USER MANNUAL FOR GENERAL TRANSFER(HOI)

When a teacher can apply and finalize the application for general transfer via iOSMS then HOI can received notification alert via email.

HOI played a valuable role in the Self Seeking Transfer, the steps is given below-
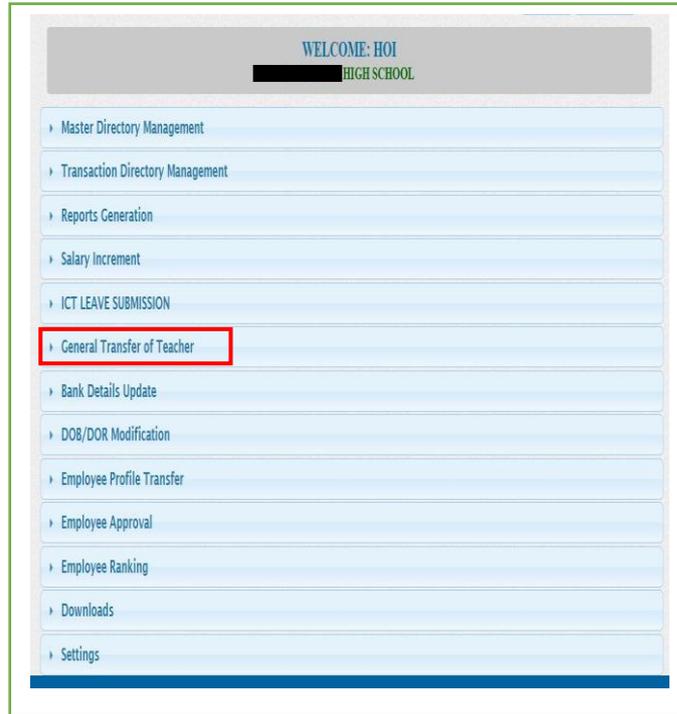
Fig- 1

- HOI will login to the iOSMS portal, and find the menu – 'Teacher Transfer' (as per Fig – 1).
- After entering the transfer menu, he/ she find reason wise list of transfer (as per Fig – 2).

Fig- 2

- After entering the menu, he/she will find the teacher who is apply for self-seeking transfer (as per Fig – 3).
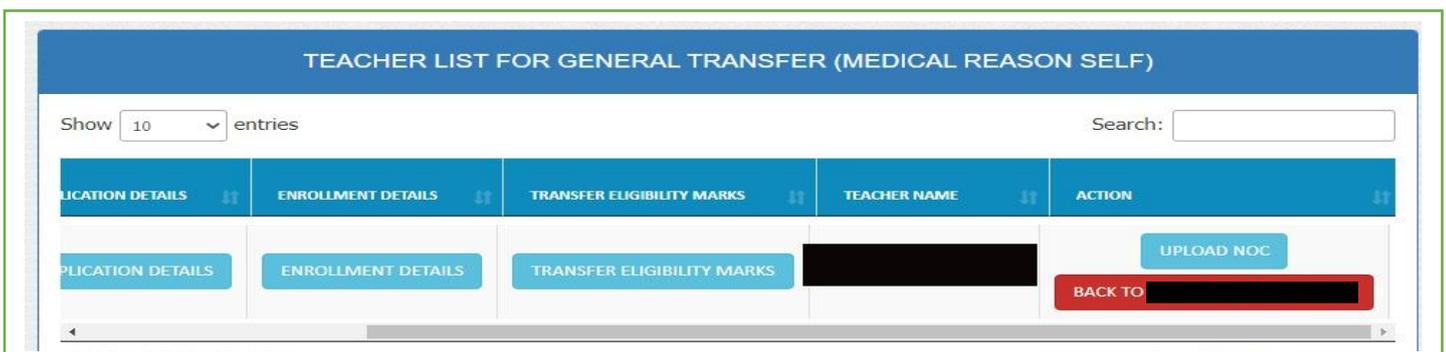
Fig- 3

- HOI can back application to the applicant.
- Click on '**BACK TO (APPLICANT NAME)'** button then open a pop up and fill up remarks then click on submit button (as per Fig – 4).

REMARKS FOR TRANSFER APPLICATION BACK TO APPLICANT

TEACHER DETAILS		
Employee Name: ▬▬▬	Employee Code:	▬▬▬

REMARKS FOR TRANSFER APPLICATION BACK TO APPLICANT

REMARKS:		Instruction for Remarks: Maximum 250 characters allowed.

Submit

Fig- 4

- After find the name of the teacher HOI can view all details (**enrolment details** [as per Fig – 5], **transfer eligibility marks** [as per Fig – 6],**teacher details** [as per Fig – 7], **application details** [as per Fig – 8],) of applicant.

