

[USER MANUAL FOR GENERAL TRANSFER APPLICANT LEVEL\(PRIMARY\)](#)

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 –

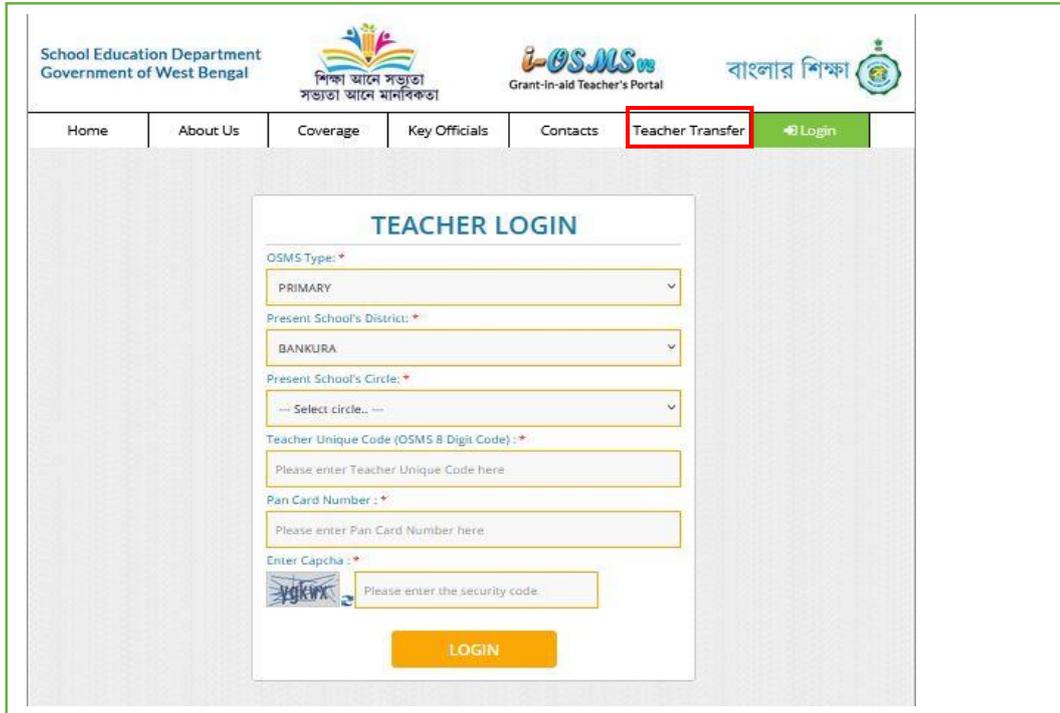


Fig- 1

The steps required to login to the system mentioned below –

- OSMS Type – PRIMARY for primary school teacher.
- After selecting OSMS Type then the applicant selects his/her school's district and circle 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. (For login, applicant must have to update their email and mobile no in i-OSMS portal)

