

## MUTUAL TRANSFER DPSC SECRETARY LEVEL

When SI forward the transfer application data, then transfer application data populate in the DPSC Secretary login. The role of DPSC SECRETARY steps are given below-

### Mutual Transfer: -

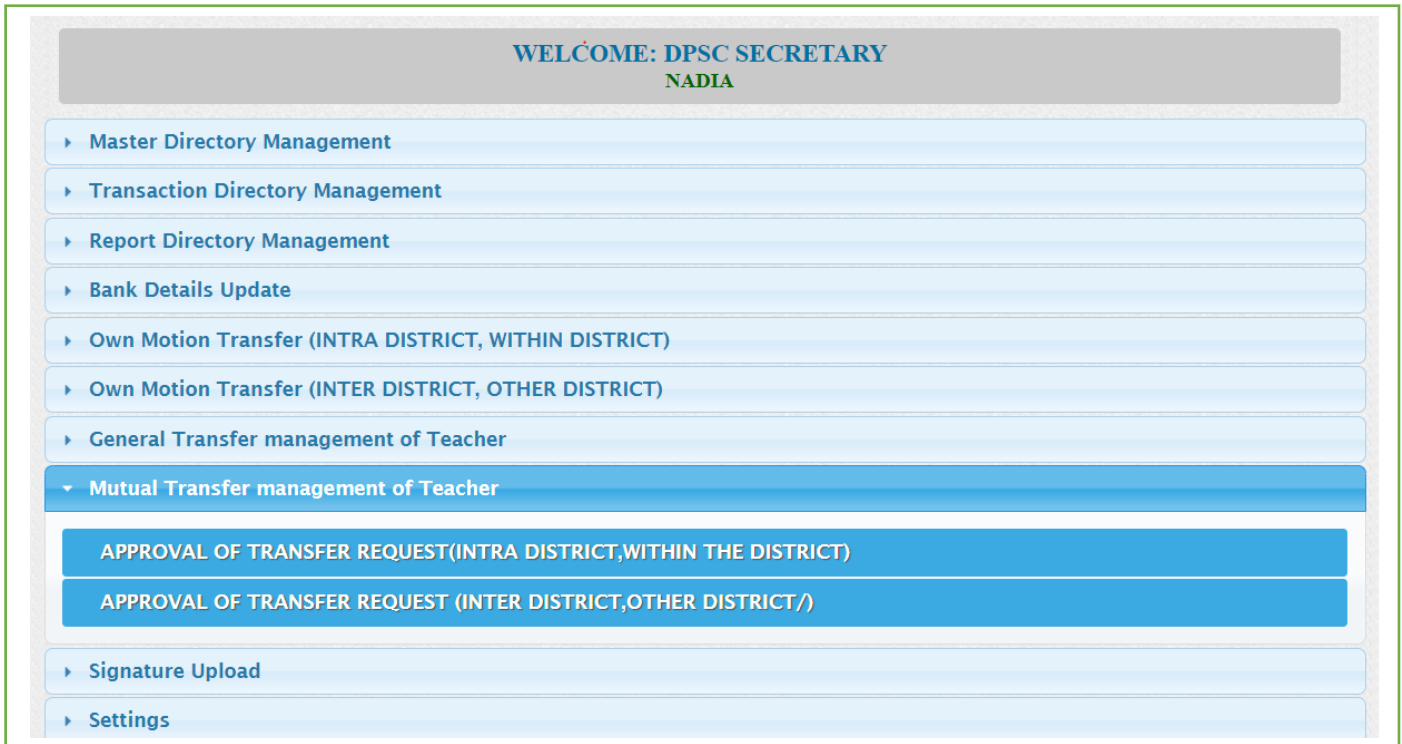


Fig - 1

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

### Within the District / Intra District transfer: -

- Intra district transfer (Same district transfer) listing are given below. (Fig-2)
- If Checklist data ‘YES’ then checklist data show in green color and if it is ‘NO’ then data show in red color (Remarks Button). (Fig-3)
- Dpsc Secretary can view the all transfer details (View Button).
- Dpsc Secretary can back the application form data to SI with proper remarks.(fig-2)

The screenshot shows a table titled 'MUTUAL TRANSFER LIST FOR APPROVAL (WITHIN THE DISTRICT)'. The table has columns for SL. NO., DETAILS, REMARKS, REQUESTED CIRCLE, ACCEPTED CIRCLE, REQUESTED SCHOOL, ACCEPTED SCHOOL, REQUESTED NAME, ACCEPTED NAME, and ACTION. The first row shows a transfer from AMDANGA to BADURIA. The ACTION column contains 'Back to SI' and 'CHECKLIST' buttons.

