

## General Transfer WBBPE Level

DPSC Secretary forward the transfer data to WBBPE( INTER DISTRICT), then WBBPE role steps are given below-

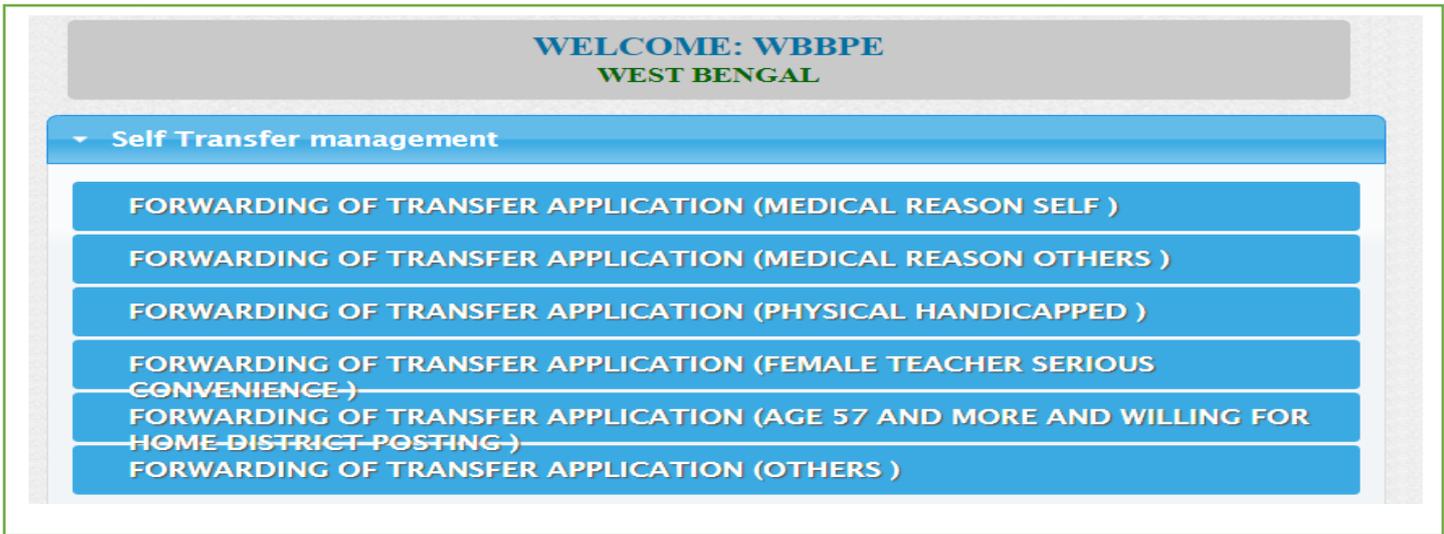


Fig – 1

### General Transfer: -

- Into WBBPE login to the i-OSMS portal, and find the menu – ‘General Transfer management’.
- Then go to ‘Approval of General Transfer Request’ menu for Inter District, Other District transfer.

