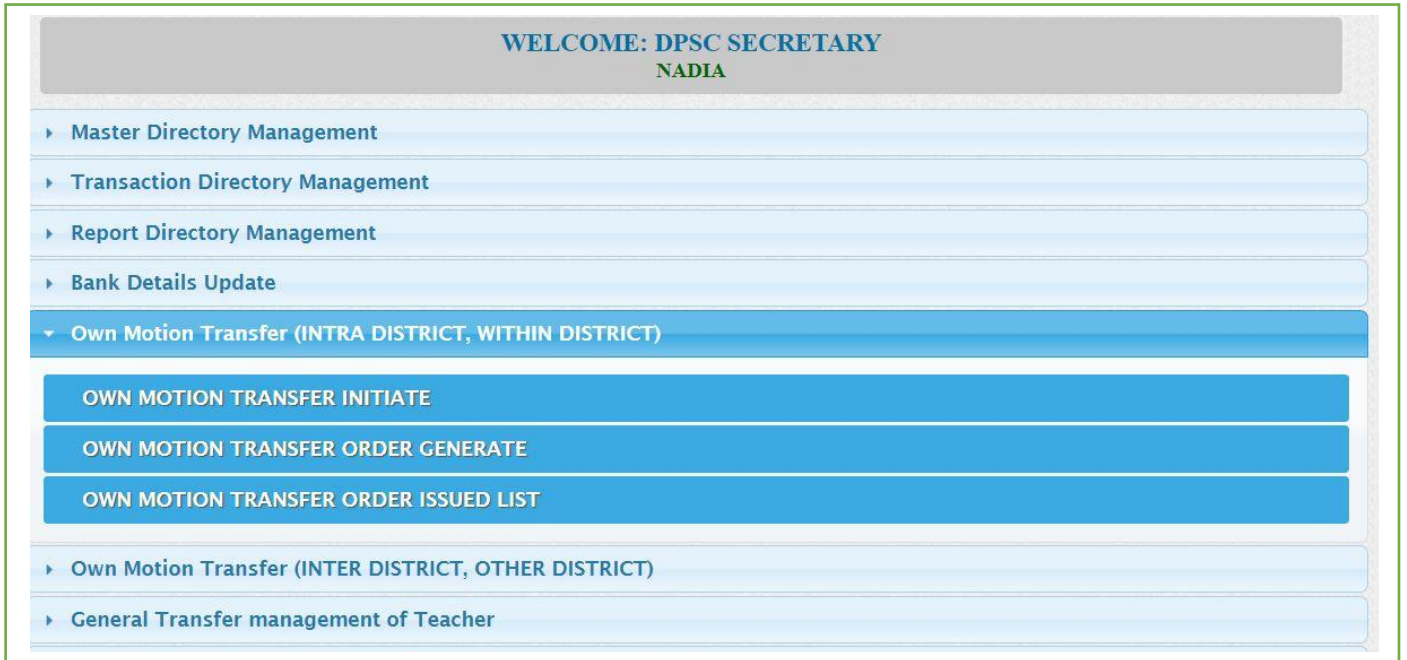


Own Motion Transfer DPSC SECRETARY Level INTRA DISTRICT)

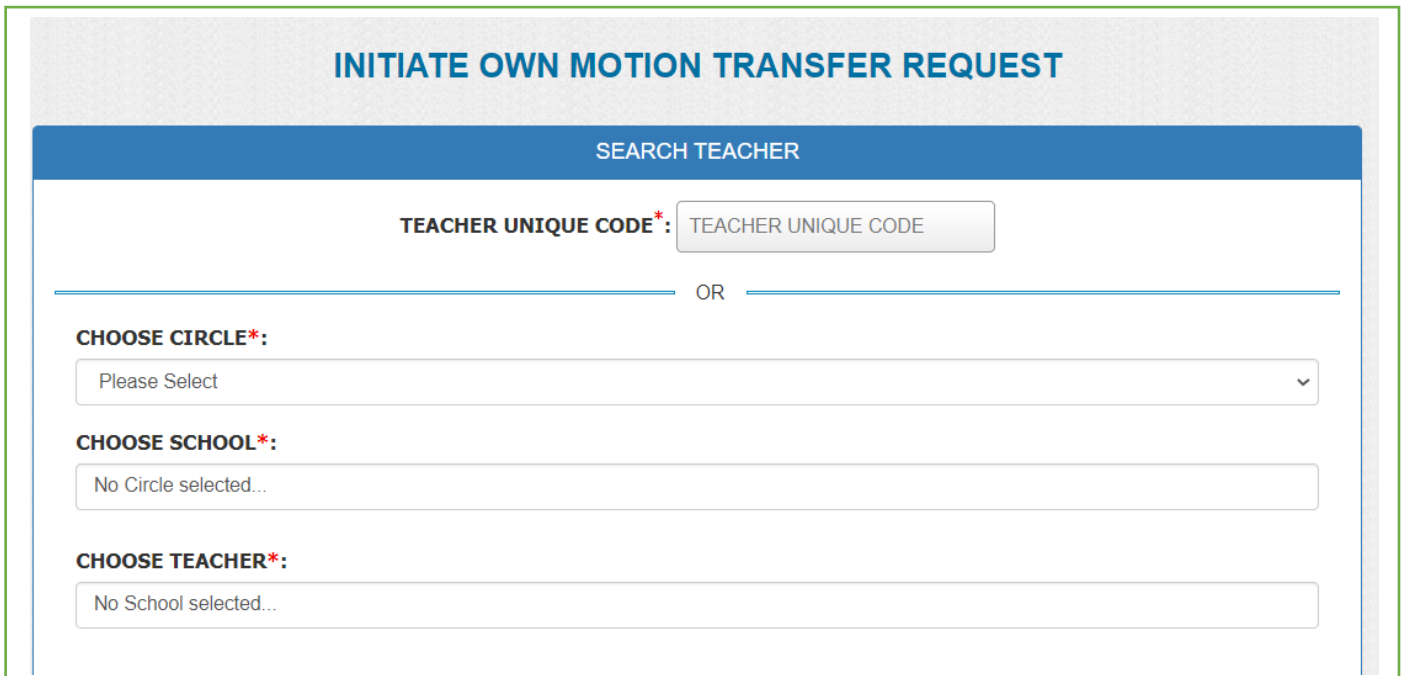
At first, Initiate the own motion transfer, transfer process steps are given below-



