



Online Teacher Transfer Portal Guidebook

MIS, OPEPA



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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.

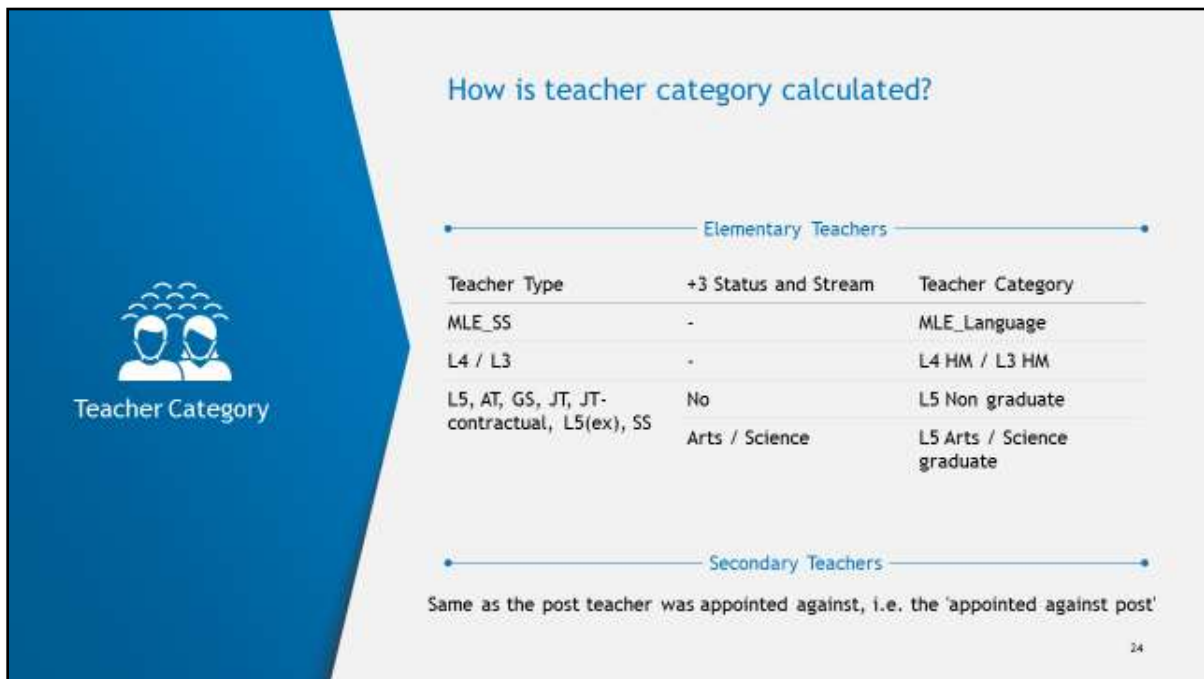
2 Guidelines of transfer policy

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.



Teacher Category

How is teacher category calculated?

Elementary Teachers		
Teacher Type	+3 Status and Stream	Teacher Category
MLE_SS	-	MLE_Language
L4 / L3	-	L4 HM / L3 HM
L5, AT, GS, JT, JT-contractual, L5(ex), SS	No	L5 Non graduate
	Arts / Science	L5 Arts / Science graduate

Secondary Teachers

Same as the post teacher was appointed against, i.e. the 'appointed against post'

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

Figure 2: Eligibility 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.

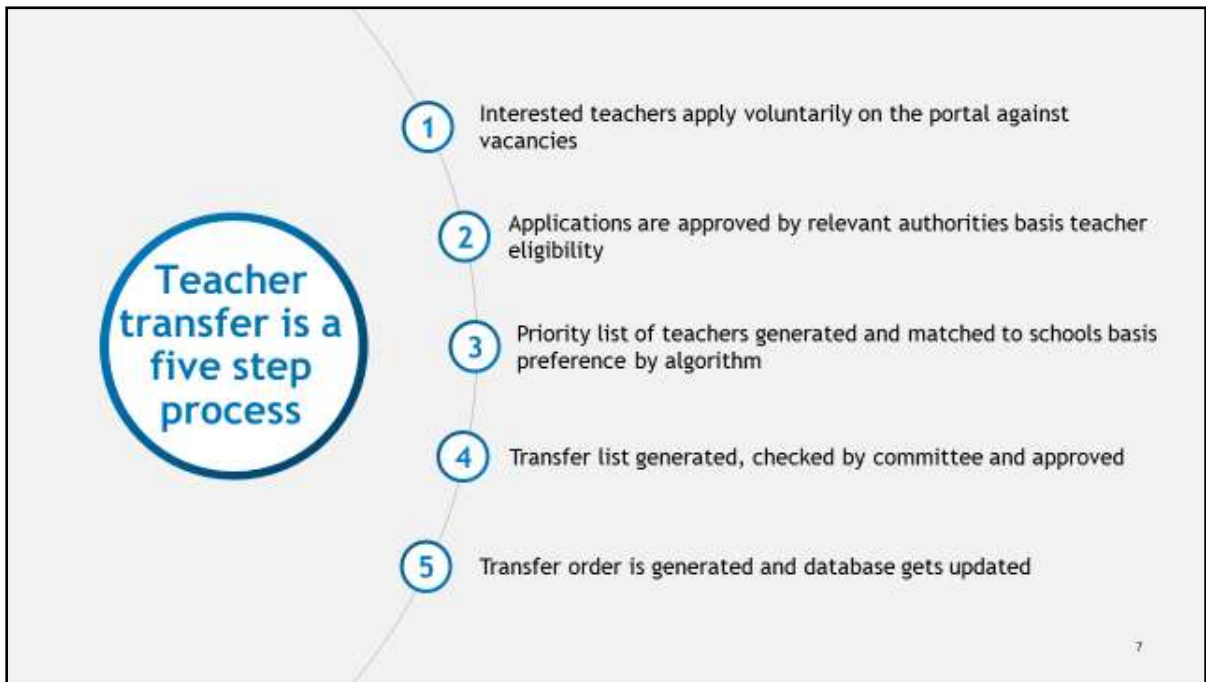


Figure 3: Online teacher transfer process

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.

