

## General Transfer – WBBSE

When a teacher can apply and finalize the application for general transfer via iOSMS, after receiving transfer from HOI end DI of school education inspected this and forwarded to WBSSC, then WBSSC generate recommendation for transfer and send it to WBBSE - the steps are given below –

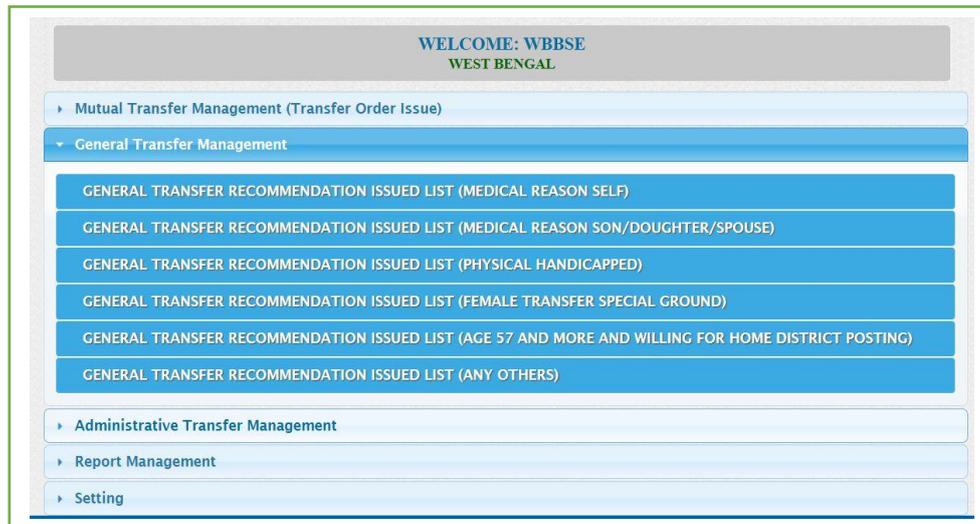


Fig - 1

- Into WBBSE login to the iOSMS portal, and find the menu – ‘General Transfer Management’ (as per Fig – 1).
- The Teacher transfer menu divided into six part – Transfer reason wise (as per Fig – 1).
- Each menu divides into District and subdivision wise (as per Fig – 2).

