



User Manual for Teacher Transfers

**Prepared by
TSOnline**



Internal Approval

Prepared by	Date
AfrozeShabana	06/06/2018
Reviewed by	Date
Raghavendrara Rao Jakka	6/06/2018
Approved by	Date
Ramasrinu D	6/06/2018

Distribution list

Name	Role
B .Bala Kishore	Group Leader

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1. INTRODUCTION

The School Education Department of Telangana would like to use Information and communications technology for solution in Teachers transfers there by bringing in transparency at every stage of teacher Transfers and for quick turn-around-time to the process.

2. OBJECTIVE

Main objective of this document , is to explain the various steps involved in teachers transfers for end user(Teachers) . This application is given to Teachers to fill in their data to rule out discrepancies.

3. SCOPE

The scope of this document is to explain the process of capturing Teacher Information for processing transfers

4. SOFTWARE AND TECHNOLOGIES

Table 1: Software

S.No.	Software	Version
1	JDK	1.6
2	J2EE	NA
3	Struts	1.0
2	SQLServer	2012
3	JBOSS	6.0



5. **PROCESS – Capturing Teacher Information for Transfers**

- Login to the below mentioned link

<http://transfers.cdse.telangana.gov.in>

Note: For queries / Clarifications mail to techsupport.tstransfers@aptonline.in user need to Send mail with registered Mobile number .Support team will contact the person for resolving in Time

- Home Screen is displayed as shown below. Click on ‘**Service**’ from the menu Tab as shown.

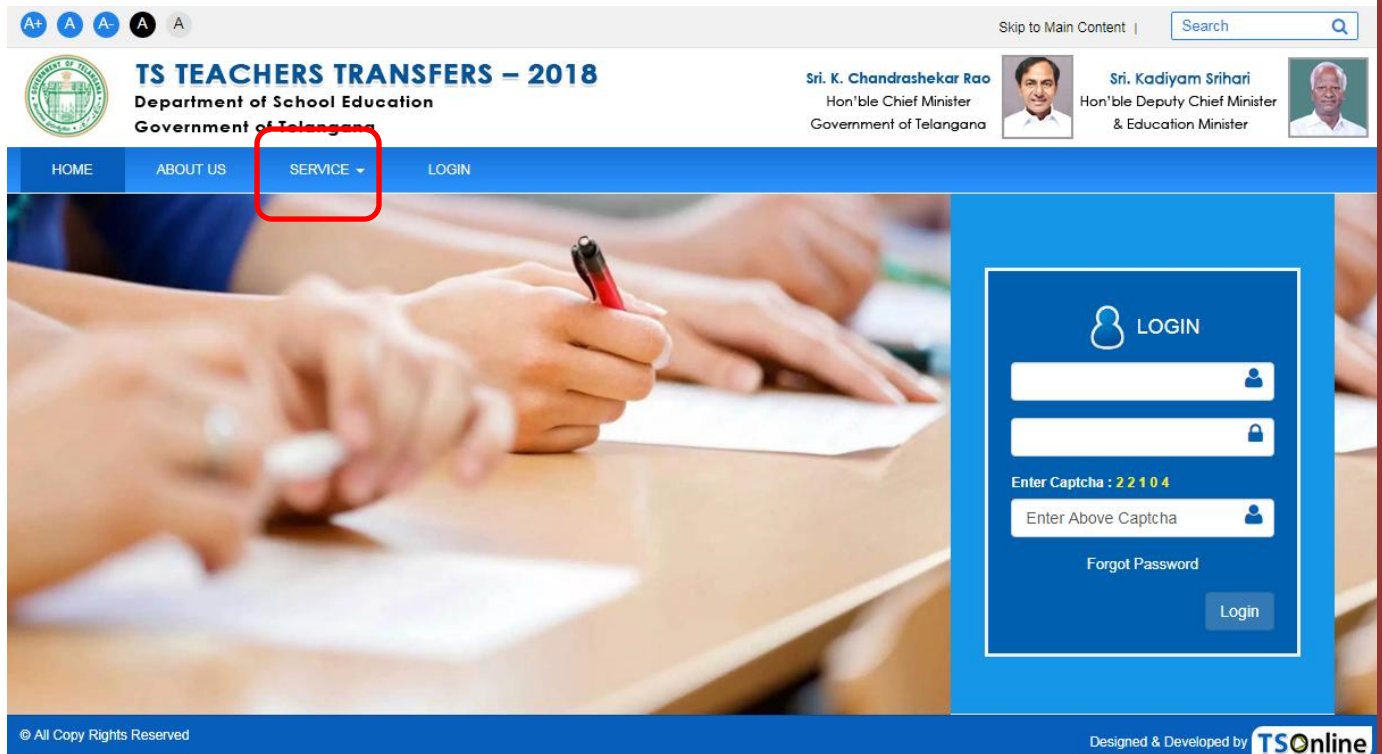


Figure 1: Home Page



- Select 'Teacher Transfer' from the drop down menu as shown below.



