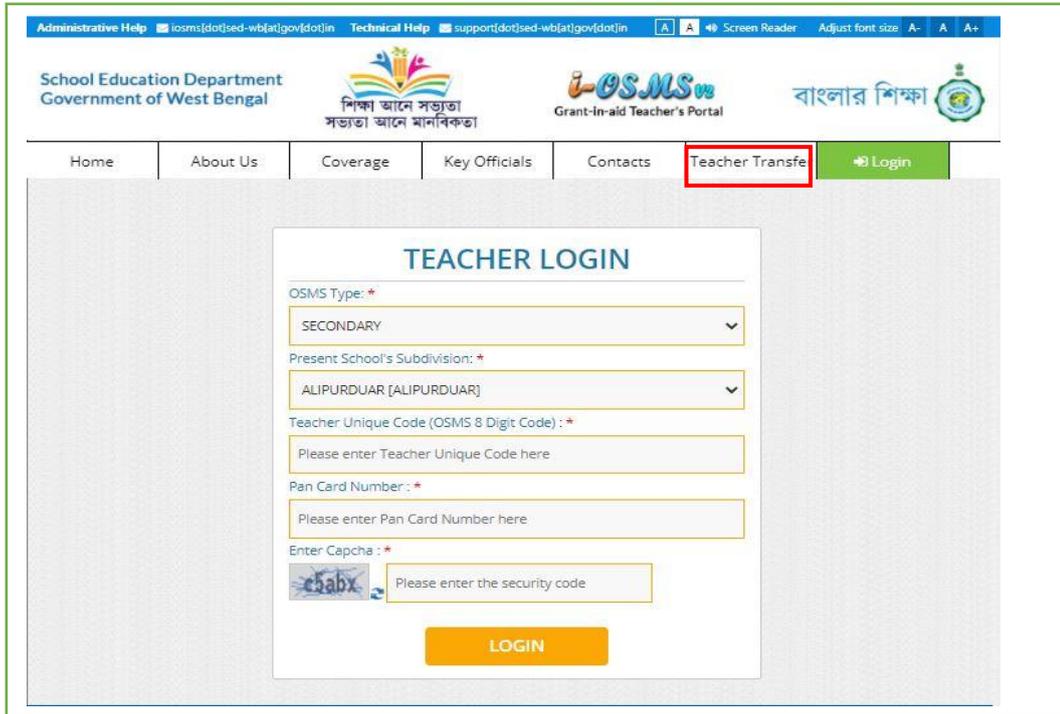


## [USER MANNUAL FOR GENERAL TRANSFER\(SECONDARY\)](#)

The applicant go to 'https://osms.wbsed.gov.in' and get the 'Teacher Transfer' menu to submit his application for transfer. As mention Fig 1 –



The screenshot shows the 'TEACHER LOGIN' page on the OSMS portal. The navigation menu includes 'Home', 'About Us', 'Coverage', 'Key Officials', 'Contacts', 'Teacher Transfe' (highlighted in red), and 'Login'. The login form contains the following fields:

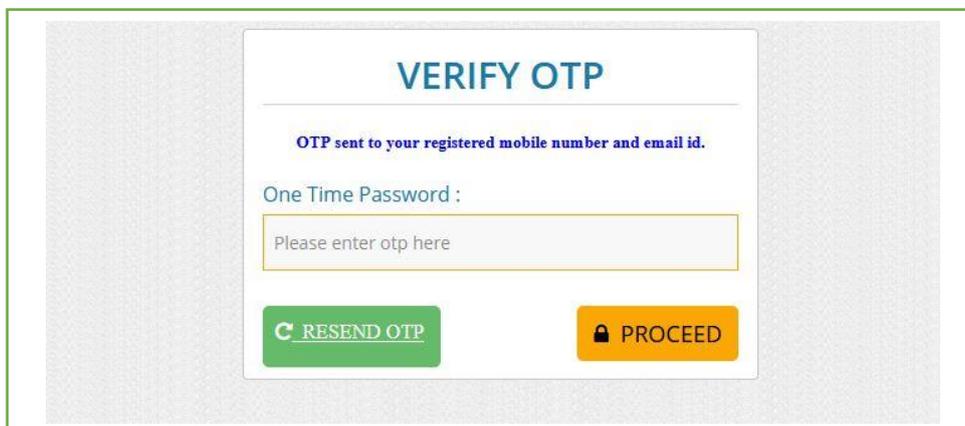
- OSMS Type: \* (Dropdown menu: SECONDARY)
- Present School's Subdivision: \* (Dropdown menu: ALIPURDUAR [ALIPURDUAR])
- Teacher Unique Code (OSMS 8 Digit Code) : \* (Text input: Please enter Teacher Unique Code here)
- Pan Card Number : \* (Text input: Please enter Pan Card Number here)
- Enter Capcha : \* (Text input: Please enter the security code)

A 'LOGIN' button is located at the bottom of the form.