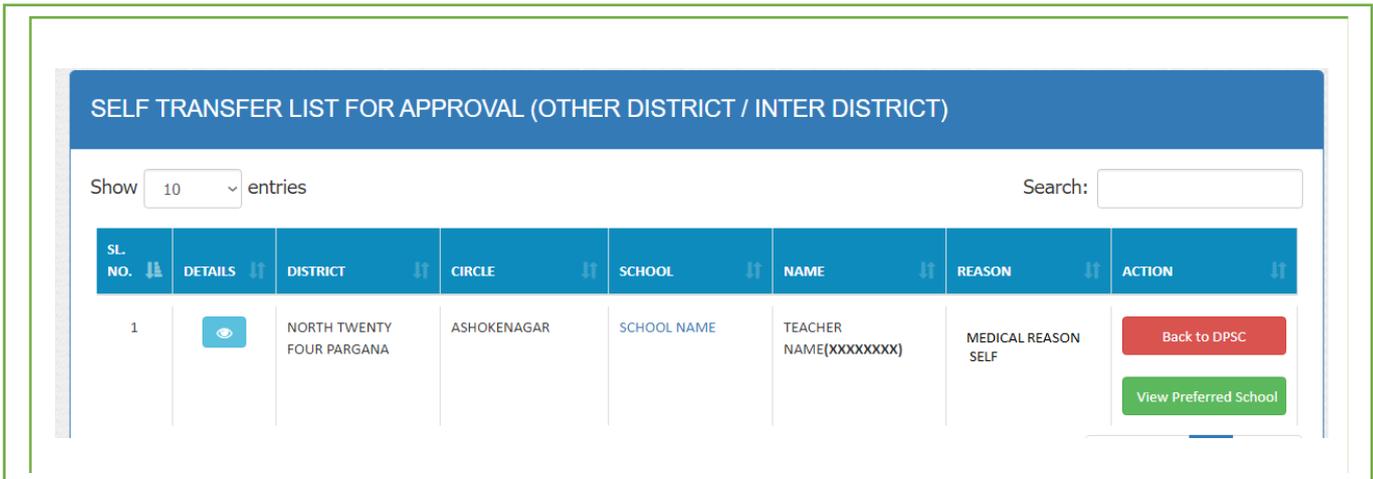


Fig – 2

- At first self-transfer request forwarded by DPSC Secretary, then it appears into WBBPE self-transfer management menu.
- After seeing the details of the teacher and the details of the preferred school.

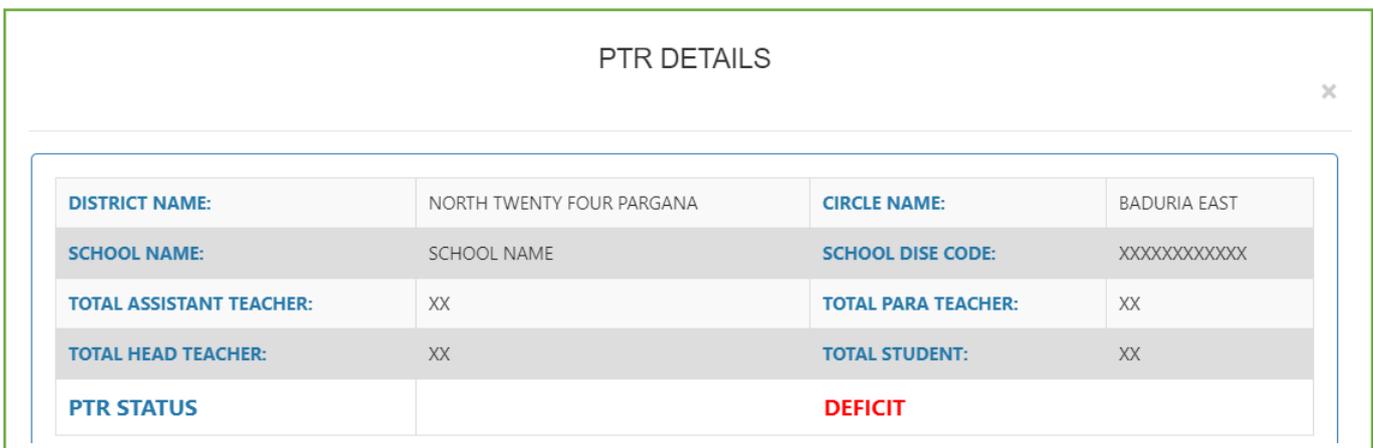


Fig – 3

- WBBPE 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)

REMARKS x

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

Fig – 4

- WBBPE check with remarks and checklist. After all steps successfully compiled, then WBBPE can back transfer data to DPSC SECRETARY with proper remarks. (Fig-5)

REMARKS

Only 500 characters are allowed.

**SAVE**

Fig – 5

- After verify the data generate the transfer order. In case vacancy not available in preference school, that time WBBPE will choose the preferred circle & school (**TAG NEW SCHOOL**) which is suitable for applicant and generate the transfer order issue.

All REQUEST LIST								Tag New School
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 – 6

### 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	ELV17475	9614266976		VIEW

PREFERRED DESTINATION

**PREFERRED CIRCLE\*:**

Please Select ▼

**PREFERRED SCHOOL\*:**

No circle selected...

Generate Transfer Order

Fig – 7

- After clicking “New Tag school” school tag popup will populate where choose preferred destination (Circle and School) and view the teacher details then generate the order of the transfer (INTRA DISTRICT) . After generate order get notification via email.(Fig-6 and 7)