File flow after application by the teacher

Teacher Cadre	Transfer Type	Verification of details on the portal	Referral of case to state medical board	2 nd verification on portal - to be considered eligible for transfer	Forward teacher list to DLAC / SLAC	Marking committee approved transfers on the portal	Generate final transfer list on the portal	Generate transfer order on the portal
Elementary	Intra district transfer	BEO	DEO	DEO	DEO	DEO	DEO	DEO
	Inter district transfer	BEO	DEE	DEE	DEE	DEE	DEE (send signed copy to DEO)	DEO
Secondary	Intra district transfer	DEO	DEO	DEO	DEO	DEO	DEO	DEO
	Inter district transfer	DEO	DSE	DSE	DSE	DSE	DSE (send signed copy to DEO)	DEO

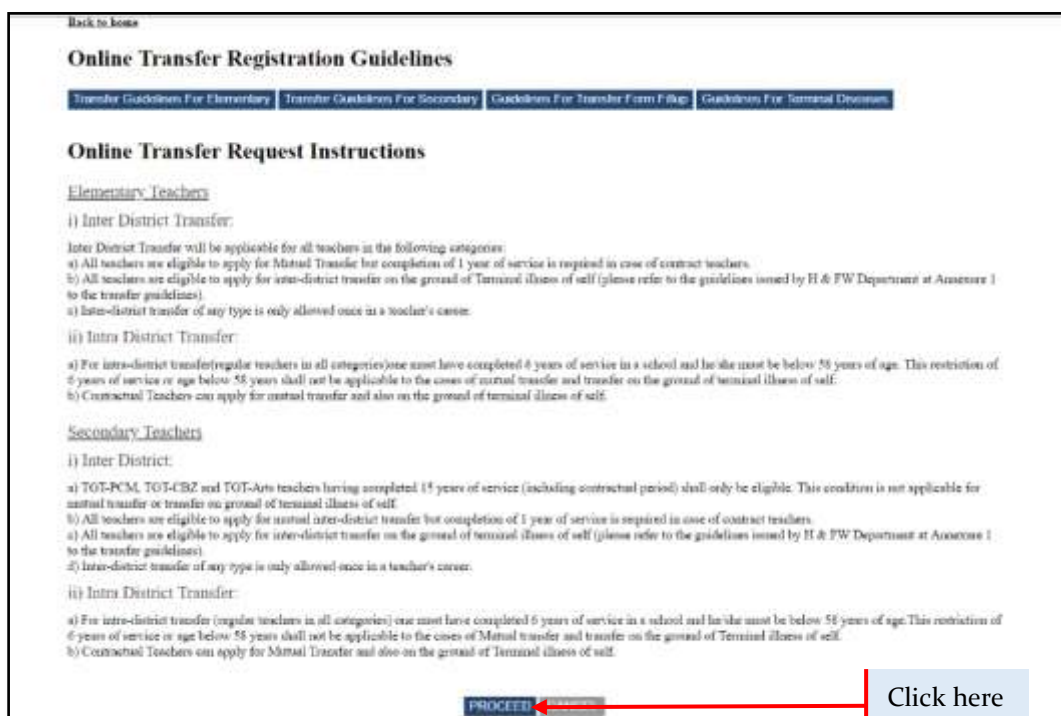
Referral of a case to state medical board only where applicable

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



- 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".

[Back to home](#)

Note:- You can apply for INTER-DISTRICT or INTRA-DISTRICT TRANSFER once.

Enter Present School Type:
 *Elementary *Secondary

PERSONAL DETAILS

State ODISHA	*Select District of Present School ANGUL	*Select Block/ULB of Present School ANGUL
*Select Present School Amarabahal PS	*Select Teacher Name SUMITRA PADHAN	Date Of Birth 24/04/1993
School NO 88*****38	Email N/A	Teacher Category JT
Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	Marital Status M	Date Of Engagement 20/11/2012
Graduate Non Graduate	Subject Teaching All Subjects	Date Of Joining as Regular Teacher N/A
Aadhaar NO 3000 3000 9822	Caste ST	Date Of Joining in Present School 30/11/2012
Nature Of Appointment CONTRACTUAL	Teacher Cadre Elementary	

Note:-For any incorrect information displayed above please contact BEO / DEO for necessary correction.

- After that, all the information related to the concerned teacher will be shown automatically.
- Then choose "Transfer Type" i.e. (Intra District / Inter District) on the following screen in the same page of portal.

TRANSFER TYPE
 *Intra District *Inter District

TRANSFER CATEGORY

*Eligibility Category

EWAC

Important Note: * All are compulsory fields.

- 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).

TRANSFER TYPE
 Intra District Inter District

TRANSFER CATEGORY

*Eligibility Category: 2-TERMINAL DISEASE OF SELF
 *Disease List: RENAL FAILURE

Please Upload Medical Certificate from the State Medical Board
 9902.pdf
(Please enter only in PDF format)


Note: N/A indicates the field data is not present in teacher database.

PREFERENCE CHOICES

Note: You can fill upto 10 choices.

Choice No	District	Block/ULB	School
1	BALASORE	--Select Block--	
2	BALASORE	--Select Block--	
3	BALASORE	--Select Block--	
4	BALASORE	--Select Block--	
5	BALASORE	--Select Block--	
6	BALASORE	--Select Block--	
7	BALASORE	--Select Block--	
8	BALASORE	--Select Block--	
9	BALASORE	--Select Block--	
10	BALASORE	--Select Block--	

I opt to get transferred to any school of --Select Block-- block ,In case the above choices are not available.



Important Note: * Mark the Compulsory Fields.

Click here

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:

[Back to home](#)

Your Verification Code Has Been Sent To Your Mobile Number

Enter Your Verification code

(Note: Mobile verification code is given above because the system is under testing purpose. It will remain same till the sms configuration is done.)

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. Following are the steps which should be followed by a BEO / DEO to complete the above-mentioned verification.

1. Once you enter the Teacher Transfer Portal path on your computer browser, you will find the following screen:



 **Login**

User Id:

Password:

Odisha online teachers transfer portal is an online web based efficient and transparent transfer system for school teachers of the state. Developed with an objective to ensure the right allocation of teachers, in line with norms and in a fair & transparent manner, it provides an opportunity to school teachers to choose their preferred school, track the application progress and also update their personal data.

