

## [USER MANUAL FOR MUTUAL 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 –

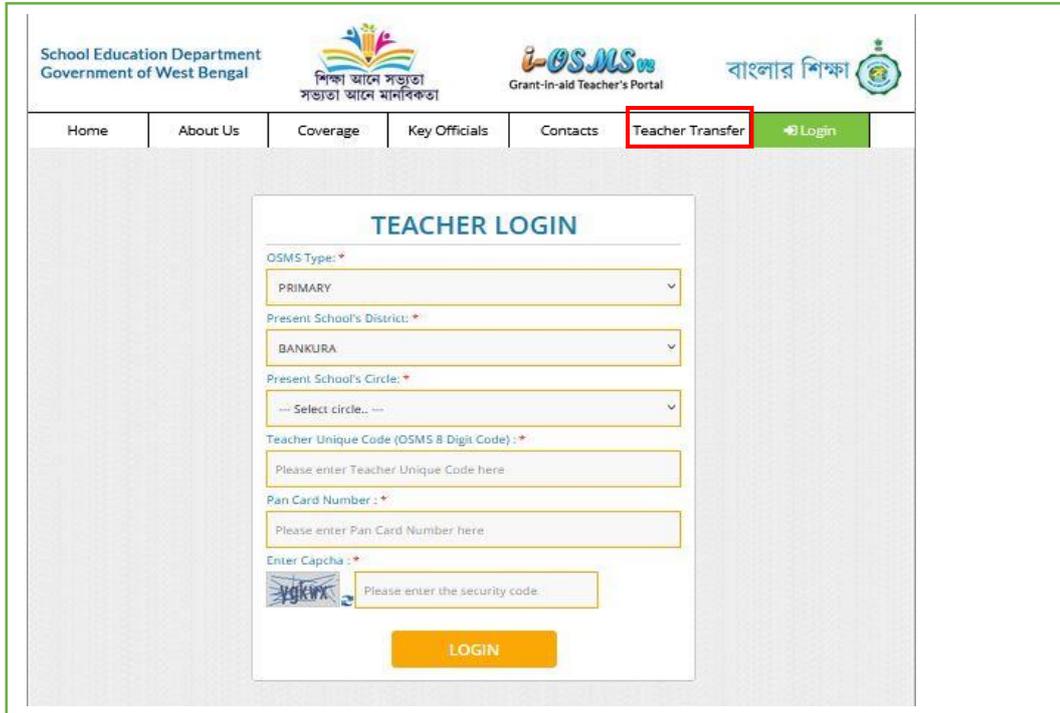


Fig- 1

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 then he/she will get an OTP.
- After submitting the OTP (as per Fig 2) to the system, the applicant will successfully log into to the system for transfer.