Figure 2: Drop Down Menu Page

- For Teachers transfers one need to have Treasure ID ,Aadhaar number ,Mobile number which is mandatory ,every Teacher need to follow below Procedure
- Select "New Entry " from below screen ,
Here New Entry allows the teacher to enter his /her data to follow the transfer procedure

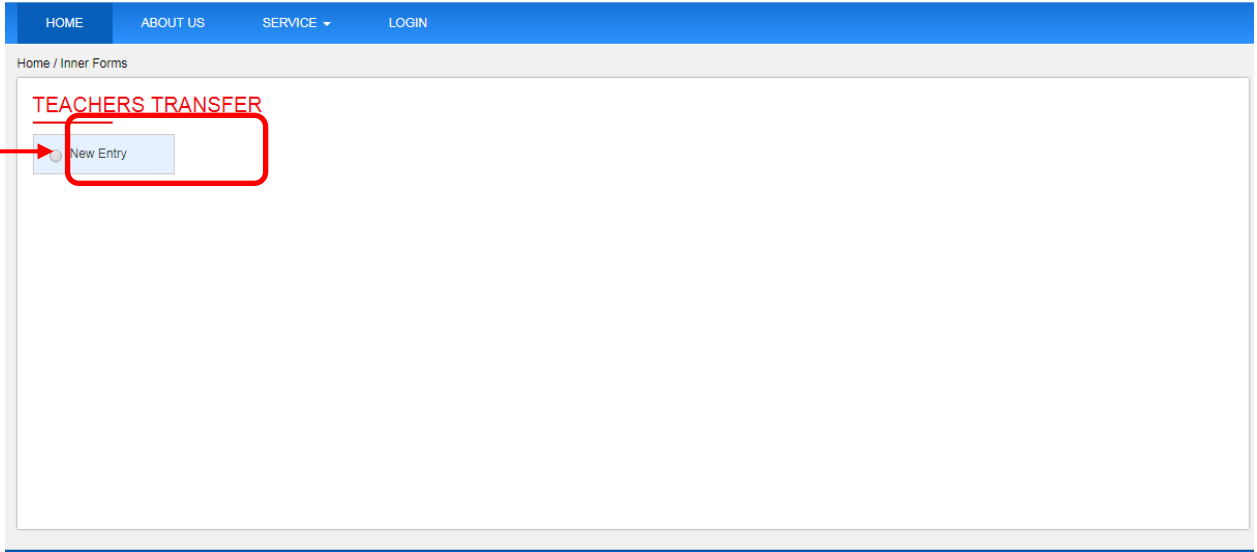


Figure 3: New Entry page

- The following screen is displayed. Enter Mobile Number -Valid number – OTP will be sent to this number. Enter Treasury Id and Aadhar ID. Click on ‘Submit’.

Note: User need to maintain same mobile number for Future Communications’ as well as to track the transfer process