2. Go to the “Login” section of the page and type in your User ID and password and click on “Log in”.
3. Post this there will be a OTP which will come in your registered mobile number which is to be entered
4. The following screen will then appear:

Till Date		Total	
Applications Received		Applications Received	
Intra District	6	Intra District	0
Inter District	3	Inter District	0
Applications Verified		Applications Verified	
Intra District	6	Intra District	0
Inter District	3	Inter District	0
Applications Not Verified		Applications Not Verified	
Intra District	0	Intra District	0
Inter District	0	Inter District	0
Applications Expired		Applications Expired	
Intra District	0	Intra District	0
Inter District	0	Inter District	0

Disclaimer : This is the Official Portal for Transfer of School Teachers under School & Mass Education Department, Government of Odisha. The portal is developed, hosted and maintained by IT-enabled Services Centre, School & Mass Education Department, Government of Odisha in the name of the portal. All technical queries may be sent to infoc@seid.gov.in

5. Then, go to the “Verify Teacher Details” section on the menu bar at the left hand side of the page and click on it, a drop-down list will appear, as shown below:



BEO DASHBOARD

All Data

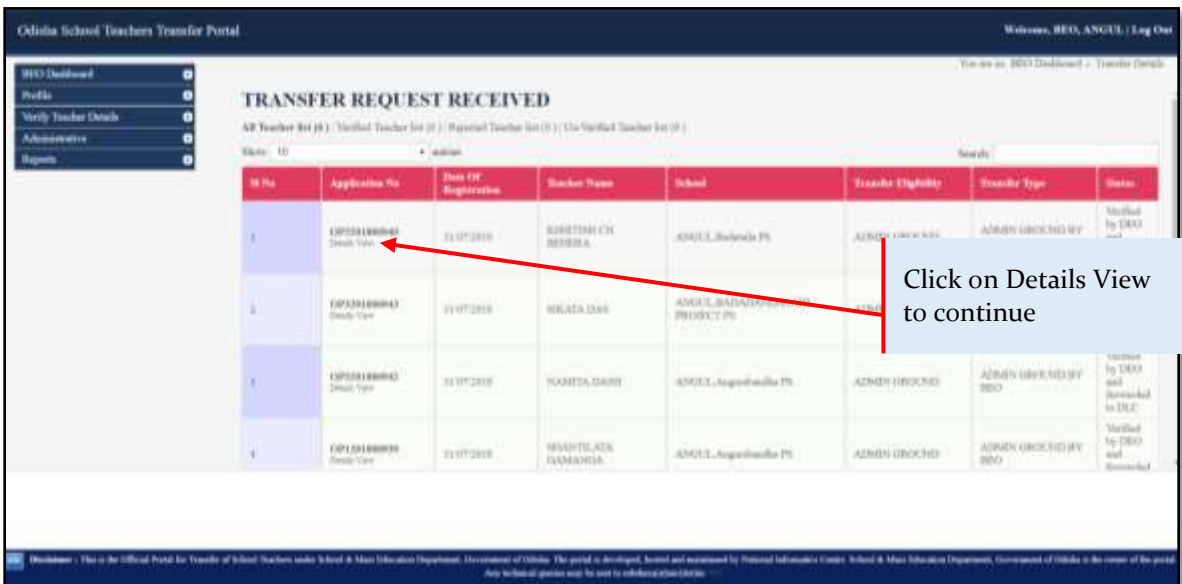
Application Received	
Intra District	0
Inter District	0
Application Verified	
Intra District	0
Inter District	0
Application Not Verified	
Intra District	0
Inter District	0

Today

Application Received	
Intra District	0
Inter District	0
Application Verified	

Click on the options accordingly.

6. The following screen will appear then:



TRANSFER REQUEST RECEIVED

AP Teacher Set (0) | Verified Teacher Set (0) | Reported Teacher Set (0) | Unverified Teacher Set (0)

Sl No	Application No	Date Of Registration	Teacher Name	School	Transfer Eligibility	Transfer Type	Status
1	OP1201800047 Details View	11/07/2018	SHRUTI CH BEHERA	AMGUL,Asanuda PS	ADMIN GROUNDED	ADMIN GROUNDED BY BEO	Verified by DDO and forwarded to DDC
2	OP1201800040 Details View	11/07/2018	SELATA DAS	AMGUL,BALUPUR PHOSPHATE PRODUCT PS	ADMIN GROUNDED	ADMIN GROUNDED BY BEO	Verified by DDO and forwarded to DDC
3	OP1201800040 Details View	11/07/2018	NAHITA DAS	AMGUL,Asanuda PS	ADMIN GROUNDED	ADMIN GROUNDED BY BEO	Verified by DDO and forwarded to DDC
4	OP1201800049 Details View	11/07/2018	SHANTILATA GANAPATHI	AMGUL,Asanuda PS	ADMIN GROUNDED	ADMIN GROUNDED BY BEO	Verified by DDO and forwarded to DDC

Click on Details View to continue

7. Select the check-boxes against every point if they are verified by you and then check the necessary documents uploaded by the teacher and select "Accept" if everything is in order. The screen should look like this:



Teacher Detail

Application Id	OP1201800237	Mark below check boxes checked if you found it correct
Teacher Name	BISHUPRESA SAHU	<input checked="" type="checkbox"/>
Date Of Birth	23/04/1967	<input checked="" type="checkbox"/>
Mobile no	999000000	<input type="checkbox"/>
District	ANGUL	<input type="checkbox"/>
Block	ANGUL	<input type="checkbox"/>
Present School	Asanuda PS	<input checked="" type="checkbox"/>
Teacher category	JT CONTRACTUAL	<input checked="" type="checkbox"/>
Transfer category	3-TERMINAL DISEASE OF SELF	<input checked="" type="checkbox"/>
Email id	sa	<input type="checkbox"/>
Date Of Engagement	04/04/2018	<input checked="" type="checkbox"/>
Date Of Joining as regular		<input checked="" type="checkbox"/>
Date Of Joining at Present School	04/04/2018	<input checked="" type="checkbox"/>
Transfer type	INTRA DISTRICT	<input checked="" type="checkbox"/>
Teacher Docs Are Uploaded		<input type="checkbox"/>
Application Status	NOT VERIFIED	

TRANSFER CHOICE DETAILS

Sl No	District	Block	School
1	ANGUL	Asanuda	Asanuda PUPS

I have opted to be posted in any school of KANHA BLOCK.

ACCEPT REJECT BACK

- Once you click on “Accept”, the application will then be forwarded to the concerned DEO (for elementary teachers)

3.3 Step-3:Doing the second verification

In case of elementary cadre teachers, or inter district transfer of secondary cadre teachers, a second verification is also required. For elementary cadre teachers, it is done by DEO for intra district transfers and DEE for inter district transfers. Similarly, for secondary cadre teachers, it is done by DSE for inter district transfers. This example shows the second verification in the case of elementary cadre intra district transfer (BEO followed by DEO). The process is similar for other cases as well.