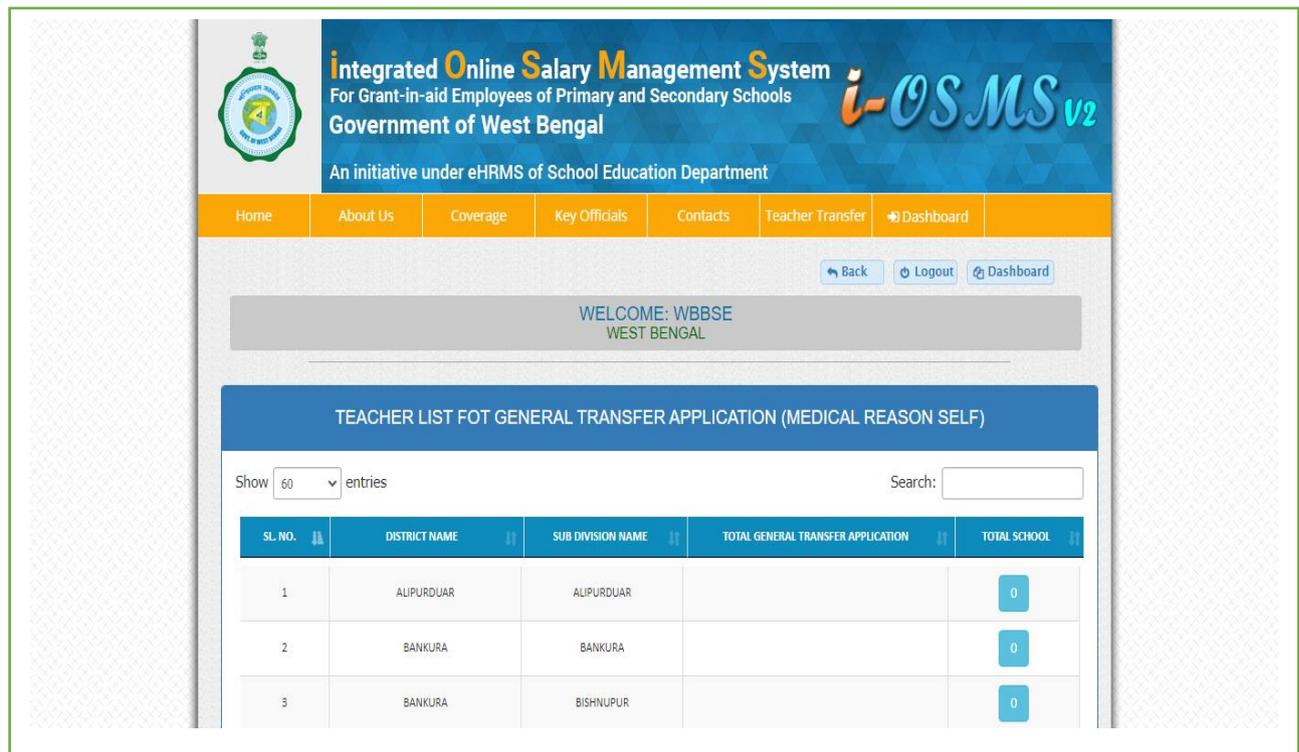


Fig - 2

- The school name will be available along with the number of applicants after entering the district-based menu (as per Fig – 3).
- The teacher/applicant name will be available along with his/her details of applicants after entering the school-based menu (as per Fig – 4).

