OnlineTeacher Transfer Portal Guidebook

MIS, OPEPA

1 Introduction

The online teacher transfer portal is developed with an objective to ensure the right allocation of teachers, in line with norms and in a fair & transparent manner. The portal will be used for voluntary transfer and the application process is 100% voluntary, open for elementary and secondary teachers. The portal provides a one of a kind opportunity to teachers to choose their preferred school, completely track the application progress in a transparent manner and also update his/her personal data in the database.

New guidelines have been drafted in order to ensure that the transfers are taken up in a transparent and rational manner with utmost priority to public interest. The rest of the document provides a brief about the transfer process – guidelines, eligibility for teachers to apply under various categories, roles of different officers, etc. and also make available a step-by-step guide on how to use the portal for all the concerned officers.
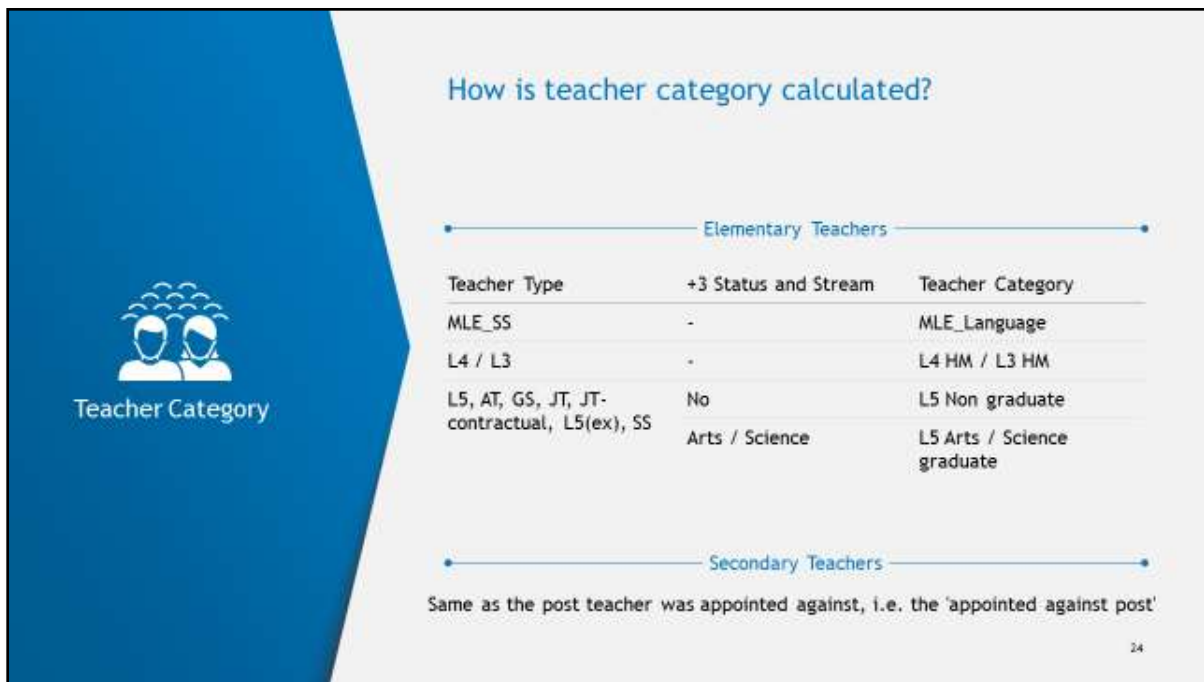
2 Guidelines of transfer policy

2.1   Allotment of teacher category

One of the most important feature of the transfer portal is that a teacher can only apply:

1.   With a teacher of their own category in case of mutual transfer, or
2.   Against a vacancy of their own category

Each teacher has been given a unique teacher category. The table below shows the logic behind allotting a category to a teacher.

Figure 1:Allotment of teacher category

2.2   Eligibility criteria for teachers to apply

On the basis of the transfer policy, teachers are eligible to apply for transfer under nine categories with restriction depending on the following criteria:

1.   Teacher cadre – Elementary / Secondary district cadre / Secondary state cadre
2.   Teacher type – Regular / Contractual
3.   Transfer type – Inter-district / Intra-district

The eight categories under which a teacher can apply are:

1.   Mutual Transfer
2.   Terminal Illness of self – under only one of the 8 allowed categories
3.   Person with disabilities
4.   Widow / Widower
5.   Divorcee
6.   Working Couple (both in govt.)
7.   Spouse of Defence Personnel
8.   Normal Transfer – Male or Female teacher

The chart below depicts various eligible categories under which a teacher can apply along with listing all the applicable restrictions under each category (A, B, C, D and E) are restrictions as explained below.