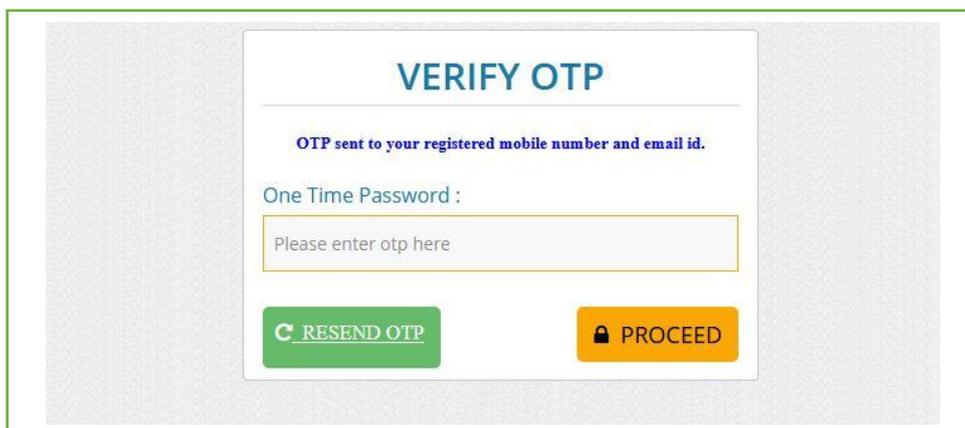


Fig- 2

- After successfully login, Applicant can view dashboard as per Fig 3 -

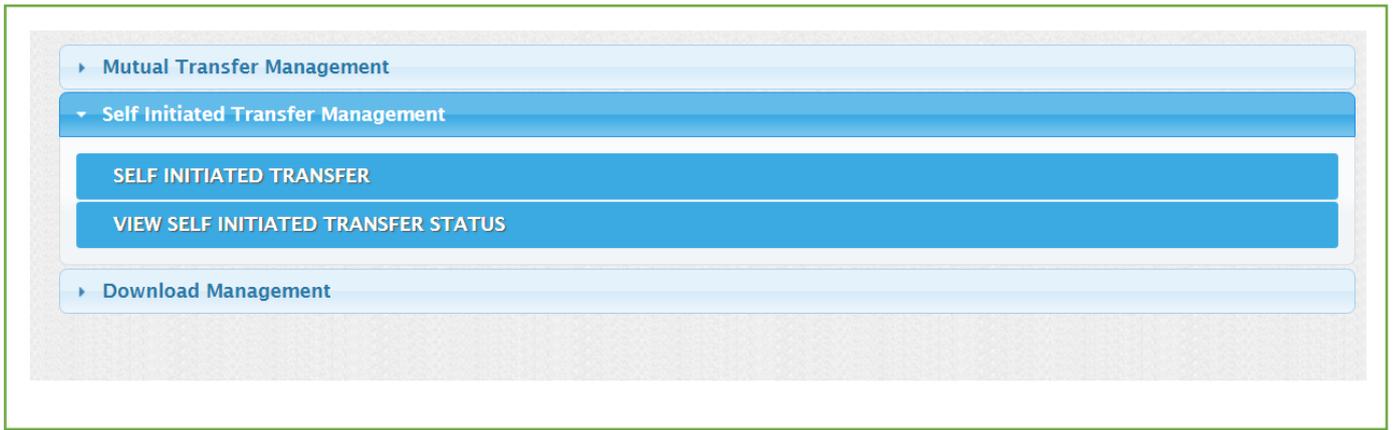


Fig- 3

- Into Dashboard, Applicant got mutual transfer & self transfer menu along with his details such as – i-OSMS code, Gender, School Name, School Category, District Name and Circle Name.

Self-Initiated Transfer: -

- There are two type or transfer – (1) Inter District and (2) Intra District
- The procedure of these two types of transfer quite similar.

GENERAL TRANSFER APPLICATION FORM

DOWNLOAD GUIDELINE OF PRIMARY TEACHER TRANSFER

TRANSFER TYPE * :

PREFERRED DISTRICT * : CHOOSE CIRCLE * : No district selected... CHOOSE SCHOOL * : No circle selected

REASON * :

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.

PROCEED

Fig- 4

Inter District transfer (Other District): -

- At first applicant can download guideline for teacher transfer, read and follow the instruction carefully.
- Then applicant can choose transfer type – Intra / Inter District transfer.
- Applicant can add preferred District (maximum 3) and circle (maximum 3) and school (maximum 3)
- Applicant can also check PTR of the selected school.
(DEFICIT - There is less teacher than what is supposed to be, SURPLUS - There is more teacher than what is supposed to be, NORMAL - There are same teachers as there are supposed to be)

The screenshot shows a form for selecting transfer type and preferred districts. At the top, 'TRANSFER TYPE *:' is set to 'Inter District (Outside District)'. Below this, there are three rows of selection options:

PREFERRED DISTRICT *:	CHOOSE CIRCLE *:	CHOOSE SCHOOL *:
BANKURA	BELIATORE	BANDARKONDA
BIRBHUM	AHMADPUR	ADIRAPARA
COOCH BIHAR	BAMANHAT	1ST PART

An 'ADD MORE DISTRICT' button is located at the top right of the selection area.

Fig- 5

The screenshot shows the 'CHECK PTR' interface for the three schools selected in Fig-5. Each row includes a 'CHOOSE CIRCLE *:' dropdown, a 'CHOOSE SCHOOL *:' dropdown, and a 'CHECK PTR' button with a minus sign icon.

CHOOSE CIRCLE *:	CHOOSE SCHOOL *:	CHECK PTR
BELIATORE	BANDARKONDA PRIMARY SCHOOL	[CHECK PTR]
AHMADPUR	ADIRAPARA PRIMARY SCHOOL	[CHECK PTR]
BAMANHAT	1ST PART KISHAMAT KARALA 5TH PLAN PR	[CHECK PTR]

An 'ADD MORE DISTRICT' button is located at the top right.