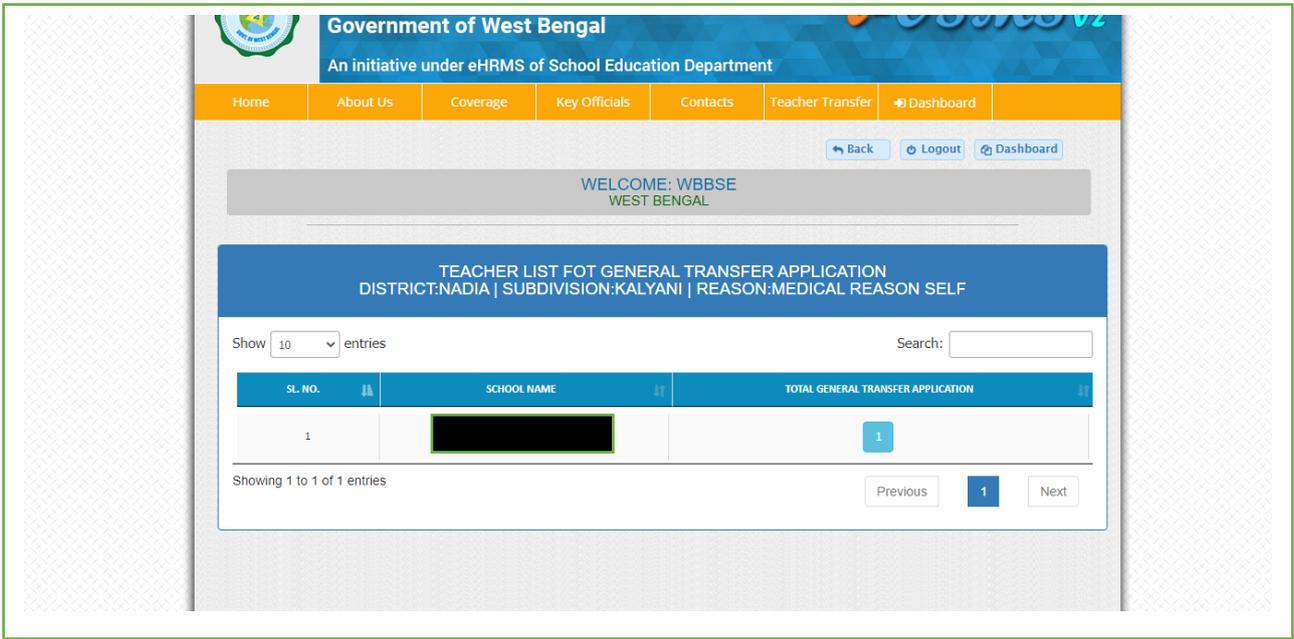


Fig - 3

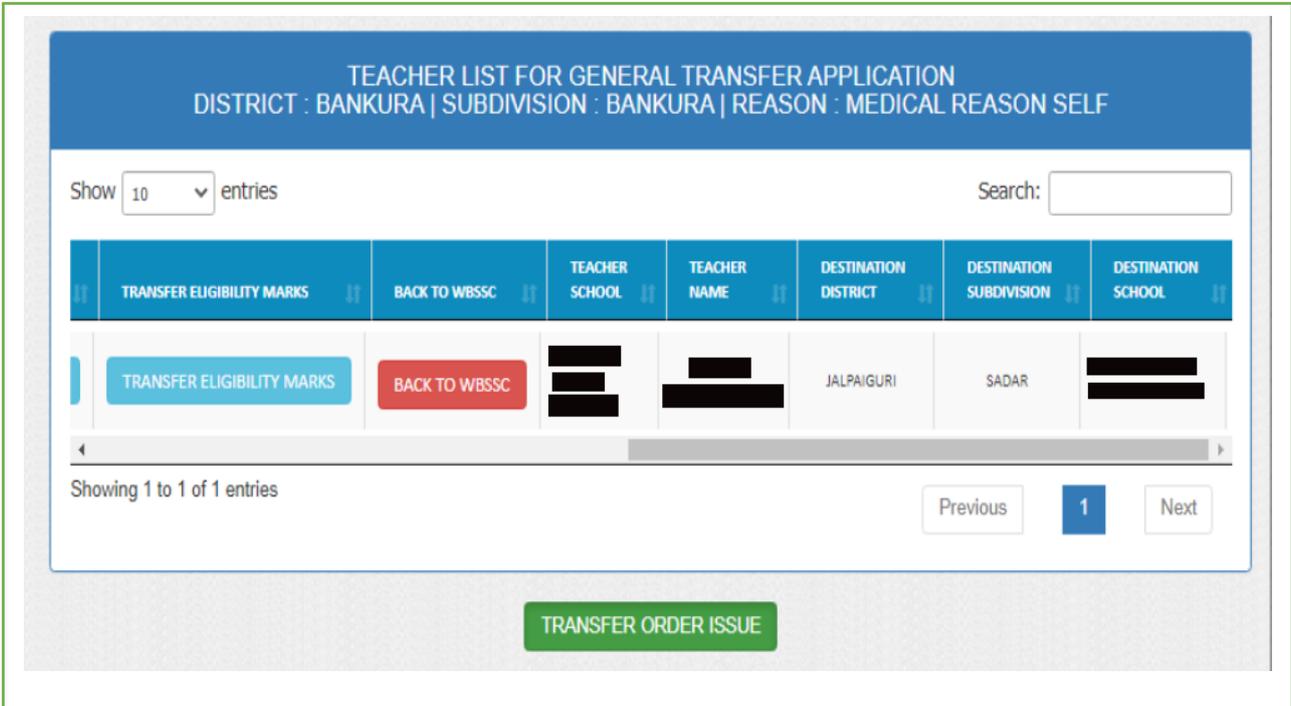


Fig - 4

- WBBSE can view all details of applicant (**enrolment details** [as per Fig – 6], **transfer eligibility marks** [as per Fig – 9], **teacher details** [as per Fig – 5], **application details** [as per Fig – 7], **checklist** [as per Fig-8]) of applicant.