Eligibility chart for different teacher categories

Sr. No.	Transfer Category	Teacher Type - 1				Teacher Type - 2			
		Regular Teacher		Contractual Teacher		Regular Teacher		Contractual Teacher	
		Intra district	Inter district	Intra district	Inter district	Intra district	Inter district	Intra district	Inter district
1	Administrative Transfer	▤	▤	▤	▤	▤	▤	▤	▤
2	Mutual Transfer	▤	▤	▤	▤	▤	▤	▤	▤
3	Terminal Illness of self	▤	▤	▤	▤	▤	▤	▤	▤
4	Person with disabilities	▤	⊘	⊘	⊘	▤	▤	⊘	⊘
5	Widow / Widower	▤	⊘	⊘	⊘	▤	▤	⊘	⊘
6	Divorcee	▤	⊘	⊘	⊘	▤	▤	⊘	⊘
7	Working Couple (both in govt.)	▤	⊘	⊘	⊘	▤	▤	⊘	⊘
8	Spouse of Defence Personnel	▤	⊘	⊘	⊘	▤	▤	⊘	⊘
9	Normal Transfer	▤	⊘	⊘	⊘	▤	▤	⊘	⊘

- Teacher Type – 1: L3 HM, L4 HM, LV / SS / GS / JT / AT / LV (ex) Arts, Science and non graduates, MLE, Trained Matric, Trained Intermediate, Hindi, Urdu, Telegu, Classical Sanskrit, Bengali and PET teacher
- Teacher Type – 2: HM SSES, TGT PCM, TGT CBZ, TGT Arts
- HM OES is not eligible for transfer

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Figure 2: Elibility chart of teacher for application listing all constraints

The green boxes show an **eligible transfer category** while the red boxes show the **ineligible ones**. Letters in the green boxes show additional conditions that need to be met. These are:

A.   Atleast one year of service is required before a contractual teacher can apply for mutual transfer
B.   Inter district transfer is allowed only once in a teachers career
C.   The teacher should have completed at least 15 year of service (including contractual period)
D.   The teacher must have completed 6 years of service in the present school
E.   The teacher must be below 58 years of age

3 Teacher transfer process

The online teacher transfer is a five step process starting from a teacher applying on the portal and ending at generation of transfer order and relieving of the teacher.

The step by step breakdown of the process is given in the image below.
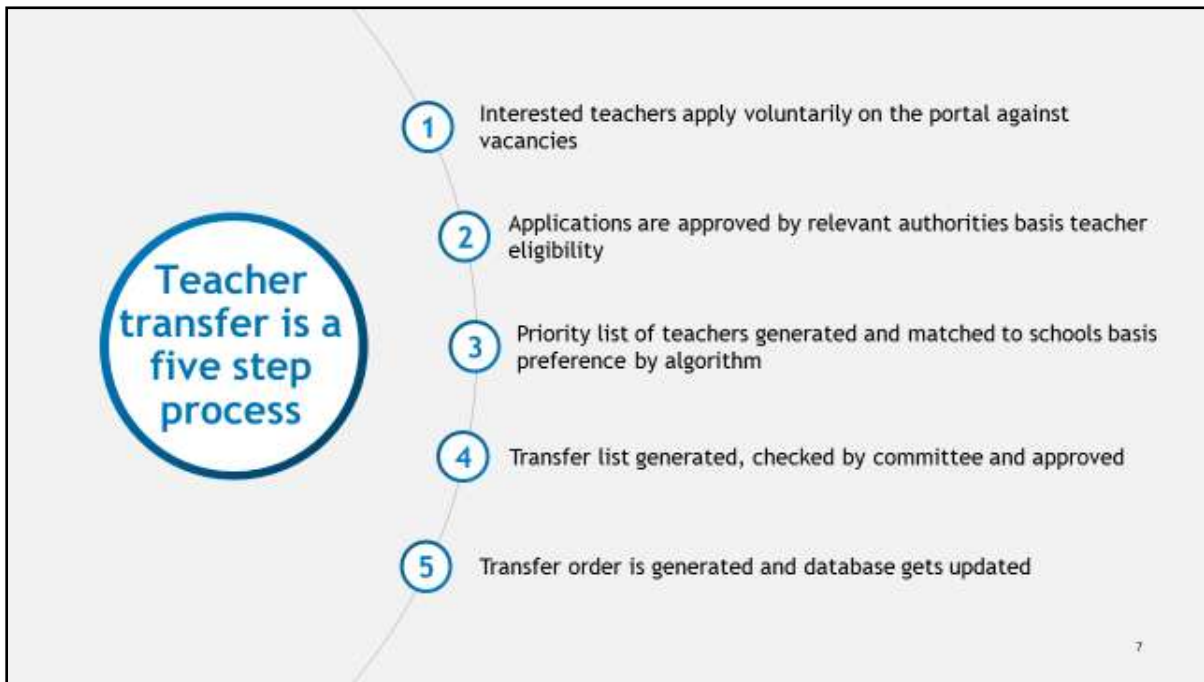