Once a BEO has verified and approved a teacher’s transfer application, the application will be forwarded to the concerned DEO for verification and approval. Following are the steps which should be followed by a DEO to complete the above-mentioned verification.

- Once you enter the Teacher Transfer Portal path on your computer browser, you will find the following screen:



- Go to the “Login” section of the page and type in your User ID and password and click on “Log in”
- Post this there will be a OTP which will come in your registered mobile number which is to be entered
- The following screen will then appear:

Odisha School Teachers Transfer Portal Welcome, BEO, ANGLE | Log Out

You are at: DEO Dashboard

DEO DASHBOARD		Today (27/03/2019)		
Tab Data	Elementary	Secondary	Elementary	Secondary
Applications Received				
Intra District	38	35	0	0
Inter District	0	23	0	0
Applications Approved				
Intra District	38	34	0	0
Inter District	0	23	0	0
Applications Not Approved				
Intra District	0	0	0	0
Inter District	0	0	0	0
Applications Rejected				
Intra District	0	0	0	0
Inter District	0	0	0	0

- Then, go to the “Verify Teacher Details” section on the menu bar at the left hand side of the page and click on it, a drop-down list will appear, as shown below. Click the relevant option depending on the cadre of teacher that needs to be approved.

DEO DASHBOARD

Till Date	Elementary	Secondary	Today (27/03/2018)	Elementary	Secondary
Applications Received			Applications Received		
Intra District	38	35	Intra District	0	0
Inter District	0	23	Inter District	0	0
Applications Approved			Applications Approved		
Intra District	38	34	Intra District	0	0
Inter District	0	23	Inter District	0	0
Applications Not Approved			Applications Not Approved		
Intra District	0	0	Intra District	0	0
Inter District	0	0	Inter District	0	0
Applications Rejected			Applications Rejected		
Intra District	0	1	Intra District	0	0
Inter District	0	0	Inter District	0	0

- Then, the following screen will appear:

LIST OF ELEMENTARY TEACHERS APPLIED FOR INTRA DISTRICT TRANSFER

All Teacher list (38) | Approved Teacher list (38) | Rejected Teacher list (0) | Not Approved Teacher list (0)

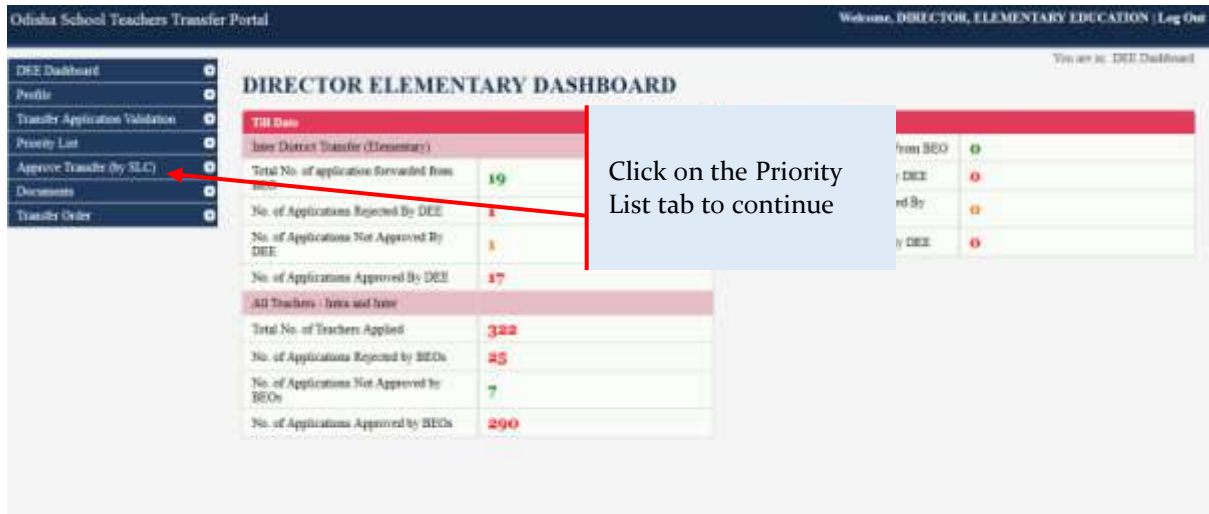
Show: 10 entries

SI No	Application Id	Teacher Name	School	Transfer Eligibility	Transfer Type	Status
1	OP3201800839	SHYAM BISHAI	ANGUL MPL.PTC NODAL HS	1-MUTUAL		Verified by
10	OP3201800873	JAMBESWAR PRADHAN	ATHAMALLIK,BONKEVEVE NODAL HIGH SCHOOL,LUHABINGA	2-TERMINAL OF SELF		...
11	OP3201800840	BISHINI PRIYA PARI	ANGUL MPL.PTC NODAL HS	2-TERMINAL DISEASE OF SELF	INTRA DISTRICT	Verified by DEO and Forwarded to DLC
12	OP3201800893	SHYAM KUMAR SINGH	ATHAMALLIK,RADHAMADHAB NODAL HIGH SCHOOL,PARKISARI	2-TERMINAL DISEASE OF SELF	INTRA DISTRICT	Verified by DEO and Forwarded to DLC