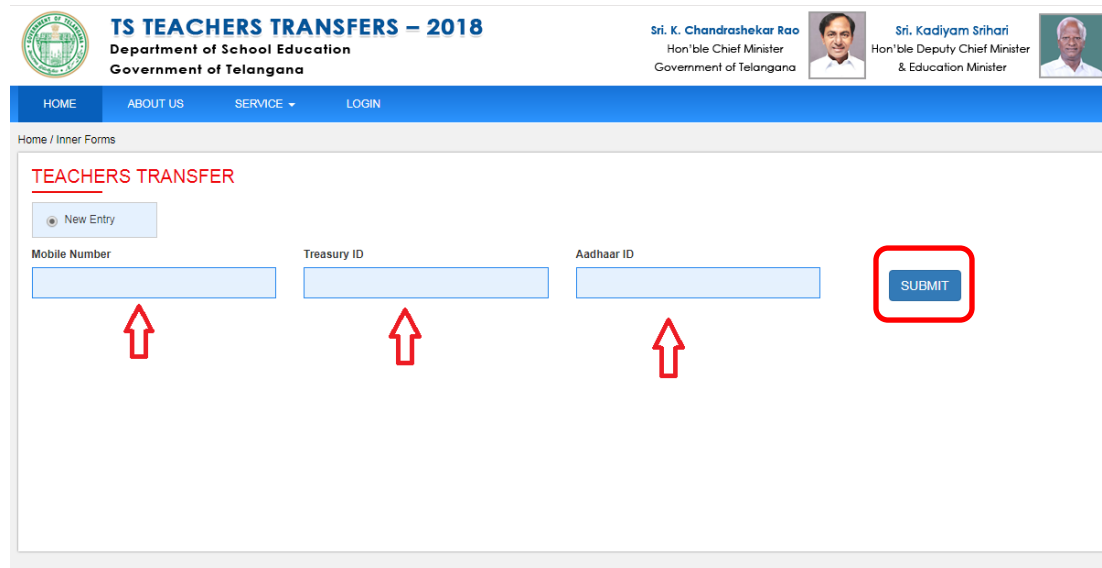


Figure 4: OTP Generation page



- On click 'Submit' an OTP is generated and sent to the mobile number entered.

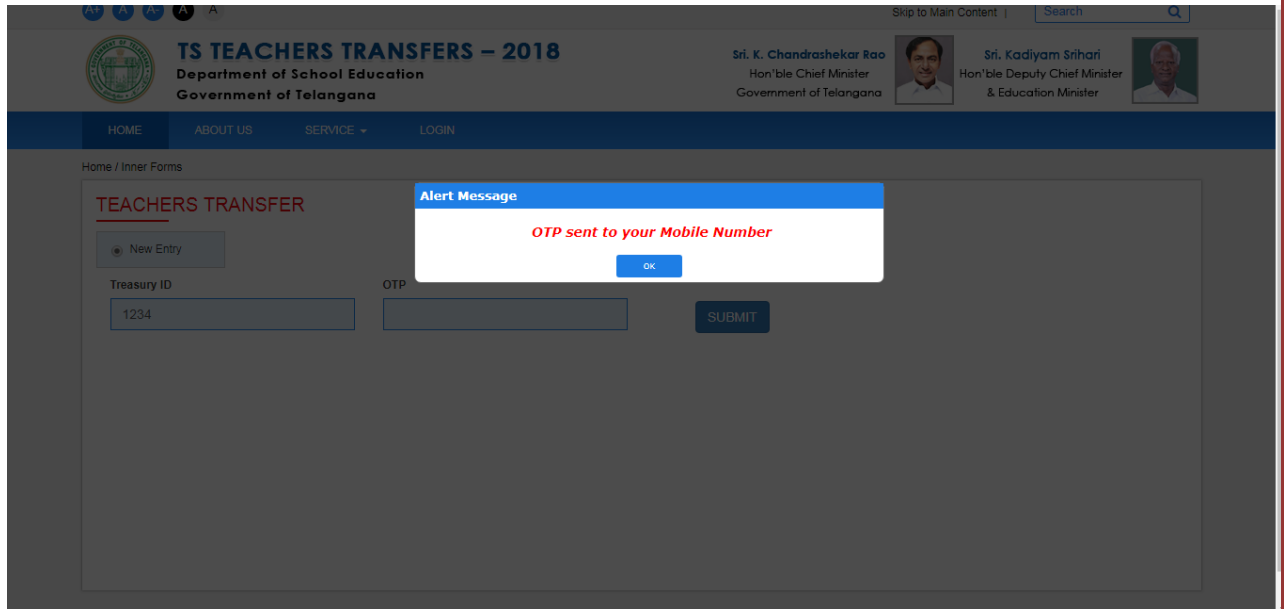


Figure 5: OTP Generated

- Enter the OTP received on your mobile number and click 'Submit'.