Figure 3: Online teacher transfer process

Post application by the teacher, the file follows a dedicated process flow. The diagram below illustrates the file flow and the officer responsible for each step.

Figure 4: Online teacher transfer process

Detailed instructions on how to use the teacher transfer portal are given below.

3.1 Step-1: Applying for transfer

1. After entering Teacher Transfer Portal path on your computer browser, the screen displayed below will appear on your computer browser.
2. Click on Register Online for Transfer to continue

3. After clicking on "Register online for transfer" the following screen will appear on your computer browser.Click on PROCEED to continue
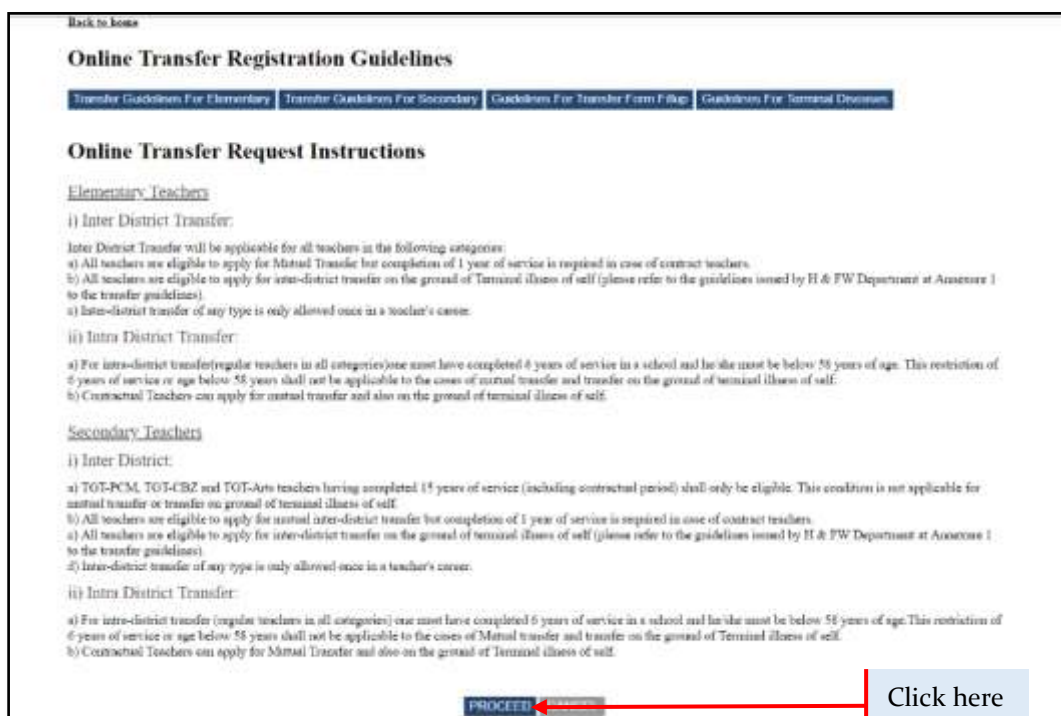
4. Now,choose "Present School Type" i.e. Elementary / Secondary.Then select your District from "Select District of present school", your Block from "Select Block / ULB of present school", your School from "Select present school" and your Name from "Select teacher name".

5. After that, all the information related to the concerned teacher will be shown automatically.

6. Then choose "Transfer Type" i.e. (Intra District / Inter District)on the following screen in the same page of portal.

7. Then choose the "Transfer Category" from "Eligibility Category" as per your eligibility. You will be asked to upload a verification document depending on the category chosen. Then upload a valid pdf document by clicking Choose file option (remember the file size has to be within 1 MB).