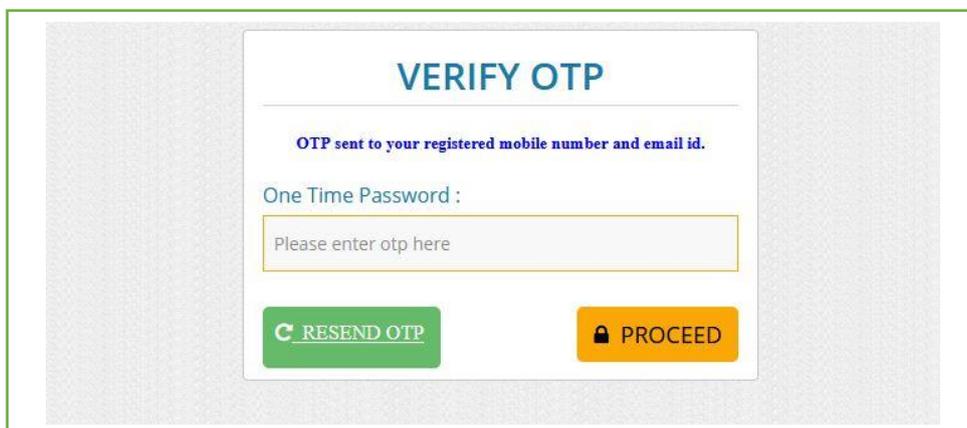


Fig- 2

- After successfully login he/she can view dashboard Fig 3 -

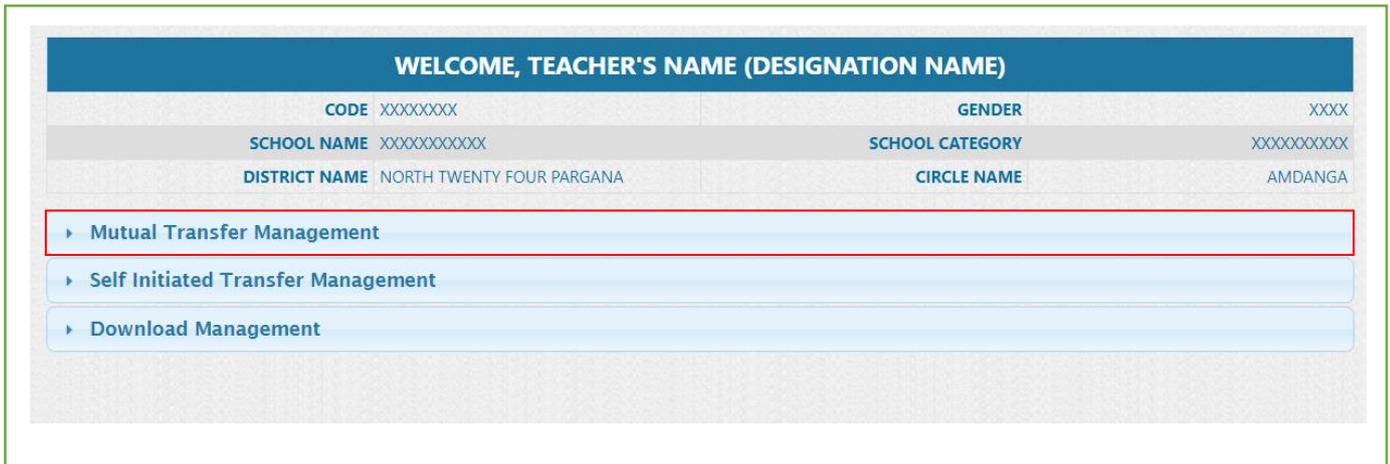


Fig- 3

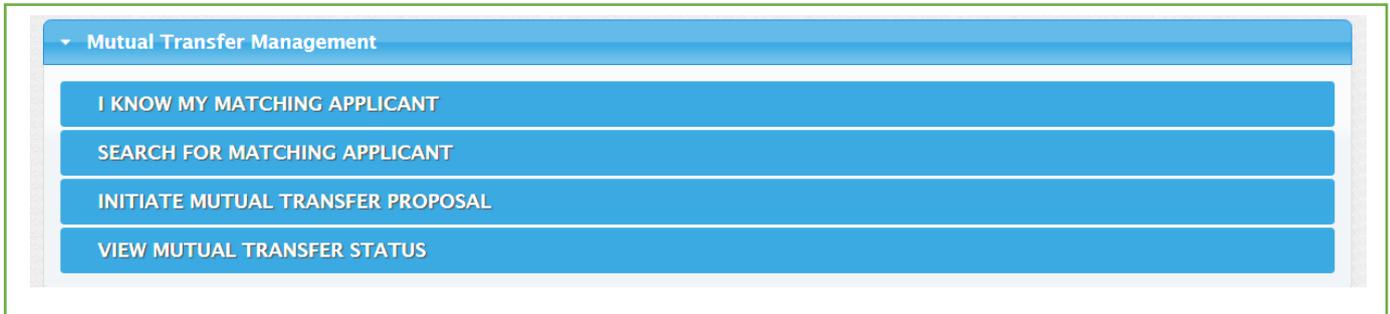


Fig- 4

- Into Dashboard he/she got Mutual Transfer Management menu for initiate the transfer (**INITIATE MUTUAL TRANSFER PROPOSAL**) and searching the mutual partner in two ways (**I KNOW MY MATCHING APPLICANT AND SEARCH FOR MATCHING APPLICANT**).
- Applicant can view the i-OSMS code, Gender, School Name, School Category, District Name and Circle Name in dashboard.
- At first applicant must be initiate his/her mutual transfer proposal, applicant choose maximum 3 Intra/Inter District along with 3 circle. The steps required to login to the system mentioned below as per fig 4 and 5–