Fig- 1

The steps required to login to the system mentioned below –

- OSMS Type – SECONDARY for secondary school teacher.
- After selecting OSMS Type then the applicant selects his/her school's subdivision from drop down menu.
- Then he/she can enter his/her unique '**8 Digit**' employee code.
- After that the applicant will be able to give his **PAN number**.
- He/ She will enter the captcha code for security reason.
- After verifying all the data, he will get an OTP.
- After submitting the OTP (as per Fig 2) to the system, the applicant will successfully logged into to the system for transfer.



The screenshot shows the 'VERIFY OTP' page. It features the following elements:

- Page title: VERIFY OTP
- Message: OTP sent to your registered mobile number and email id.
- Label: One Time Password :
- Text input: Please enter otp here
- Buttons: RESEND OTP (green) and PROCEED (orange)

Fig- 2

- After successfully login he can view dashboard as per Fig 3 -

Fig- 3

- Into Dashboard he/she got mutual/ General transfer menu along with his details such as – i-OSMS code, Gender, Academic Section, Subject, School Name, School Category, District Name and Subdivision name.

**General Transfer: -**

Steps for Self-Initiated transfer mention below.

Fig- 4

District Name:	COOCH BIHAR	Subdivision Name:	MATHABHANGA
School Name:	ASHOKBARI JR HIGH SCHOOL	School Dis Code:	19031113003
Academic Section:	NORMAL	Subject:	BENGALI
Medium:	BENGALI	Vacancy Status:	Available (1)

- At first applicant must be download and read the guideline properly.
- Applicant choose his/ her preferable district, subdivision and school.
- He/ She added more row by clicking ‘ADD MORE DISCTRIC BUTTON’ as mention Fig - 4.
- And choose a proper reason for transfer from drop down menu.
- Then must be check on checkbox for self-declaration purpose.
- After submit the data by clicking ‘PROCEED’ then the main application form (see Fig - 5) appears to the user end.
- Into this form teacher review the selected district from applicant end, it will be update one or more than one time until finalize the application.
- Applicant can select a proper reason ("MEDICAL REASON SELF", "MEDICAL REASON OTHERS", "ANY OTHER REASON", "PHYSICAL HANDICAPPED", "FEMALE TEACHER TRANSFER GROUND", "TEACHER OF AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING") from drop down menu (see Fig – 5(a, b, c, d, e, f)). Ex –

if applicant choose 'MEDICAL REASON SELF' then he/she select disease from drop down menu and upload necessary supporting documents for that.

**Download guideline of teacher transfer**

**ADD MORE DISTRICT**

<b>PREFERRED DISTRICT *:</b>	ALIPURDUAR	<b>SUBDIVISION *:</b>	ALIPURDUAR	<b>SCHOOL *:</b>	ALIPURDUAR BALIKA
<b>PREFERRED DISTRICT *:</b>	BANKURA	<b>SUBDIVISION *:</b>	BANKURA	<b>SCHOOL *:</b>	AKERIA MURCHAGOI
<b>PREFERRED DISTRICT *:</b>	MALDAH	<b>SUBDIVISION *:</b>	CHANCHAL	<b>SCHOOL *:</b>	ANUP NAGAR KFJ VI

Fig- 5

**REASON \*:** MEDICAL REASON SELF

**Choose Diseases \*:** Please Select

**Upload Supporting Document \*:** Choose File No file chosen

**Weather received transfer order while in present school and post \*:** NO

**In case applicant is under order of suspension, or disciplinary proceeding or judicial proceeding is pending against the applicant or contemplated against, the transfer application will not be proceeded with \*:** NO

**Present serving school of applicant is away from the spouse's working place \*:** Please Select

**Distance between Present School and Permanent Address as noted in Service Book \*:** Please Select

**Distance Supporting Document \*:** Choose File No file chosen

**Any refusal under General Transfer before \*:** Please Select

Fig- 5(a)

**REASON \*:** FEMALE TEACHER TRANSFER GROUND

**Choose Sub Reason \*:** Please Select

**Upload Supporting Document \*:** Choose File No file chosen

**Weather received transfer order while in present school and post \*:** NO

**In case applicant is under order of suspension, or disciplinary proceeding or judicial proceeding is pending against the applicant or contemplated against, the transfer application will not be proceeded with \*:** NO

**Children (in case of Female) below 10 years of age\*:** Please Select

**Present serving school of applicant is away from the spouse's working place \*:** Please Select

**Distance between Present School and Permanent Address as noted in Service Book \*:** Please Select

**Distance Supporting Document \*:** Choose File No file chosen

**Any refusal under General Transfer before \*:** Please Select

Fig- 5(b)