**TEACHER DETAILS** ✕

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**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 - 5

**ENROLLMENT DETAILS** ✕

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**EMPLOYEE BASIC DETAILS**

Employee Name:		Employee Code:	
Employee subject:	BENGALI	Academic Section:	NORMAL
No of total teacher respect to the above mention academic section and subject on that particular school:		Academic Group:	LANGUAGE
			2

No of Boys Student	No of Girls Student	No of Total Student	No of Total Teacher
841	165	1006	25

Fig - 6

TEACHER APPLICATION DETAILS



BASIC DETAILS

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

PRESENT SCHOOL DETAILS

School Name: [REDACTED] District Name: BANKURA  
 Medium: BENGALI Subdivision: BANKURA  
 Category: CO-EDUCATIONAL

PREFFER DESTINATION

DISTRICT NAME	SUBDIVISION NAME	SCHOOL NAME
1 SILIGURI	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:

Please check all details



DOWNLOAD

MEDICAL DOCUMENT:



DOWNLOAD

DI REMARKS AND CMOH VIEW

DI REMARKS:  
DI CMOH:

Please check all details.



DOWNLOAD

Fig - 7

HOI CHECKLIST
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

DI CHECKLIST
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?: NO
5. Whether Disciplinary Proceeding / Suspension / Financial irregularity is pending against the applicant?: NO
6. Whether the subject teacher to teach the particular subject will become zero in the event the applicant is transferred?: NO
7. Whether the school will face extreme difficulty in view of work load considering roll strength in the event the applicant is transferred?: NO
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 views of CMOH on transfer application on medical grounds has been obtained?: YES
11. Whether the applicant is a PH candidate (40% and above)?: YES
12. Whether the School Authority has issued NOC?: YES

Fig - 8

TEACHER TRANSFER ELIGIBILITY MARKS		
<b>SL. NO.</b>	<b>TRANSFER ELIGIBILITY MARKS GROUND</b>	<b>MARKS</b>
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 - 9

- WBBSE can return the application to WBSSC with remarks (as per Fig –10).
- Click on ‘Back to WBSSC’ button and fill up remarks. (as per Fig – 4).

REMARKS FOR TRANSFER APPLICATION BACK TO WBSSC	
<b>TEACHER DETAILS</b>	
Employee Name: ██████████	Employee Code: ██████████
<b>REMARKS FOR TRANSFER APPLICATION BACK TO WBSSC</b>	
REMARKS:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p style="color: red; font-size: small;">Instruction for Remarks: Maximum 250 characters allowed.</p>
<input type="button" value="Submit"/>	
<input type="button" value="Close"/>	

Fig - 10

- WBBSE can multiple applicants transfer order issue.
- At first click on checkbox(multiple) then submit 'TRANSFER ORDER ISSUE' (as per Fig –11).

