

General Transfer DPSC SECRETARY Level

After receiving transfer data from SI end, then the DPSC Secretary inspected this and generate transfer order (Intra District) or forwarded to WBBPE (Inter District), the steps are given below-

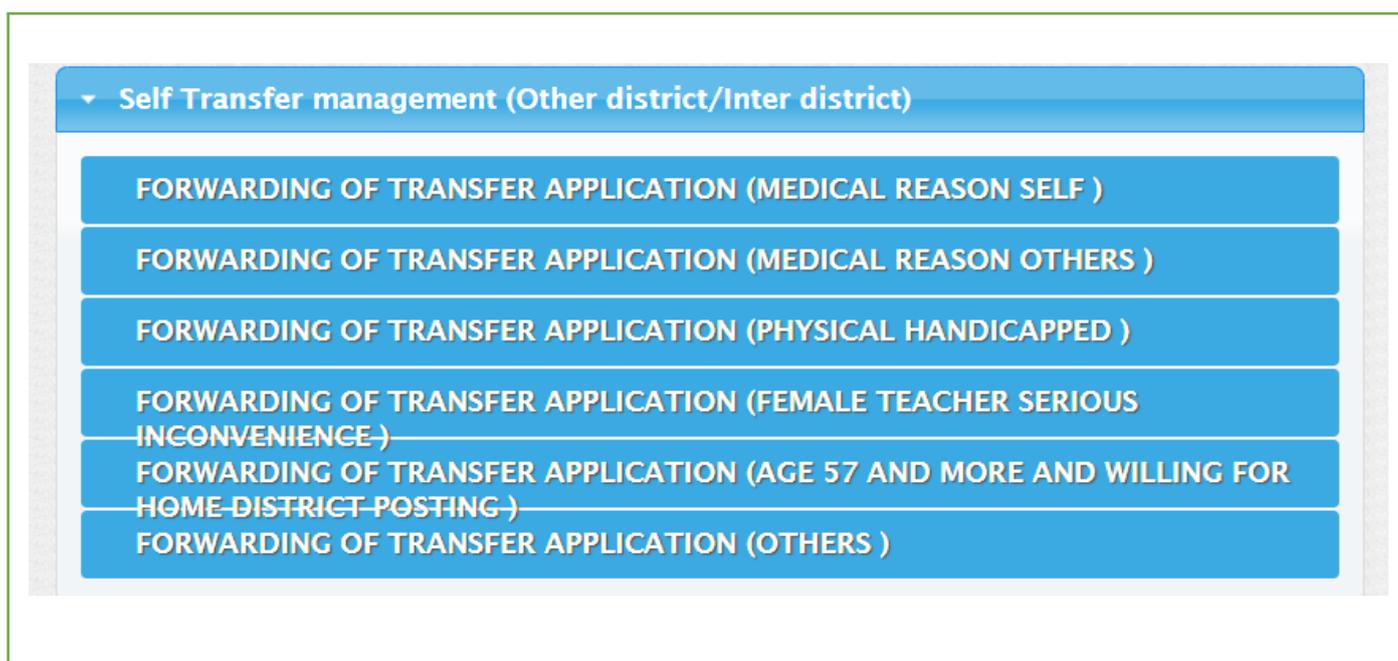


Fig - 1

- DPSC Secretary will login to the i-OSMS portal, and find the menu – ‘Self Transfer Management’.

Inter District Transfer:

- After forwarded by SI, DPSC Secretary will view the list of teachers with their transfer details and remarks (Fig -2)