**Initiate Mutual Transfer Proposal Intra District (With in Same District):**

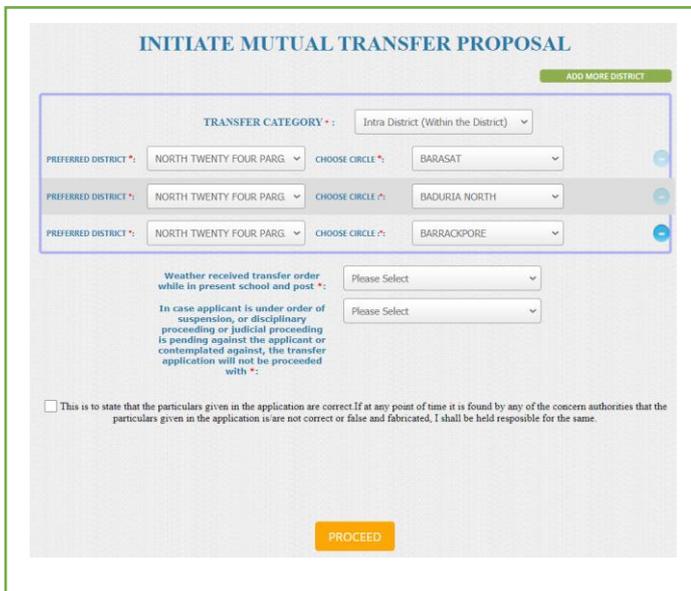


Fig- 5

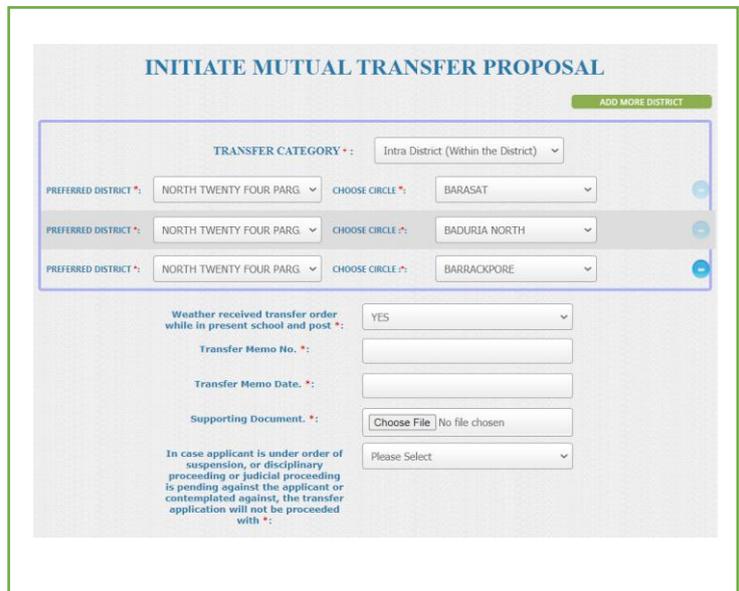


Fig- 6

- The applicant chooses Maximum 3 circle for Initiate mutual transfer proposal and add one or more circle from same district by using 'ADD MORE DISCTRIC' button (as per Fig – 5 and 6) and select the additional details of applicant (as per Fig – 4 and 5), until FINALIZE the proposal data applicant can update it more than one time. When applicant FINALIZE the proposal then system freeze the data (as per Fig – 6).

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- 7

Are you sure to finalize the Proposal ?

YES CANCEL

Fig- 8

- After 'Finalize Mutual Transfer Proposal' a message will be appearing to the user end – **Mutual Transfer Proposal Finalized** and generate a Transfer Proposal ID (Ex - IR6754PL).

**I Know my Matching Applicant :-**

- At first Initiate proposal for mutual transfer.
- The applicant will not be able to search his/her mutual partner until update his/her school medium at his/her profile from SI end.
- When applicant know his/ her partner teacher code, then he/she manually search his/ her mutual partner, and send request with reason (as per Fig – 7).