The screenshot shows a user interface for a DPSC Secretary. At the top, a grey header displays 'WELCOME: DPSC SECRETARY' and 'NADIA'. Below this is a list of menu items. The 'Own Motion Transfer (INTRA DISTRICT, WITHIN DISTRICT)' menu is expanded, showing three sub-items: 'OWN MOTION TRANSFER INITIATE', 'OWN MOTION TRANSFER ORDER GENERATE', and 'OWN MOTION TRANSFER ORDER ISSUED LIST'. Other menu items include 'Master Directory Management', 'Transaction Directory Management', 'Report Directory Management', 'Bank Details Update', 'Own Motion Transfer (INTER DISTRICT, OTHER DISTRICT)', and 'General Transfer management of Teacher'.

Fig - 1

- DPSC Secretary will login to the iOSMS portal, and find the menu – ‘Own Motion transfer (INTRA DISTRICT,)’.
- **INITIATE TRANSFER:**



The screenshot shows a form titled 'INITIATE OWN MOTION TRANSFER REQUEST'. At the top, there is a blue header with the text 'SEARCH TEACHER'. Below this, there is a search field labeled 'TEACHER UNIQUE CODE*' with a text input box containing 'TEACHER UNIQUE CODE'. Below the search field, there is a horizontal line with 'OR' in the center. Below the line, there are three sections for selection:

- CHOOSE CIRCLE*:** A dropdown menu with 'Please Select' and a downward arrow.
- CHOOSE SCHOOL*:** A text input box with 'No Circle selected...'.
- CHOOSE TEACHER*:** A text input box with 'No School selected...'.

Fig - 2

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

Proceed

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	TEACHER NAME	AAAAAAAAA	0000000000	test@test.com	VIEW

PREFERRED SCHOOL

PREFERRED CIRCLE*:

Please Select ▼

PREFERRED SCHOOL*:

No school selected...

BATCH NO*:

SUBMIT TRANSFER REQUEST

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)

Transfer Request Successfully Submitted.

OWN MOTION TRANSFER ORDER ISSUE

Show entries Search:

	TEACHER DETAILS	BATCH NO.	TRANSFER TYPE	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	PREFERRED CIRCLE	PREFERRED SCHOOL	EDIT	A
VIEW		12365467	OWN MOTION TRANSFER	BARASAT WEST	AKRAMPUR F P SCHOOL	TEACHER NAME(AAAAAAAA)	BARASAT	BARASAT KALIKRISHNA GIRLS HIGH SCHOOL PRIMARY SECTION	EDIT	G

Showing 1 to 1 of 1 entries

Fig - 5

OWN MOTION TRANSFER ORDER ISSUE

Show entries Search:

BATCH NO.	TRANSFER TYPE	TEACHER CIRCLE	TEACHER SCHOOL	TEACHER NAME	PREFERRED CIRCLE	PREFERRED SCHOOL	EDIT	ACTION
12365467	OWN MOTION TRANSFER	BARASAT WEST	AKRAMPUR F P SCHOOL	TEACHER NAME(AAAAAAAA)	BARASAT	BARASAT KALIKRISHNA GIRLS HIGH SCHOOL PRIMARY SECTION	EDIT	GENERATE ORDER

Fig – 6

- After initiate the request dpsc secretary can view the teacher details and edit the details. After verify generate the order of transfer. (Fig-6)

- After initiate the request dpsc secretary can view the teacher details and edit the details

VIEW TEACHER DETAILS

District Name	Circle Name	School Name	Teacher Name	Code	Mobile No	Email ID
NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	TEACHER NAME	AAAAAAA4	000000000	

PREFERRED DESTINATION VIEW

Circle Name	School Name
BARASAT	BARASAT KALIKRISHNA GIRLS HIGH SCHOOL PRIMARY SECTION

PREFERRED SCHOOL

PREFERRED CIRCLE*:

Please Select ▼

PREFERRED SCHOOL*:

No school selected...

BATCH NO*:

12365467

UPDATE TRANSFER REQUEST

Fig – 7

OWN MOTION TRANSFER ISSUED LIST

Show entries Search:

Sl No	District Name	Circle Name	School Name	Preferred Circle Name	Preferred School Name	Teacher Name	Code	Mobile No	Email ID	STATUS
	NORTH TWENTY FOUR PARGANA	BARASAT WEST	AKRAMPUR F P SCHOOL	BARASAT	BAMUNMURA KUSUM KUMARI GIRLS HIGH SCHOOL PRIMARY SECTION	TEACHER NAME	AAAAAAA	000000000	test@test.com	Transfer Order Issued

Fig – 8

- After generate order issue teacher get email notification from DPSC SECRETARY and view the all own motion transfer order generate list. (Fig-8)

