOL H S
2	JALPAIGURI	SADAR
		AMBARI FALAKATA JR HIGH SCHOOL

REASON FOR GENERAL TRANSFER

REASON: MEDICAL REASON SELF	DISEASES: THALASSEMIA
RELATION NAME:	

HOI REMARKS AND UPLOADED FILE VIEW

HOI REMARKS:
NOC DOCUMENT:

MEDICAL DOCUMENT:

Please check all details

Form 11 (Revised)

Employee Code: ██████████
Membership

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (Paragraph 34)
AND
THE EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 24)
Declaration by a person taking up employment in an establishment in which the Employees' Provident Funds & Employees' Pension Scheme applies

I, _____ Son/daughter of _____ do hereby solemnly declare that -

(a) I was employed in this _____ (Name and Full Address of my immediate previous employer) and will continue in _____ (Name and Full Address of the concerned employer of mine) prior to this, I was employed in _____ (Name and Full Address of the concerned employer of mine) (Date of joining & leaving with account last employer, if any)

DOWNLOAD

Form 11 (Revised)

Employee Code: ██████████
Membership

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (Paragraph 34)
AND
THE EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 24)
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(a) I was employed in this _____ (Name and Full Address of my immediate previous employer) and will continue in _____ (Name and Full Address of the concerned employer of mine) prior to this, I was employed in _____ (Name and Full Address of the concerned employer of mine) (Date of joining & leaving with account last employer, if any)

DOWNLOAD

Fig - 9

- Upload CMOH for medical reason (if applicable) (as per Fig – 10)

CMOH onTransfer application on medical grounds as reported by the doctor of the SMC

TEACHER DETAILS

Employee Name: ██████████	Employee Code: ██████████
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CMOH onTransfer application on medical grounds as reported by the doctor of the SMC

Upload file: Choose File No file chosen Upload

Close

Fig - 10

- After upload the CMOH certificate the DI Secondary can forward the application to WBSSC end with remarks and check list (as per Fig – 11)
- DI can check HOI fill up checklist (as per Fig – 11).
- Fill up checklist and remarks then click on submit (as per Fig – 11).

REMARKS FOR TRANSFER APPLICATION FORWARDING TO WBSSC
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TEACHER DETAILS

Employee Name: ██████████

Employee Code: ██████████

HOI CHECK LIST VIEW

1. Whether personal information in respect of the applicant is correct?: **YES**
2. Whether the applicant completed 5 years satisfactory service in the school and in the posting?: **YES**
3. Whether the applicant has refused to carry out transfer order issued earlier?: **YES**
4. If yes, then whether the applicant completed 7 years since issuance of that transfer order?: **YES**
5. Whether Disciplinary Proceeding / Suspension / Financial irregularity is pending against the applicant?: **YES**
6. Whether the subject teacher to teach the particular subject will become zero in the event the applicant is transferred?: **YES**
7. Whether the school will face extreme difficulty in view of work load considering roll strength in the event the applicant is transferred?: **YES**
8. Whether total application(s) from school is not more than 10% of total teachersâ€™ strength?: **YES**
9. Whether transfer application on medical grounds has been examined by the doctor of the MC and opined that the disease caused serious problem in attending the school?: **YES**
10. Whether the applicant is a PH candidate (40% and above)?: **YES**
11. Whether the School Authority is issuing NOC?: **YES**

REMARKS FOR TRANSFER APPLICATION FORWARD TO WBSSC

CHECK LIST :

1. Whether personal information in respect of the applicant is correct?: YES NO
2. Whether the applicant completed 5 years satisfactory service in the school and in the posting?: YES NO
3. Whether the applicant has refused to carry out transfer order issued earlier?: YES NO
4. If yes, then whether the applicant completed 7 years since issuance of that transfer order?: YES NO
5. Whether Disciplinary Proceeding / Suspension / Financial irregularity is pending against the applicant?: YES NO
6. Whether the subject teacher to teach the particular subject will become zero in the event the applicant is transferred?: YES NO
7. Whether the school will face extreme difficulty in view of work load considering roll strength in the event the applicant is transferred?: YES NO
8. Whether total application(s) from school is not more than 10% of total teachersâ€™ strength?: YES NO
9. Whether transfer application on medical grounds has been examined by the doctor of the MC and opined that the disease caused serious problem in attending the school?: YES NO
10. Whether views of CMOH on transfer application on medical grounds has been obtained?: YES NO
11. Whether the applicant is a PH candidate (40% and above)?: YES NO
12. Whether the School Authority has issued NOC?: YES NO

REMARKS:

Instruction for Remarks:
 Maximum 250 characters allowed.

Fig - 11

- After submitting all details to WBSSC can get an email alert.