TEACHER UNIQUE CODE:\* XXXXXXXX

Proceed

District Name	Circle Name	School Name	Teacher Name	Code	Mobile No	Email ID	Action
NORTH TWENTY FOUR PARGANA	BADURIA	SCHOOL NAME	TEACHER NAME	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	SEND REQUEST

Fig- 9

Fig- 10

**Mutual transfer request sent successfully.**

SL NO.	DISTRICIT NAME	CIRCLE NAME	SCHOOL NAME	TEACHER NAME	DESIGNATION	TEACHER CODE	MOBILE NO	ACTION
1	NORTH TWENTY FOUR PARGANA	BADURIA	SCHOOL NAME	TEACHER NAME	DESIGNATION	XXXXXXXX	XXXXXXXXXX	Request Sent

Fig- 11

- Applicant mutual partner see the received request in his/her login. Mutual partner can accept/reject this request with reason (as per Fig – 8 and 9).

MUTUAL TRANSFER RECEIVED REQUEST DETAILS									
SL NO.	DISTRICT	CIRCLE NAME	SCHOOL NAME	EMPLOYEE NAME	EMPLOYEE CODE	MOBILE	EMAIL	STATUS	ACTION
1	NORTH TWENTY FOUR PARGANA	AMDANGA	SCHOOL NAME	TEACHER NAME	XXXXXXXX	XXXXXXXXXX		Waiting for Acceptance	<div style="display: flex; justify-content: space-around;"> <span style="background-color: green; color: white; padding: 2px 5px;">Accept</span> <span style="background-color: red; color: white; padding: 2px 5px;">Reject</span> </div>

Fig- 12

Fig- 13

- Applicant accepts the transfer request with reason (as per Fig – 8 and 9).
- After request accepted by user, then SI get a email notification, and process their data.

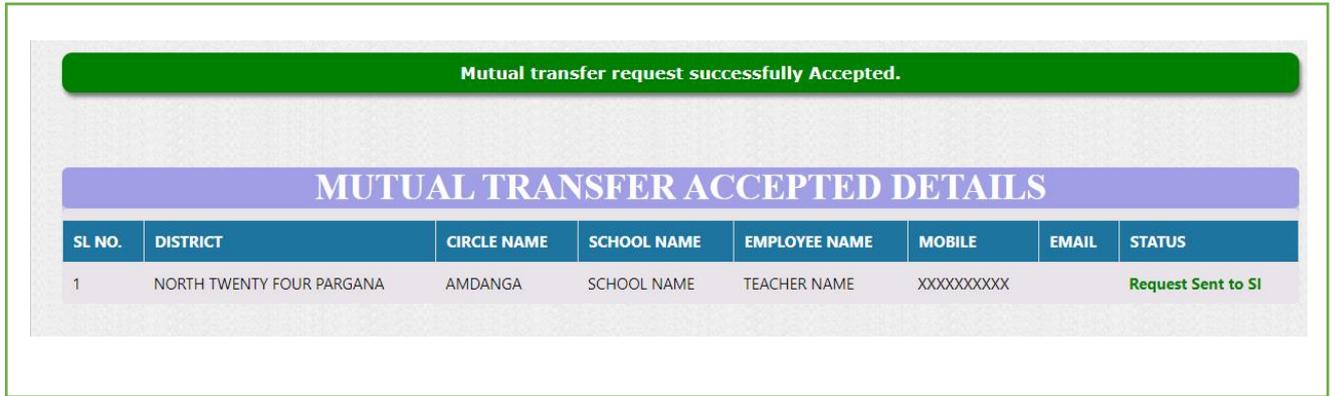


Fig- 14

Search for Matching Applicant :-

- At first Initiate proposal for mutual transfer.
- The applicant will not be able to search his/her mutual partner until update his/her school medium at his/her profile from SI end.
- Applicant search initiate district with circle, then he/she manually search his/ her mutual partner, and send request with reason (as per Fig – 15 and 16).

