

Own Motion Transfer DPSC SECRETARY Level INTER DISTRICT)

At first, Initiate the own motion transfer, transfer process steps are given below-

The screenshot shows a dashboard for a DPSC Secretary. At the top, it says 'WELCOME: DPSC SECRETARY NADIA'. Below this is a list of menu items: Master Directory Management, Transaction Directory Management, Report Directory Management, Bank Details Update, Own Motion Transfer (INTRA DISTRICT, WITHIN DISTRICT), Own Motion Transfer (INTER DISTRICT, OTHER DISTRICT) (highlighted), OWN MOTION TRANSFER REQUEST INITIATE, OWN MOTION TRANSFER INITIATION TEACHER LIST, General Transfer management of Teacher, and Mutual Transfer management of Teacher.

Fig - 1

- DPSC Secretary will login to the iOSMS portal, and find the menu – ‘Own Motion transfer (INTER DISTRICT,).
- [INITIATE TRANSFER:](#)

The screenshot shows a form titled 'INITIATE OWN MOTION TRANSFER REQUEST (INTER DISTRICT)'. It has a 'SEARCH TEACHER' header. Below this is a search field for 'TEACHER UNIQUE CODE*' with a placeholder 'TEACHER UNIQUE CODE'. There is an 'OR' separator. Below the separator are four selection fields: 'CHOOSE DISTRICT*' (a dropdown menu with 'Please Select'), 'CHOOSE CIRCLE*' (a text field with 'No District selected...'), 'CHOOSE SCHOOL*' (a text field with 'No Circle selected...'), and 'CHOOSE TEACHER*' (a text field with 'No School selected...').

Fig - 2

- At first search the teacher with teacher code or search through circle.(Fig-2)

INITIATE OWN MOTION TRANSFER REQUEST (INTER DISTRICT)

SEARCH TEACHER

TEACHER UNIQUE CODE* :

OR

CHOOSE DISTRICT*:

CHOOSE CIRCLE*:

CHOOSE SCHOOL*:

CHOOSE TEACHER*:

[Proceed](#)

Fig - 3

- Verify the data then choose the preferred circle and school then submit the transfer request. (Fig-3)

PTR DETAILS ×

DISTRICT NAME:	NORTH TWENTY FOUR PARGANA	CIRCLE NAME:	BARASAT WEST
SCHOOL NAME:	AKRAMPUR F P SCHOOL	SCHOOL DISE CODE:	19112302601
TOTAL ASSISTANT TEACHER:	0	TOTAL PARA TEACHER:	1
TOTAL HEAD TEACHER:	1	TOTAL STUDENT:	118

Fig - 4

- Check the PTR details of school click on school name. (Fig-4)

VIEW TEACHER DETAILS

District Name	Circle Name	School Name	Teacher Name	Code	Mobile No	Email ID	Action
NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	██████████	██████	██████		<input type="button" value="VIEW"/>

REMARKS

Type here....

Note: Maximum 250 character allowed.

Fig - 5

Transfer Request Successfully Submitted.

OWN MOTION TRANSFER INITIATION TEACHER LIST (INTER DISTRICT)

Show entries Search:

SL. NO.	TEACHER DETAILS	TEACHER DISTRICT	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	REMARKS	ACTION	WB REM
1	<input type="button" value="VIEW"/>	NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	██████████	hk	<input type="button" value="FORWARD TO WBBPE"/>	
2	<input type="button" value="VIEW"/>	NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	██████████	kk	<input type="button" value="FORWARDED TO WBBPE"/>	
3	<input type="button" value="VIEW"/>	NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	██████████	ll	<input type="button" value="FORWARDED TO WBBPE"/>	

Fig – 6

- After initiate the request dpsc secretary can view the teacher details and edit the details. After verify data dpsc secretary forward the data to WBBPE for further process. (Fig-6)