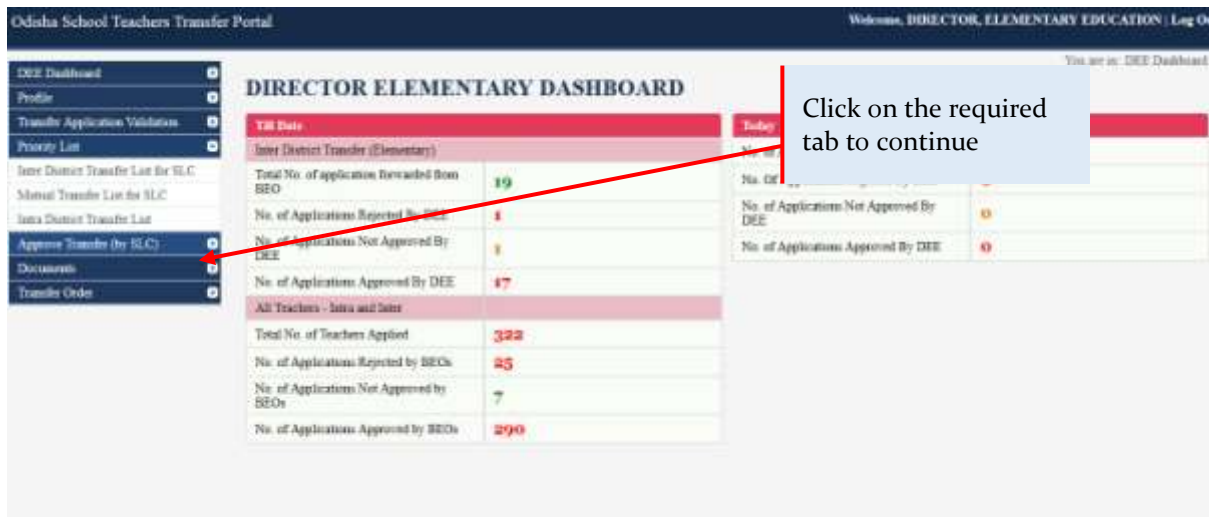
- Select the check-boxes against every point if they are verified by you and then check the necessary documents uploaded by the teacher and select “Accept” if everything is in order.
- Once you click on “Accept”, the application will then be forwarded to the concerned DLC.

3.4 Step-4: Forwarding the teacher list to DLC / SLC

Once the applications are verified, and the transfer algorithm has done the mapping, these applications need to be sent to DLC or SLC for approval of transfers. In case of intra district transfers, this is done by the DEO. In case of inter district transfer, the DEE and the DSE forward the teacher list to SLC. The images below are for the DEE login. However, the procedure is same for DEO and DSE.



1. The following dropdown should then appear:



2. Then, click on the required tab and the corresponding Transfer List will appear as follows:

Odisha School Teachers Transfer Portal Welcome, DIRECTOR, ELEMENTARY EDUCATION | Log Out

You are in: DEE Dashboard > [Print](#)

DEE Dashboard

Profile

Transfer Application Validation

Priority List

Approve Transfer (by SLC)

Documents

Transfer Order

INTER DISTRICT TRANSFER LIST FOR (ELEMENTARY)

Sl No	App Id	From			To			Transfer Category Name	Approval Status	Remark
		District / Block	School Code / Name	Teacher Code/Name	District / Block	School Code / Name				
1	0F20200077	KEONJHAR / GRASGACHH	210601121 / ANBUAPADA PS.	ED00002104 / PUSHPANAN MARIANTA	KEONJHAR / MAHAKALPURA	210601431 / BASTHAKUDA PS.	3-TERMINAL DISEASE OF SELF	Final approval by DIB/LE		
2	0F20200047	KEONJHAR / ANANDAPUR	210601097 / BADANAL NEW PRIMARY SCHOOL	ED00000408 / DEBHAIR GAHOO	KEONJHAR / BONGARH	210601031 / SATAMARG U.P.M B S DEULI	3-TERMINAL DISEASE OF SELF	Final approval by DIB/LE		
3	0F20200023	KEONJHAR / ANANDAPUR	210601102 / BALAKOT PS.	ED00000207 / SARAT CHODHA	ANGUL / BANARSEN	210300963 / BIKABARAUPUR PPS	3-TERMINAL DISEASE OF SELF	Final approval by DIB/LE		
4	0F20200038	GAJAPATI / GUNDA	210600943 / ADRE PS	ED00000107 / RADHA KRISHNA BEHERA	SAMBALPUR / DHANVAUDA	210301002 / ANBUAPADA PRIMARY SCHOOL	3-TERMINAL DISEASE OF SELF	Final approval by DIB/LE		
			210601101 /	0F19000008 /	SHADRAK /	210601231 /	3-TERMINAL	Final		

3. A printout of the transfer list must be taken from here and then forwarded to the SLC/DLC as applicable.

3.5 Step-5: Marking the approved transfer on the portal

Now after the concerned Committee sends the approved transfer list to the DEO/DEE/DSE, the concerned person needs to manually mark the approved transfer on the portal.

1. After the DEO/DEE/DSE has logged in using their User ID and password, the following screen should appear (the images below show the DEE dashboard, but the procedure will be same for all)

Odisha School Teachers Transfer Portal Welcome, DIRECTOR, ELEMENTARY EDUCATION | Log Out

You are in: DEE Dashboard

DEE Dashboard

Profile

Transfer Application Validation

Priority List

Approve Transfer (by SLC)

Documents

Transfer Order

DIRECTOR ELEMENTARY DASHBOARD

Today: (27/03/2019)

Inter District Transfer (Elementary)	
Total No. of application forwarded from DEOs	19
No. of Applications Rejected By DEE	1
No. of Applications Not Approved By DEE	1
No. of Applications Approved By DEE	17
All Teachers : Inter and Intra	
Total No. of Teachers Applied	322
No. of Applications Rejected by DEOs	25
No. of Applications Not Approved by DEOs	7
No. of Applications Approved by DEOs	290

Click on the Approve Transfer tab to continue

2. The following dropdown should appear:

The screenshot shows the 'DIRECTOR ELEMENTARY DASHBOARD' with a sidebar menu on the left. A red arrow points from a callout box to the 'Approve Transfer (By SLC)' option in the menu. The dashboard displays statistics for 'Inter District Transfer (Elementary)' and 'All Teachers - Intra and Inter'.

Inter District Transfer (Elementary)	
Total No. of Application forwarded from BEO	19
No. of Applications Rejected By DEE	1
No. of Applications Not Approved By DEE	1
No. of Applications Approved By DEE	17
All Teachers - Intra and Inter	
Total No. of Teachers Applied	322
No. of Applications Rejected by BEOs	25
No. of Applications Not Approved by BEOs	7
No. of Applications Approved by BEOs	290

3. Click on the applicable tab and then the screen should look like this:

The screenshot shows the 'APPROVAL OF INTER DISTRICT TRANSFER (SECONDARY)' page. It includes a table with columns for S.No, App No, App Dt, District / Block, School Code / Name, Teacher Code/Name, District / Block, School Code / Name, and Transfer Category. The table lists several transfer applications with their respective details.

