

General Transfer – WBSSC LEVEL

When a teacher can apply and finalize the application for general transfer via iOSMS, after receiving transfer from DI and forwarded to WBSSC, then WBSSC generate recommendation for transfer - the steps are given below –



Fig - 1

- Into WBSSC 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).

The screenshot shows a table titled 'TEACHER LIST FOT GENERAL TRANSFER APPLICATION' with the subtitle 'REASON: PHYSICAL HANDICAPPED'. The table has five columns: 'SL. NO.', 'DISTRICT NAME', 'SUB DIVISION NAME', 'TOTAL GENERAL TRANSFER APPLICATION', and 'TOTAL SCHOOL'. The table contains six rows of data, each representing a different district and subdivision. The 'TOTAL GENERAL TRANSFER APPLICATION' and 'TOTAL SCHOOL' columns are currently empty, with a '0' in a blue box in the 'TOTAL SCHOOL' column for each row. Above the table, there is a 'Show 60 entries' dropdown and a 'Search:' input field.

SL. NO.	DISTRICT NAME	SUB DIVISION NAME	TOTAL GENERAL TRANSFER APPLICATION	TOTAL SCHOOL
1	ALIPURDUAR	ALIPURDUAR		0
2	BANKURA	BANKURA		0
3	BANKURA	BISHNUPUR		0
4	BANKURA	KHATRA		0
5	BARDDHAMAN	ASANSOL		0
6	BARDDHAMAN	DURGAPUR		0

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).

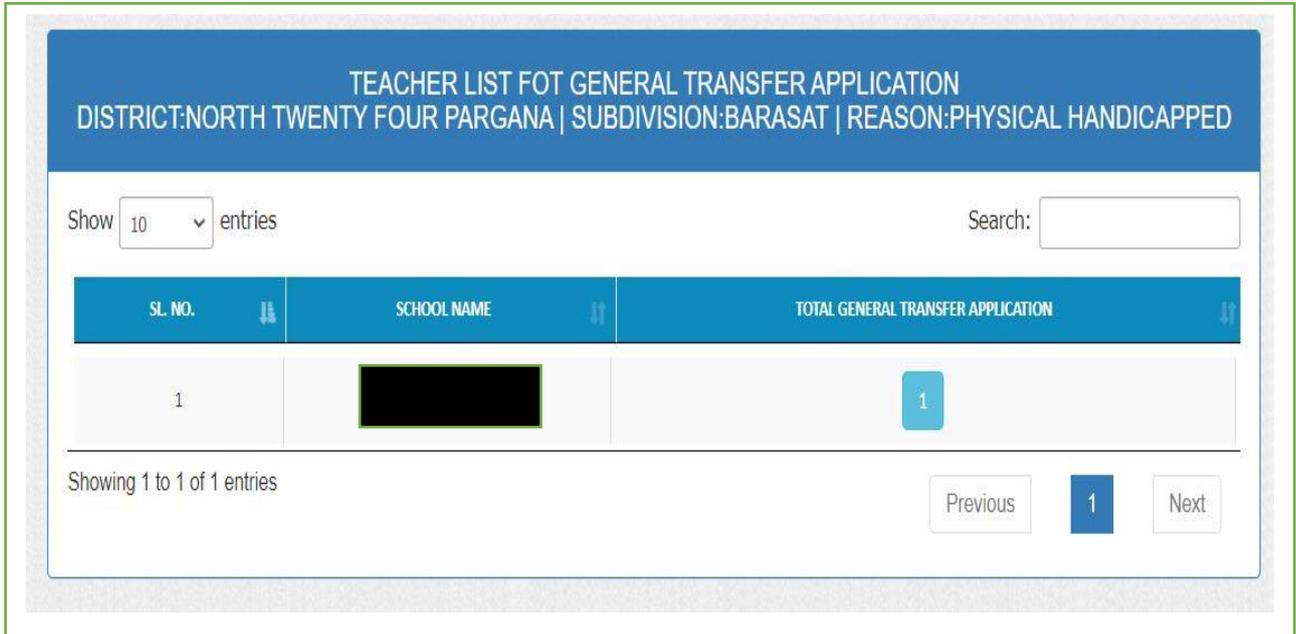


Fig - 3

- WBBSE can view all details of applicant (**enrolment details** [as per Fig – 8], **transfer eligibility marks** [as per Fig – 9], **teacher details** [as per Fig – 6], **application details** [as per Fig – 7], **checklist** [as per Fig-10]) of applicant.