SL. NO.	DETAILS	REMARKS	REQUESTED CIRCLE	ACCEPTED CIRCLE	REQUESTED SCHOOL	ACCEPTED SCHOOL	REQUESTED NAME	ACCEPTED NAME	ACTION
1			AMDANGA	BADURIA	SCHOOL NAME	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	TEACHER NAME(XXXXXXXX)	<span>Back to SI</span> <span>CHECKLIST</span>

Fig - 2

Remarks

XXXXXXXX

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	YES
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	YES
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	YES
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	YES
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	YES
11	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.	YES
12	Whether the age of the teacher is more than 57 years but less than 59 years	YES

Fig - 3

- After clicking checklist button, popup will come with checklist. Dpsc Secretary submit the checklist and generate the order of transfer(notify via email).(fig- 4, 5 and 6)

VERIFY DETAILS

SL NO	LIST NAME	CHECKED
1	Whether the documents and observation submitted by the concerned Sub Inspector of Schools are in order	Please Select <input type="button" value="v"/>
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.	Please Select <input type="button" value="v"/>

Fig - 4

- Dpsc Secretary can back the application form data to SI with proper remarks (notify by email to SI).(fig-5)

REMARKS

Only 500 characters are allowed.

Fig - 5

**Successfully Inserted.**

**MUTUAL TRANSFER LIST FOR APPROVAL (WITHIN THE DISTRICT)**

Show  entries Search:

DETAILS	REMARKS	REQUESTED CIRCLE	ACCEPTED CIRCLE	REQUESTED SCHOOL	ACCEPTED SCHOOL	REQUESTED NAME	ACCEPTED NAME	ACTION
		AMDANGA	BADURIA	SCHOOL NAME	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	TEACHER NAME(XXXXXXXX)	<a href="#" style="background-color: green; color: white; padding: 5px 10px; border: none;">Generate transfer Order</a>

Fig - 6

**Inter District transfer / Other District: -**

- Inter district transfer (Other district transfer) listing is given below. (Fig-2)
- Both circle data populate in different Dpsc Secretary login.
- If Checklist data 'YES' then checklist data show in green color and if it is 'NO' then data show in red color (Remarks Button) (Both Circle). (Fig-3)
- Dpsc Secretary can view the all transfer details (View Button).

**MUTUAL TRANSFER LIST FOR APPROVAL (OTHER DISTRICT / INTER DISTRICT)**

Show  entries Search:

SL. NO.	DETAILS	REMARKS	CIRCLE NAME	SCHOOL NAME	TEACHER NAME	ACTION
1			BELIATORE	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	<a href="#" style="background-color: red; color: white; padding: 5px 10px; border: none;">Back to SI</a> <a href="#" style="background-color: green; color: white; padding: 5px 10px; border: none;">Send to WBBPE</a>

Fig - 7

**MUTUAL TRANSFER LIST FOR APPROVAL (OTHER DISTRICT / INTER DISTRICT)**

Show  entries Search:

SL. NO.	DETAILS	REMARKS	CIRCLE NAME	SCHOOL NAME	TEACHER NAME	ACTION
1			BADURIA	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	<a href="#" style="background-color: red; color: white; padding: 5px 10px; border: none;">Back to SI</a> <a href="#" style="background-color: green; color: white; padding: 5px 10px; border: none;">Send to WBBPE</a>

Fig - 8

Remarks		
XXXXXXXX		

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	YES
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	YES
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	YES
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	YES
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	YES

Fig - 9

- Dpsc Secretary can back the application form data to SI with proper remarks (notify by email to SI).(fig-10)

REMARKS

Only 500 characters are allowed.

Fig - 10

- After clicking checklist button, popup will come with checklist and remarks box. Dpsc Secretary submit the checklist with proper remarksfig- 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	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.	Please Select

**SAVE**

Fig - 11

Successfully Forwarded.

### MUTUAL TRANSFER LIST FOR APPROVAL (OTHER DISTRICT / INTER DISTRICT)

Show  entries

Search:

SL. NO.	DETAILS	REMARKS	CIRCLE NAME	SCHOOL NAME	TEACHER NAME	ACTION
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No data available in table

- After transfer data successfully forwarded to WBBPE then WBBPE gets a notification mail regarding transfer.