S.No	App No	App Dt	District / Block	School Code / Name	Teacher Code/Name	District / Block	School Code / Name	Transfer Category
1	OP220100023		BALASORE - BALASORE	210920000 / BALASORE MODAL HIGH SCHOOL BALASORE	BALASORE1802 / G.K.ACHARYA	ANGUL / ANGUL	211910001 / BALASORE MODAL HS	3-TERMINAL DISEASE OF SELF
2	OP120100028		JAJPUR - BARDI	211300010 / CHANDRA SEKHAR HIGH SCHOOL	CF10034028 / PINAKHE BHAI	BALASORE / BALASORE SPL	210810070 / BALASORE SILLA SCHOOL	3-TERMINAL DISEASE OF SELF
3	OP120100036		JAJPUR - BARDI	211021000 / RAJESWAR HIGH SCHOOL	CH05022001 / BIRUDATTA BEHERA	GAJAPATI - GUNDA	210600700 / DEBIBA HIGH SCHOOL GUNDA	3-TERMINAL DISEASE OF SELF
4	OP120100042		ANGUL / ANGUL	211912000 / Dambarda-Balabandhara HS	CF15014028 / ABHIRUPA NANDA	BALASORE / NALGORE	210810000 / BIRUDATTA HIGH SCHOOL	3-TERMINAL DISEASE OF SELF
5	OP120100048		KALAHANDI - MEAPUR	212010070 / BELAGANI G.H.S.	BAB0022007 / MAHESH KUMAR KASHAK	KALAHANDI - BARDA	210100473 / BARDA GIRLS HIGH SCHOOL	3-TERMINAL DISEASE OF SELF
6	OP120100056		MAJURBHANDI	210701470 / BHATAGARE	BAL0000033 / PRATAP KISHOR	ANGUL / ANGUL	211910001 / BAL ANANDIA NERSAI	3-TERMINAL

4. Click on the checkboxes as applicable after tallying with the hard copy of the Committee approved transfers and then click on the “Approve” button on top.

3.6 Step-6: Generating final transfer list and transfer order on the portal

3.6.1 Generating Transfer Order on the portal

Now, let us take a look at how to generate Transfer Order on the portal.

1. After the Director (DEO/DEE/DSE) has logged in, they need to click on the following tab in the menubar on the left (the images below show the DEE dashboard, but the procedure will be same for all three)

The screenshot displays the 'DIRECTOR ELEMENTARY DASHBOARD' for the year 2019. The dashboard is divided into two main sections: 'Till Date: 07/03/2019' and 'All Teachers - Area and Zone'. The 'Till Date' section includes a table with the following data:

Till Date: 07/03/2019	
User District Transfer (Elementary)	
Total No. of application Forwarded from BEO	19
No. of Applications Rejected By DEE	1
No. of Applications Not Approved By DEE	1
No. of Applications Approved By DEE	17

The 'All Teachers - Area and Zone' section includes a table with the following data:

Total No. of Teachers Applied	322
No. of Applications Rejected by BEOs	25
No. of Applications Not Approved by BEOs	7
No. of Applications Approved by BEOs	290

A sidebar on the left contains the following menu items: DEE Dashboard, Profile, Transfer Application Violation, Priority List, Approve Transfer (by SLC), Documents, and Transfer Order. A red arrow points to the 'Transfer Order' tab, and a callout box with the text 'Click on the Transfer Order tab to continue' is positioned over the arrow.

2. The following dropdown should appear:

DIRECTOR ELEMENTARY DASHBOARD

TRE Data

Inter District Transfer (Elementary)	
Total No. of application forwarded from BEOs	19
No. of Applications Rejected By DEE	1
No. of Applications Not Approved By DEE	1
No. of Applications Approved By DEE	17

All Transfer Orders and Totals

Total No. of Teachers Applied	242
No. of Applications Rejected by BEOs	25
No. of Applications Not Approved by BEOs	7
No. of Applications Approved by BEOs	290

Today (27/03/2019)

No. of Applications Forwarded From BEO	0
No. Of Applications Rejected By DEE	0
No. of Applications Not Approved By DEE	0
No. of Applications Approved By DEE	0

Menu: DEE Dashboard, Profile, Transfer Application Validation, Priority List, Approve Transfer (by SLC), Documents, Transfer Order, Mutual Inter Transfer Order, Intra District Transfer Order.

Callout: Click on the required tab to continue

3. Click on the applicable tab and then the screen should look like this:

INTER DISTRICT TRANSFER ORDER LIST

Sl. No.	App. Id	Source / Back	School Code / District	From	To	Category Name
1	OP20180070	KONKAR / ANANDAPUR	210001210 / ANBICAPADA PE	PANCHANAN MAHANTA	MAHAKALPURA	3-TERMINAL DISEASE OF SELF
2	OP20180048	KONKAR / ANANDAPUR	210011001 / BADAVAL NEW PRIMARY SCHOOL	REKHA SARHO	KHORDA / BOLAHEM	3-TERMINAL DISEASE OF SELF
3	OP20180020	KONKAR / ANANDAPUR	210011041 / BALAKATI PE.	REKHA SARHO	ANGUL / BANARVAL	3-TERMINAL DISEASE OF SELF
4	OP20180050	GAJAPATI / GURUBA	212020111 / ADONI PE	REKHA SARHO	BAJBALPUR / SHANKAR	3-TERMINAL DISEASE OF SELF
5	OP20180041	KONKAR / ANANDAPUR	210011011 / RADAKATALI UDAPE.	REKHA SARHO	SHADRAH / BANJESWAR	3-TERMINAL DISEASE OF SELF
6	OP20180041	CHOKKANAL / HINDOL	211401041 / ANLABEDA UPS	REKHA SARHO	BOLANGIR / BANGALANDA	3-TERMINAL DISEASE OF SELF

Callout: Click on "Order" to view and print transfer order

4. The following individual order will be generated in the format presented

DIRECTORATE OF SECONDARY EDUCATION, ODISHA, BHUBANESWAR.

Office Order No. /Dt.

Paruant to the provisions contained in Notification No. 21001 Dt. 1.10.2018 issued by Government in School and Mass Education Department, Odisha and on recommendation of the State Level Transfer Committee, the following teachers are hereby transferred on mutual basis. The details of present posting and school to which they are posted on transfer are mentioned against each.

Sl. No.	Name of Teacher	Designation	Present School & District	School & District to which transferred and posted
1	BHARATI MOHAPATRA	BHARATI MOHAPATRA	BHUBANESWAR BIDYAPITHA JAIPUR	P.S. HIGH SCHOOL KOLABIRA BHARUGUDA
2	BHARATI MOHAPATRA	BHARATI MOHAPATRA	P.S. HIGH SCHOOL KOLABIRA BHARUGUDA	BHUBANESWAR BIDYAPITHA JAIPUR

In case of transfer between a Non-KIK District and KIK District, the teacher from Non-KIK district will move first. On the date of joining in the new district the teachers concerned shall be the junior most in their cadre in the respective districts. No TA/DA will be allowed for the purpose.