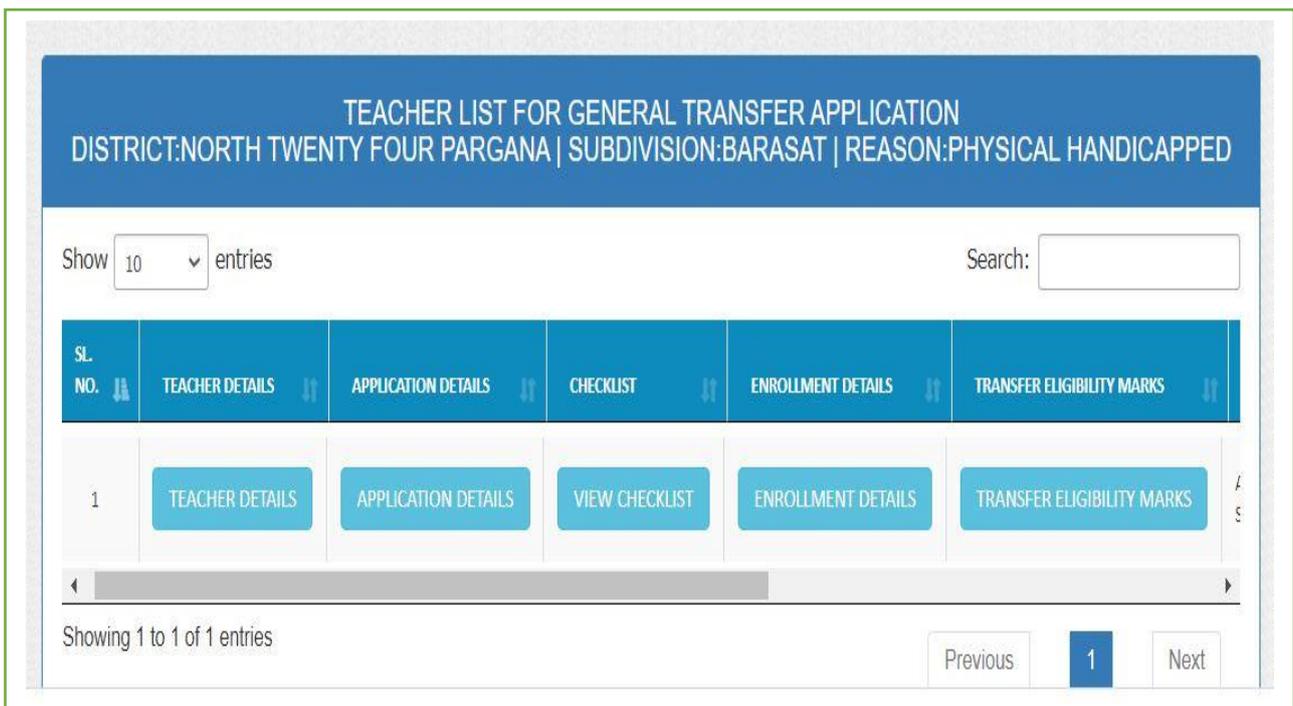


Fig - 4

- Then WBSSC tag a suitable school for the applicant (as per Fig- 12)

TEACHER LIST FOR GENERAL TRANSFER APPLICATION
DISTRICT: BANKURA | SUBDIVISION: BANKURA | REASON: MEDICAL REASON SELF

Show entries Search:

TRANSFER ELIGIBILITY MARKS	TEACHER SCHOOL	TEACHER NAME	BATCH No	SCHOOL TAG	ACTION
TRANSFER ELIGIBILITY MARKS	[REDACTED]	[REDACTED]		SCHOOL TAG	GENERATE RECOMMENDATION BACK TO DI

Showing 1 to 1 of 1 entries Previous **1** Next

Fig - 5

TEACHER DETAILS ✕

Transfer Details

Name*: [REDACTED]	Code: [REDACTED]
Designation*: AT	Academic Section*: NORMAL
TEACHER MEDIUM*: BENGALI	Subject Name: BENGALI