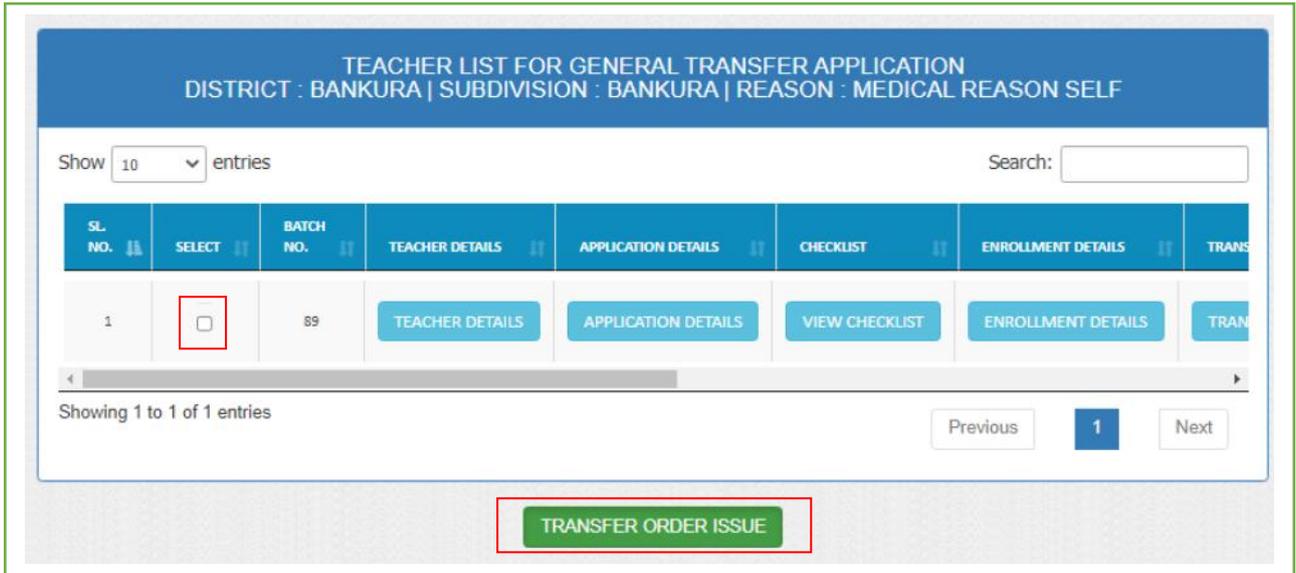


Fig - 11

- After successfully transfer order issue showing the below message and email alert send with attachment (as per Fig –12).

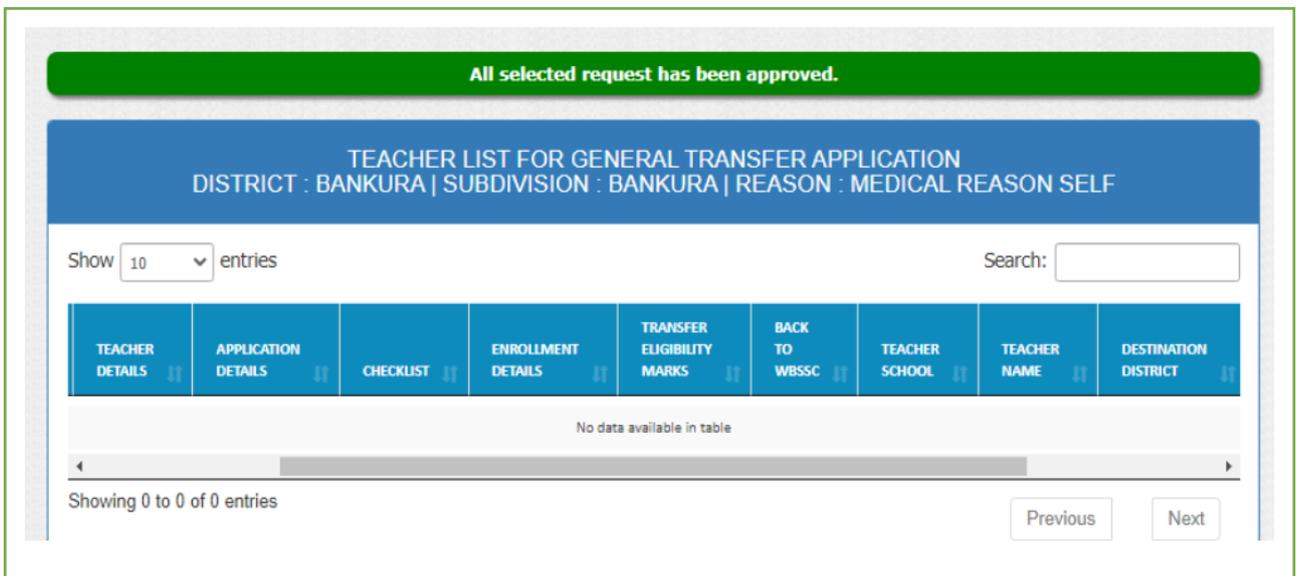


Fig - 12