By Order of D.S.E, Odisha
Deputy Director
/Dt.

Memo No.
Copy forwarded to person concerned for information & necessary action.

Memo No.
/Dt.

5. A printout must be taken of the Transfer Order which will be required to relieve the teacher.

4 Dashboards

The transfer portal has dashboards for all the stakeholder to address all the major requirements like tracking the application status, generation reports, changing personal details, etc.

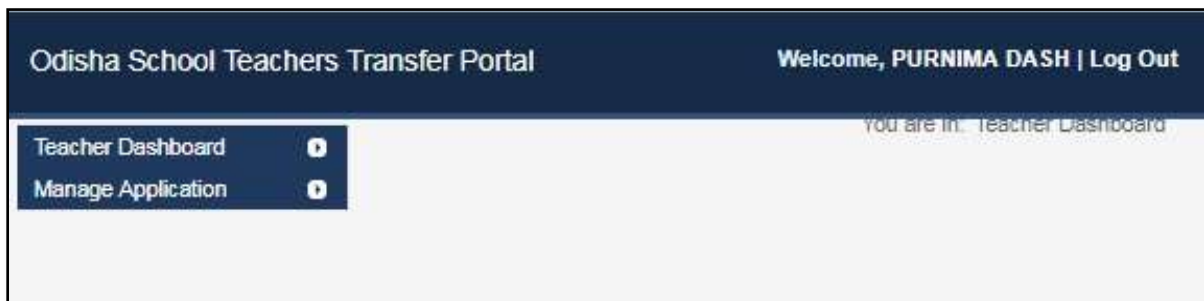
4.1 Teacher Dashboard

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)



4.2 BEO Dashboard

1. After typing in the User ID password and OTP, the following screen should appear:



2. Since, we have already checked how to approve the teacher's applications, we will now focus on the other tabs on the menu bar at the left hand side.
3. Password can be changed in the same way as mentioned under Teacher Dashboard.

- By clicking on **"Add Teacher Details"** in **Administrative** tab the following screen will appear (Here BEOs can add request for Administrative Transfer of a teacher)

transfer Portal Welcome, BEO, ANGUL | Log Out

You are in: BEO Dashboard » Add Teacher

Add Teacher Details For Administrative Transfer

District
ANGUL

Block
ANGUL

School Type
 ELEMENTARY SECONDARY

School

Name of Teacher

Teacher Cadre

Date Of Birth

Caste

Gender
 Male Female

Date Of Joining as Regular Teacher

Teacher Category

Marital Status

4.3 DEO Dashboard

- After typing in the User ID password and OTP, the following screen should appear:

Odisha School Teachers Transfer Portal Welcome, BEO, ANGUL | Log Out

You are in: DEO Dashboard

DEO DASHBOARD

All Data	Elementary	Secondary	Total (27852616)	Elementary	Secondary
Applications Received					
Intra District	38	35		0	0
Inter District	0	23		0	0
Applications Approved					
Intra District	38	34		0	0
Inter District	0	23		0	0
Applications Not Approved					
Intra District	0	0		0	0
Inter District	0	0		0	0
Applications Rejected					
Intra District	0	1		0	0
Inter District	0	0		0	0

Disclaimer : This is the Official Portal for Transfer of School Teachers under School & Mass Education Department, Government of Odisha. The portal is developed, hosted and maintained by National Informatics Centre, School & Mass Education Department, Government of Odisha is the master of the portal. Any technical queries may be sent to infoc@nic.gov.in

- Since, we have already checked how to approve the teacher's applications, we will now focus on the other tabs on the menu bar at the left hand side.
- Password can be changed in the same way as mentioned under Teacher Dashboard.
- By clicking on **"Recommended Admin Ground Transfer"** in the menu bar on the left the following screen will appear (Here DEO can add request for Administrative Transfer of a teacher)

Odisha School Teachers Transfer Portal Welcome, DEO, KEONJHAR | Log Out

you are in: DEO Dashboard » Add Teacher

DEO Dashboard

Profile

Manage Teachers

Reports

Add Teacher Details For Administrative Transfer

District
KEONJHAR

Block
--Select Block--

School Type
 ELEMENTARY SECONDARY

School
--Select School--

Name of Teacher
--Select Name--

Teacher Cadre
--Select Cadre--

Date Of Birth
--Select Date--

Caste
--Select Caste--

Gender
 Male Female

Date Of Joining as Regular Teacher
--Select Date--

Teacher Category
--Select Category--

Marital Status
--Select Status--

5. By clicking on "Approved Mutual Teacher Transfer Details" in **Reports** tab the following screen will appear:

Odisha School Teachers Transfer Portal Welcome, DEO, KEONJHAR | Log Out

you are in: DEO Dashboard » Reports » Approved Mutual Teacher Transfer Details

DEO Dashboard

Profile

Manage Teachers

Reports

APPROVED LIST OF MUTUAL TRANSFER

ID	App. dt.	School 1 (Block)	School 2 (Block)	Teacher Cadre/Post	School 1 (Block)	School 2 (Block)	Teacher Cadre/ Post

4.4 Director Dashboard

4.4.1 Director Elementary Dashboard

Points 3.4, 3.5, 3.6 already cover major portions of the DEE dashboard, we will take a look at the other tabs on the menu-bar at the left.