Primary Profile

Personal Profile

Contact Profile

Professional Profile

Fig - 6

TEACHER APPLICATION DETAILS

X

BASIC DETAILS

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

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	BIDHANNAGAR KURBAN ALI HIGH SCHOOL H S
2	JALPAIGURI	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

ENROLLMENT DETAILS

✕

EMPLOYEE BASIC DETAILS

<p>Employee Name: ██████████</p> <p>Employee subject: BENGALI</p> <p>No of total teacher respect to the above mention academic section and subject on that particular school:</p>	<p>Employee Code: ██████████</p> <p>Academic Section: NORMAL</p> <p>Academic Group: LANGUAGE</p> <p style="border: 1px solid green; display: inline-block; padding: 2px;">2</p>
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No of Boys Student	No of Girls Student	No of Total Student	No of Total Teacher
841	165	1006	25

Fig - 8

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 - 9

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 - 10

- After click on 'BACK TO DI' button open a popup (as per Fig – 5).
- WBSSC return the application to DI until recommendation letter issued (as per Fig – 11).

REMARKS FOR TRANSFER APPLICATION BACK TO DI
×

TEACHER DETAILS

Employee Name: ██████████

Employee Code: ██████████

REMARKS FOR TRANSFER APPLICATION BACK TO DI

REMARKS:

Instruction for Remarks:

Maximum 250 characters allowed.

Submit

Fig - 11

- After click on 'SCHOOL TAG' button open a popup and fill up all required details (as per Fig – 5 & Fig – 12).

District Name	Subdivision Name	School Name
SILIGURI	SILIGURI	BIDHANNAGAR KURBAN ALI HIGH SCHOOL H S
JALPAIGURI	SADAR	AMBARI FALAKATA JR HIGH SCHOOL

PREFERRED DESTINATION

AT FIRST CHOOSE PREFERRED SCHOOL, IF PREFERRED SCHOOL NOT AVAILABLE THEN CLICK ON YES OPTION

YES NO

PREFERRED DISTRICT*:

Please Select ▼

PREFERRED SUBDIVISION*:

No district selected...

PREFERRED SCHOOL*:

No district selected...

SELECT DETAILS

BATCH NO*:

SUBMIT

Fig - 12

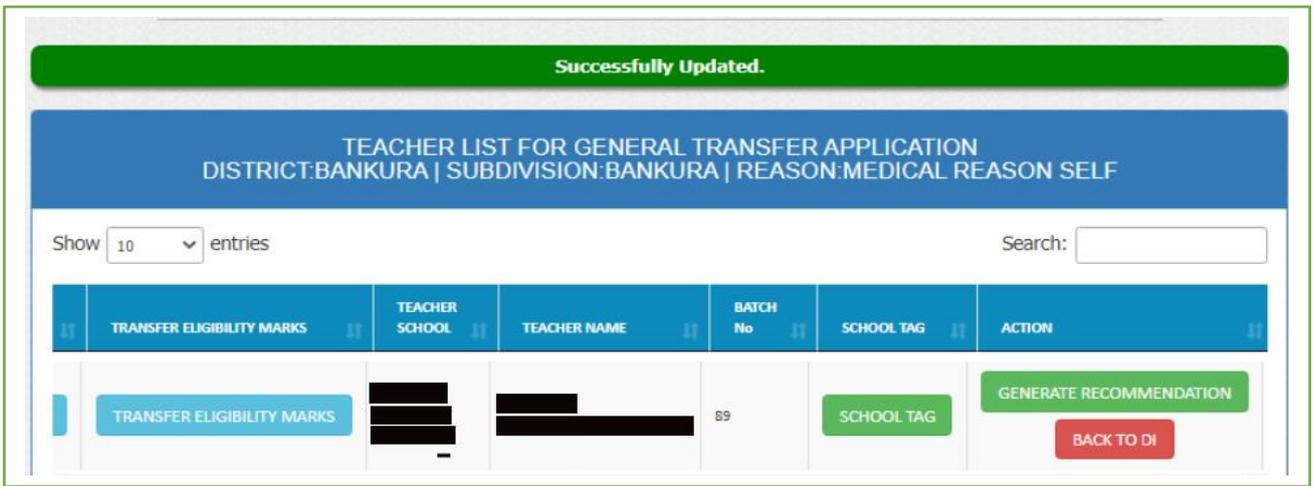


Fig - 13

- After successfully school tagging click on 'generate recommendation' button for issue recommendation letter for the applicant (as per Fig – 14).
- After successfully recommendation letter issued show the bellow message and email send with attachment (as per Fig – 15).

