

Mutual Transfer SI Level Inter District & Intra District (Primary)

When a teacher can apply and finalize the application for mutual transfer via i-OSMS then SI can receive alert via email. Process steps is given below-

Mutual-Transfer (Inter District & Intra District): -

- SI will login to the i-OSMS portal, and find the menu – ‘Mutual Transfer’ (as per Fig – 1) for mutual transfer.
- SI will view applicant name with details (as per Fig - 2) and verify the details of teacher transfer.



Fig - 1

- For **INTRA DISTRICT** list.(fig-2)

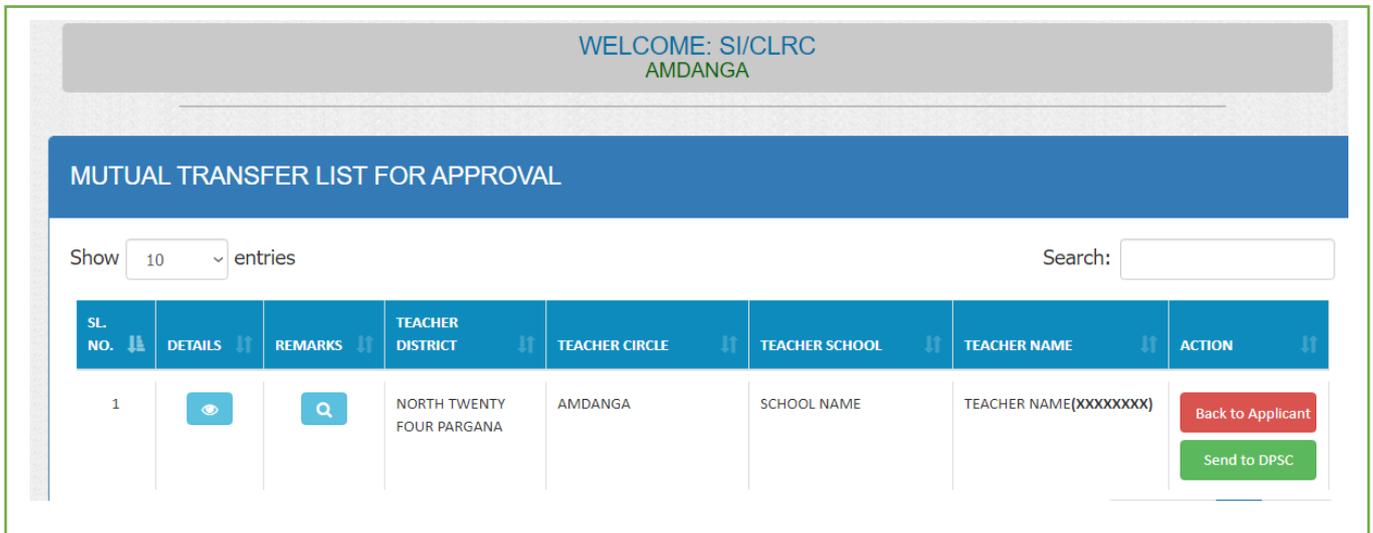


Fig - 2

- For **INTER DISTRICT** list for both SI.(fig-3 and 4)

MUTUAL TRANSFER LIST FOR APPROVAL

Show entries Search:

SL. NO.	DETAILS	REMARKS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	ACTION
1			NORTH TWENTY FOUR PARGANA	BADURIA	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	<input type="button" value="Back to Applicant"/> <input type="button" value="Send to DPSC"/>

WELCOME: SI/CLRC
AMDANGA

Fig - 3

MUTUAL TRANSFER LIST FOR APPROVAL

Show entries Search:

SL. NO.	DETAILS	REMARKS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	ACTION
1			BANKURA	BELIATORE	SCHOOL NAME	TEACHER NAME(XXXXXXXX)	<input type="button" value="Back to Applicant"/> <input type="button" value="Send to DPSC"/>

Fig - 4

- After listing further process will same for both category transfers.
- After verify details the application SI can forward it to DPSC SECRETARY Level with proper remarks and verify the details of transfer.
- After clicking send to dpsc button both **(Sender & Receiver)** dpsc secretary are get email notification for **INTER DISTRICT** (as per Fig – 3 and 4).
- After clicking send to dpsc button dpsc secretary get email notification for **INTRA DISTRICT** (as per Fig – 2).

FORWARD APPLICATION FORM x

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

REMARKS

Only 250 characters are allowed.

Fig - 5

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 <input type="button" value="v"/>
2	Whether any transfer order has been refused by the teacher	Please Select <input type="button" value="v"/>
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 <input type="button" value="v"/>
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 <input type="button" value="v"/>
5	Whether there is any financial liability regarding Capital grant , Mid Day Meal and Others against the applicant	Please Select <input type="button" value="v"/>
6	Whether the Pupil Teacher Ratio(PTR) in the present school has been justified as per RTE Act, 2009	Please Select <input type="button" value="v"/>
7	Whether the total number of teachers of the present school is not less than 3 including the applicant	Please Select <input type="button" value="v"/>
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 <input type="button" value="v"/>
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 <input type="button" value="v"/>
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 <input type="button" value="v"/>
11	Whether the age of the teacher is more than 57 years but less than 59 years	Please Select <input type="button" value="v"/>
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 <input type="button" value="v"/>