Fig- 6

The screenshot shows a summary of the PTR status for the selected school. The information is as follows:

DISTRICT NAME:	NORTH TWENTY FOUR PARGANA	CIRCLE NAME:	AMDANGA
SCHOOL NAME:	SCHOOL NAME	SCHOOL DISE CODE:	XXXXXXXXXX
TOTAL ASSISTANT TEACHER:	XX	TOTAL PARA TEACHER:	XX
TOTAL HEAD TEACHER:	XX	TOTAL STUDENT:	XX
PTR STATUS	SURPLUS		

Buttons for 'CANCEL' and 'PROCEED' are visible at the bottom.

Fig- 7

- 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", "OTHER S", "PHYSICAL HANDICAPPED", " FEMALE TEACHER SERIOUS INCONVENIENCE", "TEACHER OF AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING") from drop down menu. Ex – if applicant choose 'MEDICAL REASON SELF' then he/she select disease from drop down menu and upload necessary supporting documents for that.
- 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.
- Children details and "FEMALE TEACHER SERIOUS INCONVENIENCE" reason only for female applicant.

REASON *:

This is to state that the particulars given in the application are correct. If particulars given in the application is/are not correct or false, the applicant shall be liable to the authorities that the same.

PROCEED

- TEACHER OF AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING this reason only for 57 years applicant. (Upload necessary supporting documents for that)

REASON *:

TEACHER OF AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING

Upload Supporting Document *:

Choose File No file chosen

REASON *:

MEDICAL REASON OTHERS

Choose Relation *:

Please Select

Upload Supporting Document *:

Choose File No file chosen

Whether Received Transfer Order While in Present School and Present 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

Female Applicant Having Children. *:

NO

Present serving school of applicant is away from the spouse's working place(In KM.) *:

Distance between Present School and Permanent Address as noted in Service Book (In KM.) *:

Distance Supporting Document *:

Choose File No file chosen

REASON *:

MEDICAL REASON SELF

Choose Diseases *:

Please Select

Upload Supporting Document *:

Choose File No file chosen

Whether Received Transfer Order While in Present School and Present 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

Female Applicant Having Children. *:

NO

Present serving school of applicant is away from the spouse's working place(In KM.) *:

Distance between Present School and Permanent Address as noted in Service Book (In KM.) *:

Distance Supporting Document *:

Choose File No file chosen

(Fig-8 : MEDICAL REASON OTHERS)

(Fig-9 : MEDICAL REASON SELF)

REASON *:	<input type="text" value="PHYSICAL HANDICAPPED"/>	REASON *:	<input type="text" value="FEMALE TEACHER SERIOUS INCONVEN"/>
Percentage of Disability (%) *:	<input type="text"/>	Remarks *:	<input type="text"/>
Upload Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>	Upload Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>
Whether Received Transfer Order While in Present School and Present Post *:	<input type="text" value="NO"/>	Whether Received Transfer Order While in Present School and Present Post *:	<input type="text" value="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.*:	<input type="text" value="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.*:	<input type="text" value="NO"/>
Female Applicant Having Children.*:	<input type="text" value="NO"/>	Female Applicant Having Children.*:	<input type="text" value="NO"/>
Present serving school of applicant is away from the spouse's working place(In KM.) *:	<input type="text"/>	Present serving school of applicant is away from the spouse's working place(In KM.) *:	<input type="text"/>
Distance between Present School and Permanent Address as noted in Service Book (In KM.) *:	<input type="text"/>	Distance between Present School and Permanent Address as noted in Service Book (In KM.) *:	<input type="text"/>
Distance Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>	Distance Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>

(Fig-10 : PHYSICAL HANDICAPED)

(Fig-11 : FEMALE TEACHER SERIOUS INCONVENIENCE)

REASON *:	<input type="text" value="OTHERS"/>	Whether Received Transfer Order While in Present School and Present Post *:	<input type="text" value="YES"/>
Remarks *:	<input type="text"/>	Transfer Memo No. *:	<input type="text"/>
Upload Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>	Transfer Memo Date *:	<input type="text"/>
Whether Received Transfer Order While in Present School and Present Post *:	<input type="text" value="NO"/>	Upload Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>
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.*:	<input type="text" value="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.*:	<input type="text" value="NO"/>
Female Applicant Having Children.*:	<input type="text" value="NO"/>		
Present serving school of applicant is away from the spouse's working place(In KM.) *:	<input type="text"/>		
Distance between Present School and Permanent Address as noted in Service Book (In KM.) *:	<input type="text"/>		
Distance Supporting Document *:	<input type="button" value="Choose File"/> No file chosen <small>[PDF,JPG,JPEG format allowed with max size of 200KB]</small>		