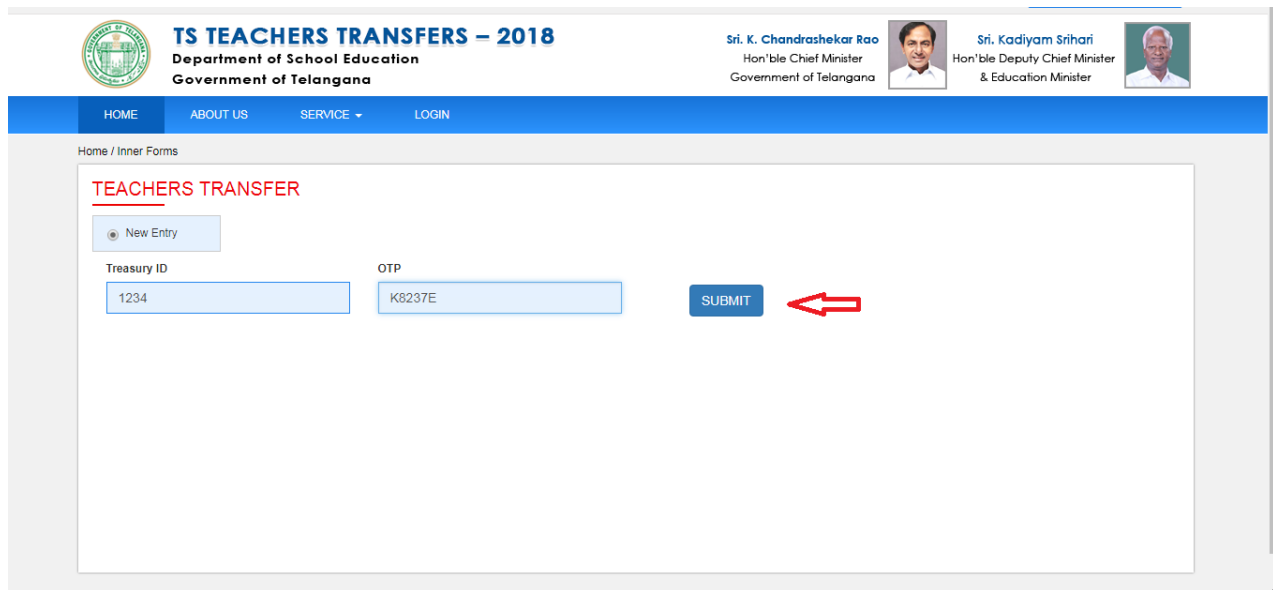


Figure 6: Enter OTP page



➤ Page will be redirected to Teacher details page as shown below in **Figure 7**

<p>HOME ABOUT US SERVICE LOGIN</p>			
<p>TEACHERS DETAILS</p>			
1. District KARIMNAGAR	2. Mandal MALLAPUR	3. Category of the Post Head Master, Gr.II	4. Management of the School State Govt.
5. Area Plain	6. Mobile Number 9959313436	7. Aadhaar Number 646435022222	8. Zonal Code Select
9. Employee Treasury Code 1	10. Name of the Individual seeking Transfer raghav	11. Gender Male	12. Date of Birth 04/06/1985 33 Y 0 M 28 D
13. Marital Status Married	14. Disability Yes	14(A). Disability Percentage 40%-70%	
<p>SCHOOL DETAILS</p>			
15. Medium of School URDU	16. School Type Girls	17. Name of the School 36030200503-ZPHS WALGONDA	
18. Date from which the Individual is serving in the Present School in all Categories of Posts. 01/06/2009		19. Category Of the School (Present) II	19(A). Is there any change in Category Of the School in Previous Byrs Yes
19(E). Category of School III	19(F). From Date 06/04/2016	19(G). To Date 10/04/2017	
19(H). Category of School IV	19(I). From Date 09/04/2012	19(J). To Date 14/04/2015	
<p>SERVICE DETAILS</p>			
20. Whether the Individual has completed 8 yrs of Service as on 31st May, 2018 in All Categories of Posts in School Yes		21. Date of First Appointment in service 05/06/2000	21(A). First appointed Category of the post Craft Teacher
22. Whether the Individual is Male Headmaster Grade-II/Teacher Aged below 50 years as on 31st May, 2018 of the year and working in Girls High School No		22(A). Date of Joining in present school 11/06/2008	23. SSC Pass Percentage (Results of SSC in concerned subject for Teachers and overall percentage to HMs for High Schools only) 99%-95%
		24. Whether he/she is President or General Secretary of the District/State of Recognized Association (In erstwhile 10 districts) Yes	
<p>SPOUSE DETAILS</p>			
25. Whether interested to avail spouse Benefit		Yes	
25(A). Whether the Teacher availed the benefit under Individual Spouse Category During the Last 8 years as on 31st May, 2018		Yes	
26. Whether spouse is Employee of State Govt/Central Govt/Public Sector Undertaking/Local body / Aided Institution in the same district (in the same zone for Gazetted Head Master, Gr.II in Govt Schools)		Yes	
26(A). Spouse Organisation Name Select	26(B). Treasury ID	26(C). Spouse Name	26(D). Spouse Designation
26(E). Spouse District --Select--	26(F). Spouse Mandal --Select--	26(G). Nearest School --Select--	26(H). Distance From Nearest School in KM
<p>PREFERENTIAL CATEGORY</p>			
27. Whether the individual availed the benefit under Preferential category during the last 8 years as on 31st May, 2018 Yes		28. Did your spouse availed the Pref. Category in last 5/8yrs Yes	29. Whether the individual wants to claim under Preferential Category Yes
29(A). Select Preferential Category Legally separated women and not remarried			
30. Whether the HeadMaster Gr.II Gazetted / Teacher is working as NCC Officer Yes	31. Number of Years Served in Same GramPanchayat 5		
<p>Click to submit Final Details</p>		<p>Click to verify details</p>	
<p>← SUBMIT</p>		<p>PREVIEW →</p>	