Fig – 6

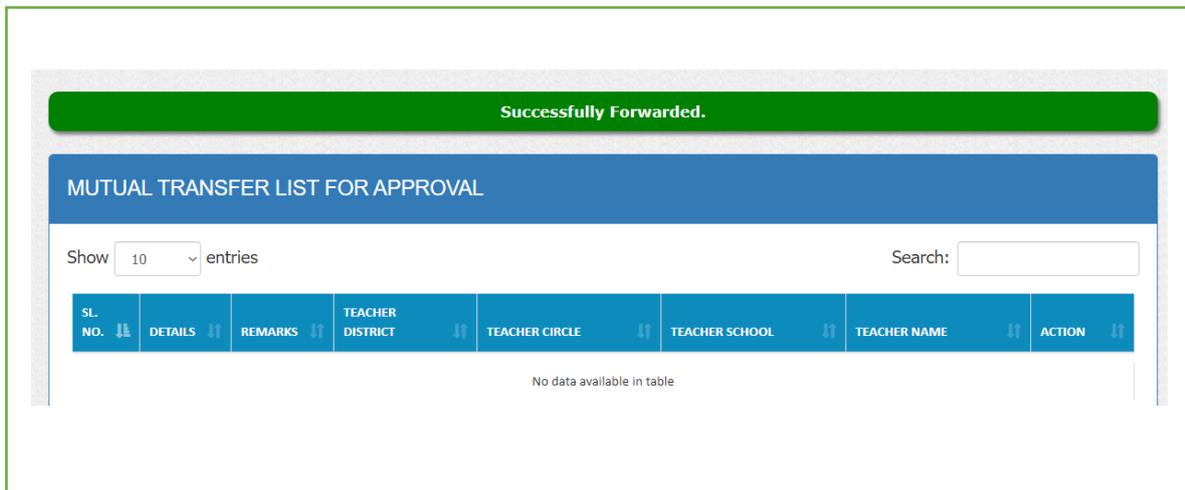


Fig – 7

- After verify details the application SI can back transfer data to APPLICANT level with proper reason and Applicant gets a notification mail regarding transfer (as per Fig – 8 and 9).

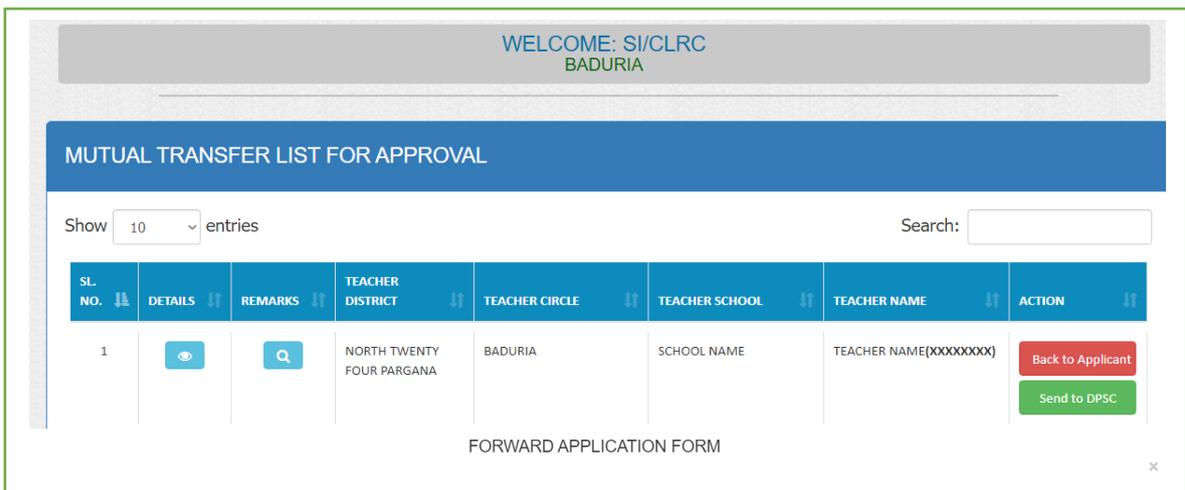


Fig – 8

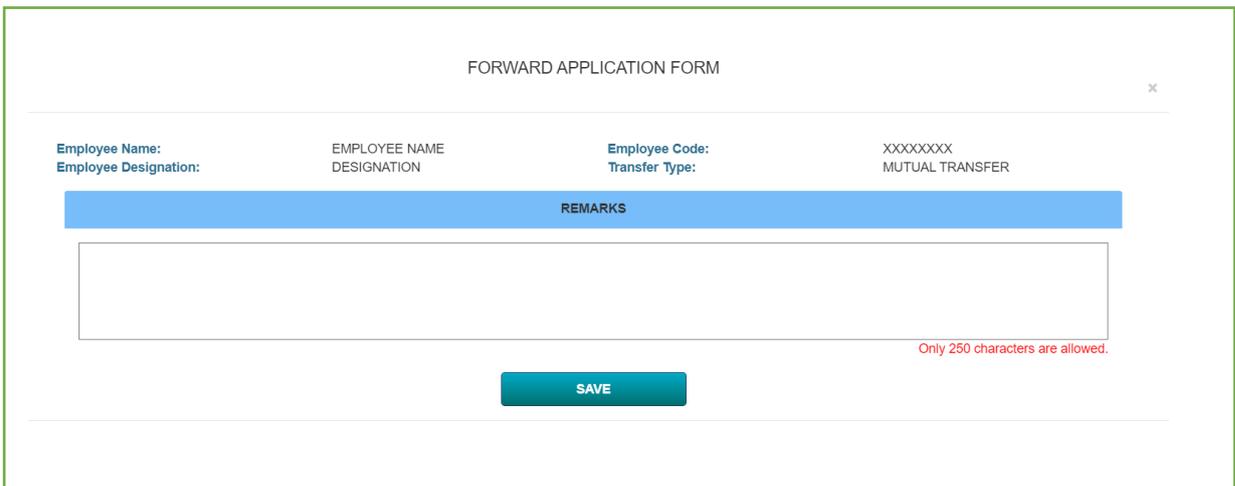


Fig – 9