(Fig-12 : OTHERS)

Fig-13

- Fig 13 shows – if ‘Whether Received Transfer Order While in Present School and Present Post’ option is yes, Applicant will have to mention her/his Transfer Memo no, Transfer Memo Date with supporting document.
- If ‘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’ option is yes, Applicant couldn’t apply for transfer.
- After successfully fill up with proper data applicant proceed the form. Applicant can update it multiple times until finalize.

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.

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.

UPDATE

FINALIZE

Fig-14

- After successfully finalize the data, it cannot be edited further. Teacher can view his/her entire form with details, uploaded documents along with unique self-transfer proposal id. Status is shown as '**SELF TRANSFER FINALIZED**'
- Applicant can also download the **Self Transfer Application form**. (Fig-15)

SELF TRANSFER FINALIZED

[Download Self Transfer Application Form](#)

Fig-15

- A confirmation email is automatically sent to SI and applicant through the system.

Intra District transfer (With in the District): -

- Firstly, Applicant have to choose Transfer type as 'INTRA DISTRICT' and remaining process as same as INTER DISTRICT Transfer. (Fig-16)
- Applicant can add preferred District (same) and circle (maximum 3) and school for **Intra District transfer**.
- Checking PTR for each and every school.
- 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. Ex – if applicant choose 'MEDICAL REASON SELF' then he/she select disease from drop down menu and upload necessary supporting documents for that.
- 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.
- After successfully finalize the data, it cannot be edited further. Teacher can view his/her entire form with details, uploaded documents along with unique self-transfer proposal id
- A confirmation email is automatically sent to SI and applicant through the system.

TRANSFER TYPE * : Intra District (Within the District) ADD MORE DISTRICT

PREFERRED DISTRICT * :	NORTH TWENTY FOUR PARGA	CHOOSE CIRCLE * :	ASHOKENAGAR	CHOOSE SCHOOL * :	ADARSHA
PREFERRED DISTRICT * :	NORTH TWENTY FOUR PARGA	CHOOSE CIRCLE * :	BADURIA	CHOOSE SCHOOL * :	ANARPUR
PREFERRED DISTRICT * :	NORTH TWENTY FOUR PARGA	CHOOSE CIRCLE * :	BADURIA EAST	CHOOSE SCHOOL * :	ATURIA D

Fig- 16

- PTR CHECK SCHOOL WISE AS SHOWN IN Fig-17

DISTRICT NAME:	NORTH TWENTY FOUR PARGANA	CIRCLE NAME:	AMDANGA
SCHOOL NAME:	SCHOOL NAME	SCHOOL DISE CODE:	XXXXXXXXXX
TOTAL ASSISTANT TEACHER:	XX	TOTAL PARA TEACHER:	XX
TOTAL HEAD TEACHER:	XX	TOTAL STUDENT:	XX
PTR STATUS	SURPLUS		

CANCEL

Fig- 17

- Remaining process are same as described above for INTER DISTRICT TRANSFER.
- 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. Ex – if applicant choose 'MEDICAL REASON SELF' then he/she select disease from drop down menu and upload necessary supporting documents for that.

REASON * :

This is to state that the particulars given in the application are correct.If particulars given in the application is/are not correct or fals... m authorities that the ame.

Please Select

Please Select

MEDICAL REASON SELF

MEDICAL REASON OTHERS

PHYSICAL HANDICAPPED

FEMALE TEACHER SERIOUS INCONVENIENCE

OTHERS

PROCEED

Fig- 18

- TEACHER OF AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING this reason only for 57 years applicant. (Upload necessary supporting documents for that) (Fig-19)

REASON * : TEACHER OF AGE 57 AND MORE AND I >

Upload Supporting Document * : Choose File No file chosen

Fig- 19

REASON * : MEDICAL REASON OTHERS >

Choose Relation * : Please Select >

Upload Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Whether Received Transfer Order While in Present School and Present 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 >