Figure 7: Enter Details



- ❖ **Enter Teacher details from Teachers**
 - Based on the treasured ID relevant district and Aadhaar number and Mobile number will be populated for reference
- ❖ **Enter school details from School Details**
 - Under School details enter details who has completed above 5/8 years in that particular school need to enter various categories that were led by him under that school along with Period and Category
- ❖ **Enter Service details**
 - Enter First appointed date and category of Post that was held by him /her at particular school based on the no of years he /she worked under the mentioned period and various categories points will be calculated
- ❖ **Enter Spouse Details**
 - Under Spouse details enter whether she is Employee of State Govt/Central Govt/Public Sector Undertaking/Local body / Aided Institution in the same district
 - Enter details like Organization Name ,Treasury ID ,Name ,Designation, District ,Mandal, Nearest School based on the entered details distance will be calculated and displayed
 - Based on the details entered points will be calculated
- ❖ **Under Enter Preferential category**
 - Individual availed the benefit under Preferential category during the last 8 years
 - Spouse availed the Pref. Category in last 5/8yrs
 - If He /She wants to claim under Preferential Category user need to select a particular Preferential category from select Preferential category
- ❖ Click **Preview** button to Verify the Details that were entered by Him/her
- ❖ Click **Submit** in figure 7 the following message is displayed, which shows number of points allotted. Verify and click on '**OK**' to proceed further
- ❖ Click **Cancel** to re-enter details



Teacher Transfers

TSONline

No 14/06/20 125.20.160.195:8090 says
 Category Points:45.04 Service Points:8.364 Association Points:0
 UnMarried HMistress Points:0 Spouse Points:0 SSC Points:2

SPOUSE DETAILS

25. Whether spouse is Employee of State Govt/Central Govt/Public zone for Gazetted Head Master, Gr.II in Govt Schools)

26. Whether the Teacher availed the benefit under Individual/Spouse Category During the Last 8 years as on 31st May, 2018 same

26(A). Whether interested to avail spouse Benefit

PREFERENTIAL CATEGORY

27. Whether the individual availed the benefit under Preferential category during the last 8 years as on 31st May, 2018

28. Did your spouse availed the Pref. Category in last 5@yrs

29. Whether the individual wants to claim under Preferential Category

29(A). Select Preferential Category
 Legally separated women and not remarried

30. Whether the HeadMaster Gr.II Gazetted / Teacher is working as NCC Officer

31. Number of Years Served in Same GramPanchayat 9

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Figure 8: Points Displayed page

- Details entered will be saved successfully and Transaction ID is displayed as shown below. Note the transaction ID for future reference.

TS TEACHERS TRANSFERS – 2018
 Department of School Education
 Government of Telangana

Sri. K. Chandrashekar Rao
 Hon'ble Chief Minister
 Government of Telangana

Sri. Kadiyam Srihari
 Hon'ble Deputy Chief Minister
 & Education Minister

HOME ABOUT US SERVICE LOGIN

Home / Inner Forms

TEACHERS TRANSFER

Teacher Transfer Details Saved Successfully With Transaction ID :020180606121137180

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Figure 9: Confirmation page



6. Change Management procedures

This document is meant for usage by the Department of School Education team used for Teachers Transfers and. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

7. Approvals

Table 2: Approvals

Inspected By	Date	Signature
Ramasrinu D	6/06/2018	
Approved By	Date	Signature
B.Bala Kishore	6/06/2018	