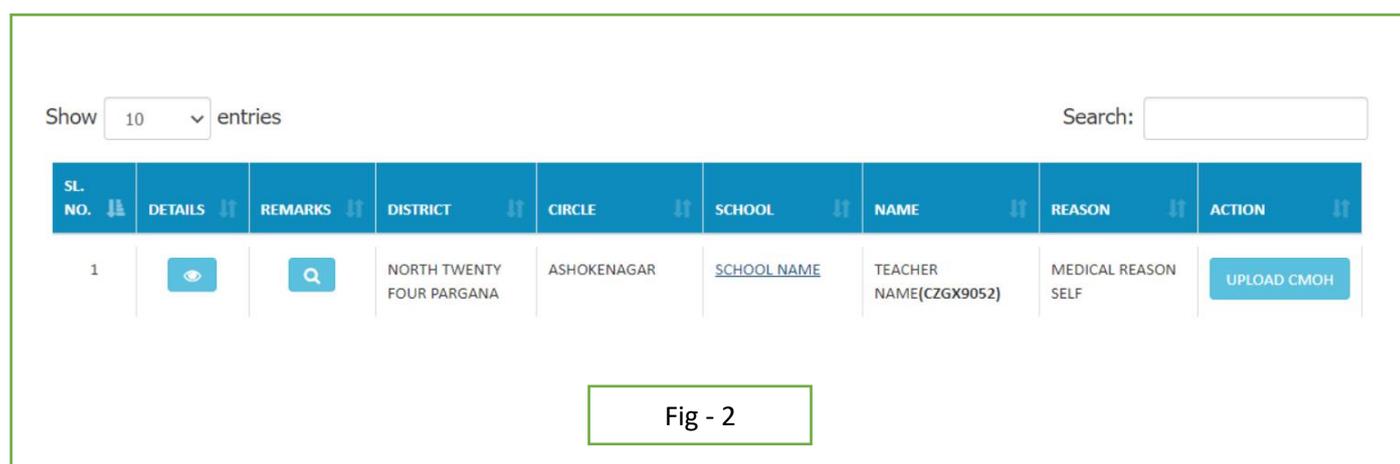


Fig - 2

- SI can check PTR details click on school name. There are 3 types of PTR STATUS (**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).(Fig-3)

PTR DETAILS



DISTRICT NAME:	NORTH TWENTY FOUR PARGANA	CIRCLE NAME:	BADURIA EAST
SCHOOL NAME:	SCHOOL NAME	SCHOOL DISE CODE:	XXXXXXXXXXXX
TOTAL ASSISTANT TEACHER:	XX	TOTAL PARA TEACHER:	XX
TOTAL HEAD TEACHER:	XX	TOTAL STUDENT:	XX
PTR STATUS	DEFICIT		

Fig - 3

Close

- If applicant transfer reason is medical reason self, then upload the CMOH file.(as per Fig – 4 and 5).

Show 10 entries Search:

SL. NO.	DETAILS	REMARKS	DISTRICT	CIRCLE	SCHOOL	NAME	REASON	ACTION
1			NORTH TWENTY FOUR PARGANA	ASHOKENAGAR	<u>SCHOOL NAME</u>	TEACHER NAME(CZGX9052)	MEDICAL REASON SELF	UPLOAD CMOH

Fig - 4

CMOH DETAILS UPLOAD

Employee Name: EMPLOYEE NAME **Employee Code:** XXXXXXXX

Employee Designation: DESIGNATION **Transfer Type:** SELF TRANSFER

Upload Document:
 No file chosen

Fig - 5

- After successfully uploaded CMOH, Back to SI & Send to WBBPE button will be appeared. (Fig-6)

Successfully Uploaded.

SELF TRANSFER LIST FOR APPROVAL (OTHER DISTRICT / INTER DISTRICT)

Show entries Search:

SL. NO.	DETAILS	REMARKS	DISTRICT	CIRCLE	SCHOOL	NAME	REASON	ACTION
1			NORTH TWENTY FOUR PARGANA	ASHOKENAGAR	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	MEDICAL REASON SELF	<div style="background-color: red; color: white; padding: 2px; display: inline-block;">Back to SI</div> <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Send to WBBPE</div>

Fig -6

- Clicking on Back to SI to backward the transfer data to SI. Here user can see the SI remarks and checklists and enter remarks for back warding the transfer application. (Fig-7)

FORWARD APPLICATION FORM

Employee Name: EMPLOYEE NAME

Employee Code: XXXXXXXX

Employee Designation: DESIGNATION

Transfer Type: SELF TRANSFER

Remarks and Checklist Detail

Ashokenagar (Sub Inspector of Schools)

Remarks

XXXXXXXXXX

Checklist

SL NO	LIST NAME	CHECKED
1	Whether the length of service of the teacher at the present school is more than 5 years	YES
2	Whether any transfer order has been refused by the teacher	NO
3	If yes, at sl. no (2), then whether the length of service at the present school after date of issuance of said transfer order is more than 7 years	YES
4	Whether any order of suspension or disciplinary proceeding or judicial proceeding or financial irregularity (ies) is/ are pending or contemplated against the applicant	NO
5	Whether there is any financial liability regarding Capital grant , Mid Day Meal and Others against the applicant	YES
6	Whether the Pupil Teacher Ratio(PTR) in the present school has been justified as per RTE Act, 2009	NO
7	Whether the total number of teachers of the present school is not less than 3 including the applicant	YES
8	Whether the teacher/ or his/ her son/ daughter/ spouse is suffering from malignant disease/ heart disease/ renal failure/ thalassemia/ replacement of organ/ serious gynecological disorder which caused serious problem in attending the school	NO
9	Whether the teacher is physically challenged (40% and above) and a valid certificate issued by the competent authority has been uploaded by the applicant	YES
10	Whether the teacher (female only) is facing serious problem in attending the school from her present residential address due to divorce or death of husband	NO
11	Whether the age of the teacher is more than 57 years but less than 59 years	YES
12	Whether the distance (in Km)between present school and permanent residential address is supported by a valid certificate issued by a Government authority/ downloaded print copy from Google Map	NO

REMARKS

Only 500 characters are allowed.

SAVE

Fig – 7

- Clicking on Send to WBBPE to forward the transfer data to WBBPE. Here also user can see the SI remarks and checklists and enter remarks with verify every checklist for forwarding the transfer application. (Fig-8)

REMARKS

Only 500 characters are allowed.