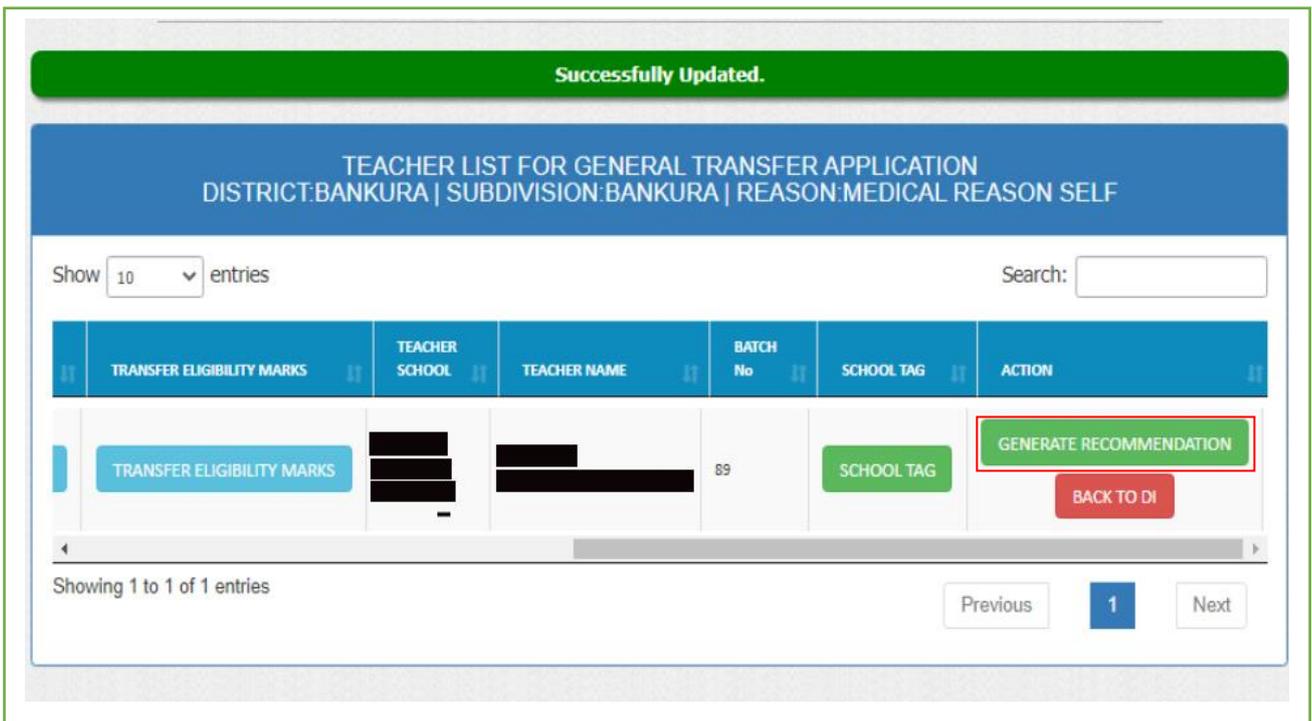


Fig - 14

Successfully recommendation issued.

TEACHER LIST FOR GENERAL TRANSFER APPLICATION
DISTRICT: BANKURA | SUBDIVISION: BANKURA | REASON: MEDICAL REASON SELF

Show 10 entries

Search:

SL. NO.	TEACHER DETAILS	APPLICATION DETAILS	CHECKLIST	ENROLLMENT DETAILS	TRANSFER ELIGIBILITY MARKS	TEACHER SCHOOL	TEACHER NAME	BATCH No	SCH TAG
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No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

Fig - 15