ENROLLMENT DETAILS

EMPLOYEE BASIC DETAILS	
Employee Name: ▬▬▬	Employee Code: ▬▬▬
	Academic Section: NORMAL
Employee subject: BENGALI	Academic Group: LANGUAGE
No of total teacher respect to the above mention academic section and subject on that particular school: 2	

No of Boys Student	No of Girls Student	No of Total Student	No of Total Teacher
841	165	1006	25

Close

Fig- 5

TEACHER TRANSFER ELIGIBILITY MARKS

SL. NO.	TRANSFER ELIGIBILITY MARKS GROUND	MARKS
1	Experience in present school and post till last date of application (04-11-1997)	20
2	(i) Female applicant without child and/or child above 10 years of age (ii) Female applicant child below the age of 10 years (age till last date of application)	0
3	Present serving school of applicant is away from the spouse's working place (Above 50 km upto 100 kms)	1
4	Distance from present Posting for applicant (Above 50 km upto 100 kms)	1
	Total	22

Fig- 6

TEACHER DETAILS

×

Transfer Details

Name*:	▓▓▓▓▓▓	Code:	▓▓▓▓▓▓
Designation*:	▓▓▓▓▓▓	Academic Section*:	NORMAL
TEACHER MEDIUM*:	BENGALI	Subject Name:	MATHEMATICS

Primary Profile

Personal Profile

Contact Profile

Professional Profile

Fig- 7

TEACHER APPLICATION DETAILS

×

BASIC DETAILS

Employee Name:	▓▓▓▓▓▓	Employee Code:	▓▓▓▓▓▓
		Employee Designation:	AHM CUM TIC
Transfer Type:	GENERAL TRANSFER	Employee subject:	MATHEMATICS
Employee Medium:	BENGALI	Academic Section"	
NORMAL			

PRESENT SCHOOL DETAILS

School Name:	▓▓▓▓▓▓	District Name:	NORTH TWENTY FOUR PARGANA
Subdivision:	BARASAT	Medium:	BENGALI
Category:	CO-EDUCATIONAL		

PREFFER DESTINATION

	DISTRICT NAME	SUBDIVISION NAME	SCHOOL NAME
1	BANKURA	BANKURA	AKERIA MURCHAGORA JR HIGH SCHOOL
2	ALIPURDUAR	ALIPURDUAR	ALIPUDUAR BALIKA SM HIGH SCHOOL
3	MALDAH	CHANCHAL	ANUP NAGAR KFJ VIDYABHABAN

REASON FOR GENERAL TRANSFER

REASON:	MEDICAL REASON OTHERS	DISEASES: SPOUSE	RELATION NAME:

Fig- 8

- HOI upload NOC document and upload medical document (if applicable) for the applicant (as per Fig – 9).
- After successfully upload **Forward to DI** button available(as per Fig – 10).

Fig-9

Fig- 10

- After upload the NOC certificate the HOI Forward the application to DI end with remarks and check list (as per Fig – 11).

REMARKS FOR TRANSFER APPLICATION FORWARDING TO DI

TEACHER DETAILS

Employee Name: [REDACTED]   Employee Code: [REDACTED]

REMARKS FOR TRANSFER APPLICATION FORWARD TO DI

CHECK LIST :

1. Whether personal information in respect of the applicant is correct?: ○ YES ○ NO
2. Whether the applicant completed 5 years satisfactory service in the school and in the posting?: ○ YES ○ NO
3. Whether the applicant has refused to carry out transfer order issued earlier?: ○ YES ○ NO
4. If yes, then whether the applicant completed 7 years since issuance of that transfer order?: ○ YES ○ NO
5. Whether Disciplinary Proceeding / Suspension / Financial irregularity is pending against the applicant?: ○ YES ○ NO
6. Whether the subject teacher to teach the particular subject will become zero in the event the applicant is transferred?: ○ YES ○ NO
7. Whether the school will face extreme difficulty in view of work load considering roll strength in the event the applicant is transferred?: ○ YES ○ NO
8. Whether total application(s) from school is not more than 10% of total teachersâ€™ strength?: ○ YES ○ NO
9. Whether transfer application on medical grounds has been examined by the doctor of the MC and opined that the disease caused serious problem in attending the school?: ○ YES ○ NO
10. Whether the applicant is a PH candidate (40% and above)?: ○ YES ○ NO
11. Whether the School Authority is issuing NOC?: ○ YES ○ NO

REMARKS:

Instruction for Remarks:
Maximum 250 characters allowed.

Submit

Fig- 11

- After submitting all details to DI and notify to DI via email alert.