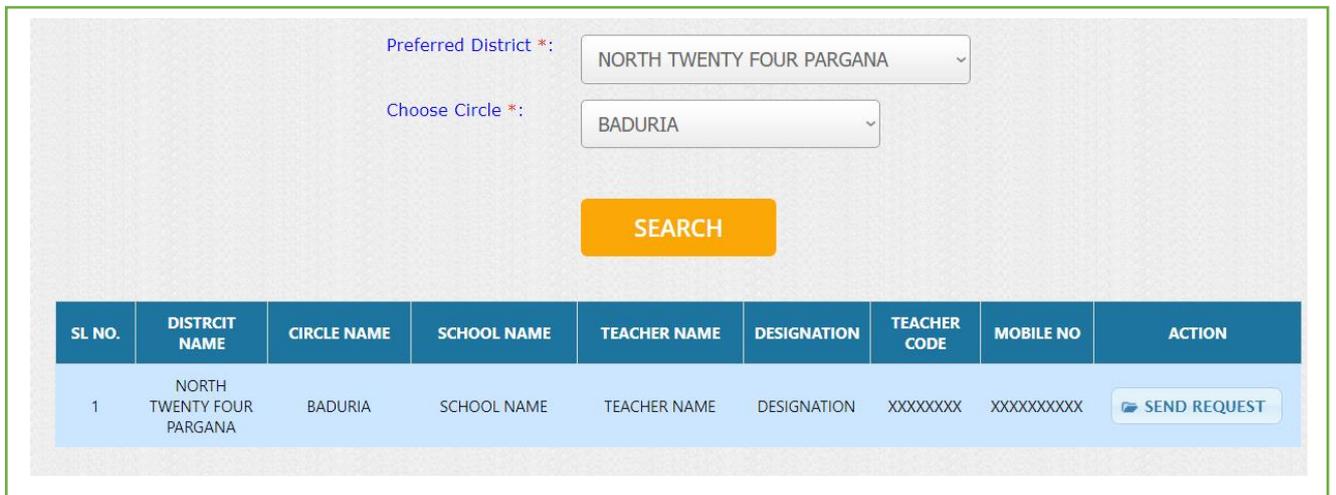


Fig- 15



Fig- 15

### View Mutual Transfer Status: -

- After successfully completing all the steps the applicant sees the status of his/ her application from this menu with all details (as per Fig - 16).

Mutual transfer request successfully Accepted.							
MUTUAL TRANSFER ACCEPTED DETAILS							
SL NO.	DISTRICT	CIRCLE NAME	SCHOOL NAME	EMPLOYEE NAME	MOBILE	EMAIL	STATUS
1	NORTH TWENTY FOUR PARGANA	AMDANGA	SCHOOL NAME	TEACHER NAME	XXXXXXXXXX		Request Sent to SI

Fig- 16

### Inter District (Outside District): -

- The applicant chooses Maximum 3 circle for Initiate mutual transfer proposal and add one or more circle from preferred district by using 'ADD MORE DISCTRIC' button (as per Fig – 17 and 18) and select the additional details of applicant (as per Fig – 4 and 5), until FINALIZE the proposal data applicant can update it more than one time. When applicant FINALIZES the proposal then system freeze the data (as per Fig – 18).

**INITIATE MUTUAL TRANSFER PROPOSAL**

ADD MORE DISTRICT

TRANSFER CATEGORY \*: Inter District (Outside District)

PREFERRED DISTRICT \*: PURBA MEDINIPUR

CHOOSE CIRCLE \*: EGRA EAST

Weather received transfer order while in present school and post \*: YES

Transfer Memo No. \*: 54654

Transfer Memo Date. \*: 2007-07-01

Supporting Document. \*: Choose File No file chosen

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

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- 17

Successfully Finalized.

TRANSFER CATEGORY \* :

Inter District (Outside District)

PREFERRED DISTRICT : NORTH TWENTY FOUR PARGANA

PREFERRED CIRCLE : BADURIA;

PREFERRED DISTRICT : COOCH BIHAR

PREFERRED CIRCLE : BAMANHAT;

PREFERRED DISTRICT : ALIPURDUAR

PREFERRED CIRCLE : ALIPURDUAR;

TRANSFER PROPOSAL ID : **HR6913AB**

Fig- 18

- The applicant chooses Maximum 3 different District along with 3 circle for Initiate his/her mutual transfer proposal, he/she can add one or more circle from same district by using 'ADD MORE DISCTRIC' button (as per Fig – 17 and 18), until he FINALIZE data he/she can update it more than one time. When applicant FINALIZE his/her proposal then system freeze the data.
- After 'Finalize Mutual Transfer Proposal' a message will be appearing to the user end – '**Mutual Transfer Proposal Finalized**' and generate a Transfer Proposal ID (Ex - IR6754PL).
- The remaining procedure is same as Intra District transfer for the applicant.