**REASON \*:** TEACHER OF AGE 57 AND MORE AND \

**Upload Supporting Document \*:** Choose File No file chosen

**Weather received transfer order while in present school and post \*:** NO

**In case applicant is under order of suspension, or disciplinary proceeding or judicial proceeding is pending against the applicant or contemplated against, the transfer application will not be proceeded with \*:** NO

**Children (in case of Female) below 10 years of age\*:** Please Select

Fig- 5(c)

**REASON \*:** MEDICAL REASON OTHERS

**Choose Relation \*:** Please Select

**Upload Supporting Document \*:** Choose File No file chosen

**Weather received transfer order while in present school and post \*:** NO

**In case applicant is under order of suspension, or disciplinary proceeding or judicial proceeding is pending against the applicant or contemplated against, the transfer application will not be proceeded with \*:** NO

**Children (in case of Female) below 10 years of age\*:** Please Select

Fig- 5(d)

Fig- 5(e)

Fig- 5(f)

- Applicant can select proper option from drop down for – previously he received any transfer order in present school and present post or not.
- Applicant can select proper option from drop down for – is he/she got any suspension from department or court case pending against him/ her or not.If it is YES then this application will not be processed further.
- Applicant can select proper option from drop down for – spouse’s working place.
- Applicant can clarify distance in-between school and permanent address with supporting documents.
- Applicant can select proper option from drop down for – previously he received any refusal under general from department or not.
- After successfully fillip with proper data applicant can update it until finalize (see -Fig-6).

Fig- 6

- After successfully finalize the data it cannot be edited further. Teacher can view his/her entire form with details, uploaded documents along with unique general transfer proposal id and download the transfer application form.
- An email is automatically sent to HOI through the system.

Download guideline of teacher transfer

[Download Transfer Application Form](#)

PREFERRED DISTRICT :	ALIPURDUAR	SUBDIVISION :	ALIPURDUAR	SCHOOL :	ALIPUDUAR BALIKA SM HIGH SCHOOL
PREFERRED DISTRICT :	BANKURA	SUBDIVISION :	BANKURA	SCHOOL :	AKERIA MURCHAGORA JR HIGH SCHOOL
PREFERRED DISTRICT :	MALDAH	SUBDIVISION :	CHANCHAL	SCHOOL :	ANUP NAGAR KFJ VIDYABHABAN
SELF TRANSFER PROPOSAL ID : <b>MX2749VQ</b>					

<p>REASON : <b>PHYSICAL HANDICAPPED</b></p> <p>SUPPORTING DOCUMENTS : <a href="#">VIEW FILE</a></p> <p>Weather received transfer order while in present school and post : <b>YES</b></p> <p>TRANSFER MEMO NO : <b>7899456</b></p> <p>TRANSFER MEMO DATE : <b>16-06-2021</b></p> <p>SUPPORTING DOCUMENTS : <a href="#">VIEW FILE</a></p> <p>In case applicant is under order of suspension, or disciplinary proceeding or judicial proceeding is pending against the applicant or contemplated against, the transfer application will not be proceeded with :</p> <p>Present serving school of applicant is away from the spouse's working place * : <b>Above 50 km upto 100 kms</b></p>	<p>Distance between Present School and Permanent Address as noted in Service Book * : <b>Above 200</b></p> <p>Distance Supporting Document : <a href="#">VIEW FILE</a></p> <p>Any refusal under General Transfer before * : <b>YES</b></p> <p>Transfer Memo NO * : <b>5415465</b></p> <p>Transfer Memo Date * : <b>2021-07-22</b></p>
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This is to state that the particulars given in the application are correct. If at any point of time it is found by any of the concern authorities that the particulars given in the application is/are not correct or false and fabricated, I shall be held responsible for the same.

**SELF TRANSFER FINALIZED**

- After successfully finalize the data teacher can view his/her transfer application status with details (as per Fig - 8).
- Click on 'VIEW SELF INITIATED TRANSFER STATUS' from menu.
- Teacher can view transfer eligibility marks from below button (as per Fig- 9).

**GENERAL TRANSFER APPLICATION STATUS**

[TRANSFER ELIGIBILITY MARKS](#)

SL NO.	PREFERRED DISTRICT	EMPLOYEE NAME	CODE	MOBILE NO	STATUS
1	JALPAIGURI	██████████	██████	██████	Forwarded to HOI
2	SILIGURI	██████████	██████	██████	Forwarded to HOI

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 <b>(04-11-1997)</b>	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 <b>(Above 50 km upto 100 kms)</b>	1
4	Distance from present Posting for applicant <b>(Above 50 km upto 100 kms)</b>	1
<b>Total</b>		<b>22</b>

Close

Fig- 9