VERIFY DETAILS

SL NO	LIST NAME	CHECKED
1	Whether the documents and observation submitted by the concerned Sub Inspector of Schools are in order	<input type="text" value="Please Select"/>
2	If yes at sl. No. 1, then whether the Pupil Teacher Ratio(PTR) has been justified as per RTE Act, 2009 in the schools preferred by the applicant for transfer on the ground for the other reasons.	<input type="text" value="Please Select"/>

SAVE

Fig – 8

- After successfully forwarded the transfer data, WBBPE & Applicant gets a notification mail regarding the transfer.

Intra District Transfer:

- For Intra district, DPSC SECRETARY will view the list of teachers with their transfer details and remarks.
- If applicant transfer reason is medical reason self, then upload the CMOH file. (Same as Inter District) (Fig-9)

Show entries Search:

SL. NO.	DETAILS	REMARKS	DISTRICT	CIRCLE	SCHOOL	NAME	REASON	ACTION
1			NORTH TWENTY FOUR PARGANA	ASHOKENAGAR	SCHOOL NAME	TEACHER NAME(CZGX9052)	MEDICAL REASON SELF	UPLOAD CMOH

Fig – 9

- After successfully upload of CMOH, Back to SI & Checklist button will be appeared. (Fig -10)

SELF TRANSFER LIST FOR APPROVAL (WITHIN THE DISTRICT)

Show entries Search:

SL. NO.	DETAILS	REMARKS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	REASON	ACTION
1			NORTH TWENTY FOUR PARGANA	BADURIA EAST	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	PHYSICAL HANDICAPPED	Back to SI CHECKLIST

Fig – 10

- Clicking on Back to SI to backward the transfer data to SI. Here user can see the SI remarks and checklists and enter remarks for back warding the transfer application.
- Clicking on Checklist for forwarding to the next step. Enter proper remarks & verify checklists for it. (Fig-11)

REMARKS

Only 500 characters are allowed.

VERIFY DETAILS

SL NO	LIST NAME	CHECKED
1	Whether the documents and observation submitted by the concerned Sub Inspector of Schools are in order	<input type="text" value="Please Select"/>
2	If yes at sl. No. 1, then whether the Pupil Teacher Ratio(PTR) has been justified as per RTE Act, 2009 in the schools preferred by the applicant for transfer on the ground for the other reasons.	<input type="text" value="Please Select"/>

SAVE

Fig – 11

- After that, View Preferred School button will be appeared. Clicking on it to view the all-school request list which has been chosen by applicant. (Fig-12& 13)

Successfully Inserted.

SELF TRANSFER LIST FOR APPROVAL (WITHIN THE DISTRICT)

Show entries Search:

SL. NO.	DETAILS	REMARKS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	REASON	ACTION
1			NORTH TWENTY FOUR PARGANA	BADURIA EAST	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	PHYSICAL HANDICAPPED	View Preferred School

Fig – 12

- DPSC SECRETARY can select any preferred school for generating transfer order. But if all the listed schools are failed to PTR, DPSC SECRETARY can also tag new school for generating transfer order. (Fig-13& 14)

All REQUEST LIST Tag New School

Show entries Search:

SL. NO.	DETAILS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	REASON	ACTION
1		NORTH TWENTY FOUR PARGANA	AMDANGA	SCHOOL NAME 1	TEACHER NAME(XXXXXXXX)	PHYSICAL HANDICAPPED	Generate Transfer Order
2		NORTH TWENTY FOUR PARGANA	ASHOKENAGAR	SCHOOL NAME 2	TEACHER NAME(XXXXXXXX)	PHYSICAL HANDICAPPED	Generate Transfer Order
3		NORTH TWENTY FOUR PARGANA	BADURIA	SCHOOL NAME 3	TEACHER NAME(XXXXXXXX)	PHYSICAL HANDICAPPED	Generate Transfer Order

Fig – 13

NEW SCHOOL TAG

VIEW TEACHER DETAILS

District Name	Circle Name	School Name	Teacher Name	Code	Mobile No	Email ID	Action
NORTH TWENTY FOUR PARGANA	BADURIA EAST	ATURIA DAKSHIN PARA F P SCHOOL	BISWAJIT GHOSH	ELVI7475	9614266976		VIEW

PREFERRED DESTINATION

PREFERRED CIRCLE*:

Please Select

PREFERRED SCHOOL*:

No circle selected...

Generate Transfer Order

Fig – 14

- DPSC SECRETARY will choose the preferred circle & school (**TAG NEW SCHOOL**) which is suitable for applicant and generate the transfer order issue.

PREFERRED DESTINATION

PREFERRED CIRCLE*:

BADURIA

PREFERRED SCHOOL*:

SCHOOL NAME(DISE : XXXXXXXXXXXX || TOT STU : XX || TOT AT : XX || TOT HT : XX)

Generate Transfer Order

Fig – 15

- After successfully order issue, Applicant gets a notification mail regarding the transfer.