General Transfer SI level (Primary)

When an applicant applied for general transfer via i-OSMS then SI can receive alert via email.

SI role in the General Transfer, the steps are given below-

General Transfer of Teacher

NOC UPLOADING FOR TEACHER TRANSFER LIST (MEDICAL REASON SELF)

NOC UPLOADING FOR TEACHER TRANSFER LIST (MEDICAL REASON SON/DOUGHTER/SPOUSE)

NOC UPLOADING FOR TEACHER TRANSFER LIST (PHYSICAL HANDICAPPED)

NOC UPLOADING FOR TEACHER TRANSFER LIST (FEMALE TRANSFER SPECIAL GROUND)

NOC UPLOADING FOR TEACHER TRANSFER LIST (AGE 57 AND MORE AND WILLING FOR HOME DISTRICT POSTING)

NOC UPLOADING FOR TEACHER TRANSFER LIST (OTHERS)

Fig - 1

- SI will login to the i-OSMS portal, and find the menu – 'General Transfer of Teacher' (as per Fig – 1) for general transfer. (Reason wise listed)
- SI will view applicant name with details (as per Fig - 2)

INTRA DISTRICT (WITH IN DISTRICT) & INTRA DISTRICT (OTHER DISTRICT): -

GENERAL TRANSFER LIST FOR APPROVAL

Show 10 entries   Search:

SL. NO.	VIEW	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 Applicant / Send to DPSC

Fig - 2

- SI can check PTR details clicking 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

- After checking the application, SI can forward it to DPSC SECRETARY level or return back to applicant end with reason.
- Clicking on Back to applicant and enter remarks for back warding (Fig – 4)

FORWARD APPLICATION FORM

Employee Name: EMPLOYEE NAME   **Employee Code:** XXXXXXXX
Employee Designation: DESIGNATION   **Transfer Type:** SELF TRANSFER

REMARKS

Only 250 characters are allowed.

SAVE

Fig - 4

- After successfully Back to Applicant, applicant gets a notification mail regarding transfer.
- Clicking on Send to DPSC for forwarding the application. Enter remarks & verify every checklist. (Fig – 5)

FORWARD APPLICATION FORM

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

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

REMARKS

Only 250 characters are allowed.

VERIFY DETAILS

SL NO	LIST NAME	CHECKED
1	Whether the length of service of the teacher at the present school is more than 5 years	Please Select
2	Whether any transfer order has been refused by the teacher	Please Select
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	Please Select
4	Whether any order of suspension or disciplinary proceeding or judicial proceeding or financial irregularity (ies) is/ are pending or contemplated against the applicant	Please Select
5	Whether there is any financial liability regarding Capital grant , Mid Day Meal and Others against the applicant	Please Select
6	Whether the Pupil Teacher Ratio(PTR) in the present school has been justified as per RTE Act, 2009	Please Select
7	Whether the total number of teachers of the present school is not less than 3 including the applicant	Please Select
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	Please Select
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	Please Select
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	Please Select
11	Whether the age of the teacher is more than 57 years but less than 59 years	Please Select
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.	Please Select

SAVE

Fig - 5

Successfully Forwarded.

GENERAL TRANSFER LIST FOR APPROVAL

Show [10] entries   Search: [   ]

SL. NO.	VIEW	REMARKS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	REASON	ACTION
				No data available in table				

Fig - 6

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

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