Female Applicant Having Children.* : NO >

Present serving school of applicant is away from the spouse's working place(In KM.) * :

Distance between Present School and Permanent Address as noted in Service Book (In KM.) * :

Distance Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

REASON * : MEDICAL REASON SELF >

Choose Diseases * : Please Select >

Upload Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Whether Received Transfer Order While in Present School and Present 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 >

Female Applicant Having Children.* : NO >

Present serving school of applicant is away from the spouse's working place(In KM.) * :

Distance between Present School and Permanent Address as noted in Service Book (In KM.) * :

Distance Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Fig- 20

Fig- 21

REASON * : PHYSICAL HANDICAPPED >

Percentage of Disability (%) * :

Upload Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Whether Received Transfer Order While in Present School and Present 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 >

Female Applicant Having Children.* : NO >

Present serving school of applicant is away from the spouse's working place(In KM.) * :

Distance between Present School and Permanent Address as noted in Service Book (In KM.) * :

Distance Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

REASON * : FEMALE TEACHER SERIOUS INCONVEN >

Remarks * :
Maximum 250 characters allowed.

Upload Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Whether Received Transfer Order While in Present School and Present 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 >

Female Applicant Having Children.* : NO >

Present serving school of applicant is away from the spouse's working place(In KM.) * :

Distance between Present School and Permanent Address as noted in Service Book (In KM.) * :

Distance Supporting Document * : Choose File No file chosen
[PDF,JPG,JPEG format allowed with max size of 200KB]

Fig- 22

Fig- 23

- After successfully fill up with proper data applicant proceed the form. Applicant can update it multiple times until finalize.

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.

UPDATE

FINALIZE

Fig- 24

- After successfully finalize the data, it cannot be edited further. Teacher can view his/her entire form with details, uploaded documents along with unique self-transfer proposal id. Status is shown as '**SELF TRANSFER FINALIZED**'
- Applicant can also download the **Self Transfer Application form**. (Fig-25)

SELF TRANSFER FINALIZED

[Download Self Transfer Application Form](#)

Fig- 25

- After successfully finalize, click on '**VIEW SELF INITIATED TRANSFER STATUS**' from menu.
- Applicant can see the transfer status. Applicant can also view transfer eligibility marks from below button (as per Fig- 26 & 27).

General Transfer Application Status

VIEW MARKS

SL NO.	PREFERRED DISTRICT	PREFERRED CIRCLE	PREFERRED SCHOOL	STATUS
1	NORTH TWENTY FOUR PARGANA	ASHOKENAGAR	ADARSHA JR BASIC SCHOOL	Request Sent to SI
2	NORTH TWENTY FOUR PARGANA	BADURIA	ANARPUR PRATHAMIK SIKSHA PRATISTHAN	Request Sent to SI
3	NORTH TWENTY FOUR PARGANA	BADURIA EAST	ATURIA DAKSHIN PARA F P SCHOOL	Request Sent to SI

Fig- 26

SL NO	PARTICULAR	MARKING	MARKS
1	Seniority of each completed year in case of applicant, experience in present school and post till last date of application	2 (two) marks for each completed year till 31 -12-2005 not exceeding 20 marks and 1 (one) mark for each completed year after that. Fraction of 6 months will be awarded by half of the marks allotted for the year.	4
2	(i)Female applicant without children or above 10 years of age (ii)Female applicant child below the age of 10 years (age till last date of application)	3 (three) marks in addition to the marks awarded in serial No 2(i). 5 (five) marks in addition to the marks awarded in serial No 2(ii).	3
3	Present serving school of applicant is away from the spouse's working place	(i) above 50 km upto 100 kms : 1 mark (ii) Above 100 Kms to 200 Km: 2 marks (iii) Above 200 kms : 3 marks	0
4	Distance from present Posting for applicant from the permanent residence	Distance in kilometers from the place of residence and to the place of posting recorded in the Service Book will be taken into account for awarding 1 (one) marks for every 50 KMs distance. However, total marks will not exceed more than 6(six) marks. Any change in the Service Book in this regard will be required to be supported with any one of the following documents in the name of the applicant or his/her spouse. EPIC (Voter Card)2) Aadhaar Card 3) Passport 4) Landline or postpaid bill of mobile telephone 5) Electricity bill 6) Bank Passbook 7) Driving License Distance calculated by the CSSC will be final and no appeal for fresh calculation will be entertained.	0
TOTAL			7

Fig- 27

Close