1. After typing in your User ID password and OTP the following screen should appear:

The screenshot shows the 'DIRECTOR ELEMENTARY DASHBOARD' with the following data:

Till Date		Today (27/03/2018)	
Inter District Transfer (Elementary)			
Total No. of application forwarded from BEO	19	No. of Applications Forwarded From BEO	0
No. of Applications Rejected By DEE	1	No. Of Applications Rejected By DEE	0
No. of Applications Not Approved By DEE	1	No. of Applications Not Approved By DEE	0
No. of Applications Approved By DEE	17	No. of Applications Approved By DEE	0
All Teachers - Inter and Intra			
Total No. of Teachers Applied	322		
No. of Applications Rejected by BEOs	25		
No. of Applications Not Approved by BEOs	7		
No. of Applications Approved by BEOs	290		

2. Applications for inter district transfers need to be approved by DEE / DSE before the algorithm can run on such applications. To approve the same, click on the "Approve Transfer Requests" tab in the menu bar on the left and the following screen will appear:

The screenshot shows the 'TRANSFER APPLICATION LIST' with the following table:

Application No	Date Of Registration	Name	School	Transfer Eligibility	Transfer Type	Status
OP1201801126 <small>Details View</small>	31/08/2018	MANULA MAHAPATKA	AGARAPADA PRY SCHOOL	1-MUTUAL TRANSFER	INTER-DISTRICT	Rejected by DIR(ELE)
OP2201800808 <small>Details View</small>	31/07/2018	AKULA CHANDRA BISWAL	BALANGA GOVT UGHE,BALANGA	1-MUTUAL TRANSFER	INTER-DISTRICT	Approved by DIR(ELE)
OP3201800808 <small>Details View</small>	31/07/2018	BEKAL BHUSAL	BALANGA GOVT UGHE,BALANGA	2-TERMINAL DISEASE OF SELF	INTER-DISTRICT	Approved by DIR(ELE)
OP3201800810 <small>Details View</small>	31/07/2018	DHRUBA CHARAN BHOI	BALANGA GOVT UGHE,BALANGA	1-MUTUAL TRANSFER	INTER-DISTRICT	Approved by DIR(ELE)
OP3201800838 <small>Details View</small>	31/07/2018	ARCHANA BHUTIA	PTC NODAL HS	1-MUTUAL TRANSFER	INTER-DISTRICT	Approved by DIR(ELE)
OP3201800843 <small>Details View</small>	31/07/2018	LOPAMUDRA JENA	PTC NODAL HS	1-MUTUAL TRANSFER	INTER-DISTRICT	Approved by DIR(ELE)
OP1201800890 <small>Details View</small>	31/07/2018	ANITA KUMARI SETHI	BINSKEYEE NODAL HIGH SCHOOL,LUHASINGA	2-TERMINAL DISEASE OF SELF	INTER-DISTRICT	Approved by DIR(ELE)

A red arrow points from the 'Details View' link of the first application to a text box that says: "Click on Details View to continue".

3. The following screen should then appear:

The screenshot shows the 'Teacher Details' page in the Odisha School Teachers Transfer Portal. The page title is 'Teacher Details' and the user is logged in as 'DSE Dashboard - Teacher's Detail View'. The details are as follows:

Application Id	OP1101901229
Teacher Name	MANJULA MAHAPATRA
Date Of Birth	06/04/1971
Mobile no	8502196255
District	BALASORE
Block	BALTA
Present School	AGARAPADA PRY SCHOOL
Teacher category	Level 4 HM
Transfer category	1-MUTUAL TRANSFER
Email id	N/A
Date Of Engagement	01/04/1996
Date Of Joining as regular	01/04/1996
Date Of Joining at Present School	15/07/2017
Transfer type	ENTER DISTRICT

4. Select the check-boxes against every point if they are verified by you and then check the necessary documents uploaded by the teacher and select “Accept” if everything is in order.
5. Once you click on “Accept”, the application will then be forwarded to the concerned DLC.

4.4.2 Director Secondary Dashboard

Points 3.4, 3.5, 3.6 already cover major portions of the DSE dashboard, we will take a look at the other tabs on the menu-bar at the left.

1. After typing in your User ID, password and OTP the following screen should appear:

The screenshot shows the 'DIRECTOR SECONDARY DASHBOARD' in the Odisha School Teachers Transfer Portal. The user is logged in as 'DSE Dashboard'. The dashboard displays statistics for 'Intra District Transfers (Secondary)' and 'All Teachers - Intra and Inter'.

Intra District Transfers (Secondary)		Today (27/05/2019)	
Total No. of Applications Forwarded from DEOs	50	Total No. of Applications Forwarded from DEOs	0
No. of Applications Rejected By DSE	1	No. of Applications Rejected By DSE	0
No. of Applications Not Approved By DSE	2	No. of Applications Not Approved By DSE	0
No. of Applications Approved By DSE	47	No. of Applications Approved By DSE	0
All Teachers - Intra and Inter			
Total No. of Teachers Applied	127		
No. of Applications Rejected by DEOs	1		
No. of Applications Not Approved by DEOs	3		
No. of Applications Approved by DEOs	123		

- Click on the “Approve Transfer Requests” tab in the menu bar on the left and the following screen will appear:

TRANSFER APPLICATION LIST

All Teacher list (30) | Approved Teacher list (17) | Not Approved Teacher list (2) | Rejected Teacher list (1)

Show: 10 entries

Application No	Date Of Registration	Name	School	Transfer Eligible	Transfer Type	Status
OP1201801225 Details View	01/08/2016	BIDYADHRA PARIDA	BHAGABAN CHANDRA HIGH SCHOOL, KAINAGARI	6-WORKING COUPLE(BOTH IN GOVT. SERVICE)	INTER DISTRICT	Approved by DIR,SEC
OP1201801226 Details View	01/08/2016	SARBEYWAR PANE	G.M BIDYAPITHA, DANDEL			Approved by
OP1201801227 Details View	02/01/2016	ADANA SUNA	JANATA H.S BHUKTA			by
OP2201800846 Details View	31/07/2016	MAHENDR KUMAR MEHRA	AUDAHE			by
OP2201801062 Details View	01/08/2016	SARAT KU PANDA	BISHNUPUR HIGH SCHOOL			by
OP2201801170 Details View	01/08/2016	NARENDRA KUMAR NAVAR	BANAREHARI LAL NODAL HIGH SCHOOL, GODEGHAL	4-WIDOW WIDOWER	INTER DISTRICT	Approved by DIR,SEC
OP2201800907 Details View	31/07/2016	TRIPATHI MURATHI	HATTOT & TIGI HR	2-TERMINAL DOW & UP 7P	INTER	Approved by

Click on Details View to continue

- Then, the following screen should appear:

Teacher Detail

Application Id	OP1201801225
Teacher Name	BIDYADHRA PARIDA
Date Of Birth	15/01/1963
Mobile no	093811738
District	BALASORE
Block	BASTA
Present School	BHAGABAN CHANDRA HIGH SCHOOL, KAINAGARI
Teacher category	TGT-ARTS
Transfer category	6 WORKING COUPLE(BOTH IN GOVT. SERVICE)
Email id	N/A
Date Of Engagement	01/01/1984
Date Of joining as regular	01/01/1984
Date Of joining at Present School	12/07/2016

- Once you click on “Accept”, the application will then be forwarded to the concerned DLC.