8. Then fill your preference choice from the drop down list. You can select a maximum of 10 schools.
9. You may check the box **(it is not mandatory)** for giving option to get transferred to any school of _____ block in case of intra district & _____ district in case of inter district transfers.
10. After filling the preference choices, fill the blank box by entering the CAPTCHA which is shown above the box and click on the "SUBMIT" button.
11. After submission the screen shown below will appear:

12. Here, you have to submit the OTP which will be sent to your mobile number.
13. After entering the OTP, click on the VERIFY button to proceed further
14. After successful OTP verification, the following screen will appear:

Back to home

Print

✅ Your Transfer Request Registration Successful.

Online Odisha School Teachers Transfer System
(Acknowledgment)

Personal Information

Application ID	OP3201800391	(Please Note Your Application ID)	
Name of the Teacher	PURNIMA DASH	DOB	02/07/1992
Gender	Female	Marital Status	Married
Mobile No	9556826540	Email Id	N/A
State	ODISHA	District	BARGARH
Block/ULB	ATTABIRA	School	AINALPALI P.S.
Post Held	CT(+2 ARTS)	Transfer Category	2-TERMINAL DISEASE OF SELF
Date Of Joining as Regular Teacher	22/11/2015	Date Of Joining in Present School	15/07/2015
Aadhaar Number	xxxx xxxx 5937	Subject Teaching	All Subjects
Appointment Against Post	CT(+2 ARTS)	Caste	General
Graduate	ARTS Graduate	Nature Of Appointment	CONTRACTUAL
Teacher Cadre	Elementary	Date of Engagement	22/11/2012
Registration Date	2018-06-11 16:07:25.665513		

TRANSFER CHOICE(INTRA DISTRICT)

Choice No	District	Block/ULB	School
1	BARGARH	ATTABIRA	ANDHARIPALI U.G.U.P.
2	BARGARH	BARGARH	BIRMAL TOUP

I have opted to be posted in any school of ATTABIRA block, in case the above choices are not available

15. Picture shown above is an Acknowledgement receipt for the applied teacher with the message "Your transfer request registration successful" (this image is only for representation).

16. Note down the Application ID for future reference.

17. Here, you can take a print out of the said Acknowledgement receipt.

3.2 Step-2: Verifying teacher information

Once a teacher has successfully applied for a transfer and generated an "Acknowledgement receipt", the application will be forwarded to the concerned BEO/ DEO for verification and approval.

3.3 Teacher Dashboard

Let us now see how a teacher can enter into Teacher Dashboard by entering user ID, Password & OTP.

1. After entering Teacher Transfer Portal path on your computer browser the screen displayed on the left side will appear on your computer browser.
2. Then go to the Login section of the page
3. Put Teacher Application ID and password and click on the Log in button.

4. After submitting ID & Password the following screen will appear:
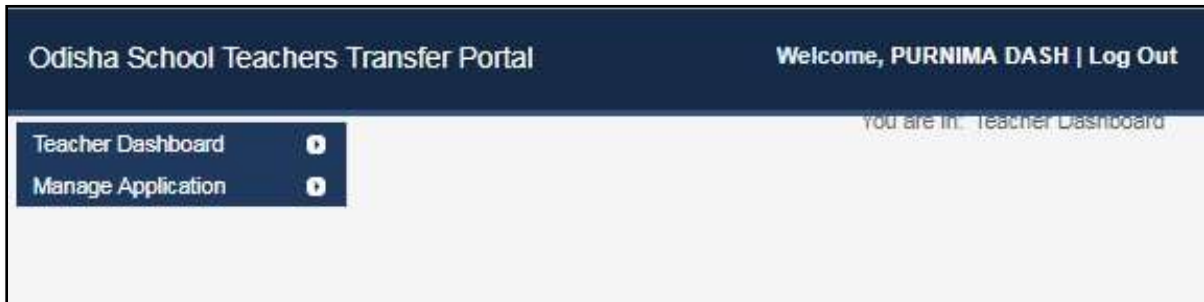
5. Here,by clicking on "Manage Application" the teacher can view :
   – Change password
   – Print Acknowledgement
6. By clicking "Change password" the following screen will appear:

7. By clicking "Application Status" the following screen will appear (here teacher can view application status like; Pending / Approval / Rejection)