



# User Manual for Intermediate Education Transfer

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Prepared by TSONline



## Internal Approval

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## Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0	NA	NA	NA	NA

## Change Note History

Ref. No.	Release Date	Version No.	Section No.	Page No. & Line No.	Remarks
1	NA	NA	NA	NA	NA



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## 1. INTRODUCTION

The Intermediate Education Department of Telangana would like to use Information and communications technology for solution in Lecturers transfers there by bringing in transparency at every stage of Lecturer 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 Lecturers transfers for end user (Lecturers). This application is given to Lecturers to fill in their data to rule out discrepancies.

## 3. SCOPE

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

## 4. SOFTWARE AND TECHNOLOGIES

Table 1 : Software


S.No.	Software	Version
1	Visual Studio	2022
2	SQL Server	2019
3	IIS	10.0



➤ Login to the below mentioned link


<http://transfers-ie.aptonline.in/>

➤ Home Screen is displayed as shown below.



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Dept. Login18 July 2024 11:11 AM

**SERVICES**

- Transfer Application Form
- Edit / Update Application Form
- Download Application
- Web Options
- Objections

**IMPORTANT INFORMATION**

- 📄 Schedule for Transfers - G.O.Rt.No. 118
- 📄 Draft Guidelines
- 📄 Draft Entitlements Points
- 📄 Draft Transfers Form
- 📄 Draft Merit List

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Figure 1: Home Page

➤ Select 'Dept Login need to login with valid username /ID and password. As shown below



Home

About Us

Colleges

RTI Act

Guidelines

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Dept. Login

18 July 2024 10:14 AM

LOGIN

Enter Username \*  
30001

Password \*  
.....

Enter Captcha \*



16757

Proceed

Figure 2: Login Page

- ✈ Login with Valid User Name and Password as shown in above Figure:2 and Click Proceed button
- ✈ After Successful submit user should enter OTP as Shown Figure:3



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OTP

Enter Mobile Number\*  
XXXXXX3828

Submit





[Home](#)
[Services](#)
[Reports](#)
[Change Password](#)
[Logout](#)

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College Information

[Staff Information](#)
[Update Mobile Number](#)

Message

information before staff data uploading.

Welcome to K.Vrtnal

Principal

Teaching Staff

Verified

Not Verified

Non-Teaching Staff

S.No	Employee Id	Employee Name	Date of Birth	Gender
No Records Found				

S.No	Employee Id	Employee Name	Date of Birth	Gender
No Records Found				

Entitlement Chart

S.No	Employee Id	Employee Name	Aadhaar Number	Draft Entitlement Points
No Records Found				

<https://uat-tslabour.aptonline.in:8443/cie/views/collegeinfo.aspx>

Figure 3 : Principal Home Page

- After Successful login, page will be redirected to principal home screen as Shown Figure 3
- Here principal need to select College as shown below Figure 4
- Principal need to update all the College information mentioned below
  - College Name
  - College Type
  - District
  - Mandal
  - Village
  - College Address
  - Location of College:
    - a. Greater Hyderabad municipal corporation
    - b. Greater Warangal municipal corporation
    - c. Erstwhile District Head Quarters
    - d. New district head Quarters
    - e. Municipalities
    - f. Gram panchayats/Nagara panchayats
    - g. Scheduled areas
  - Present HRA applicable at college:
    - a. 11%
    - b. 13%
    - c. 17%
    - d. 24%
  - Whether NCC Unit is Available: yes/No
  - Whether NSS Unit is Available: Yes/No
  - College Focal Type:
    - h. Focal
    - i. Non-Focal
  - Whether Vocational Courses Available
  - Select Vocational Courses Available.



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Home

Services

Reports

Change Password

Logout

18 July 2024 10:17 AM



COLLEGE INFORMATION

College Name * GJC BOYS ADILABAD	College Type * Boys	District * ADILABAD
Mandal * ADILABAD (URBAN)	Village * Village	College Address * 2-10/A
Location of College * Greater Warangal Municipal Corporation	Present HRA Applicable at College * 17%	Whether NCC Unit is Available * Yes
Whether NSS Unit is Available * Yes	College Focal Type * Focal	Whether Vocational Courses Available * Yes
Select Vocational Courses Available * Accounting & Taxation, Agriculture Crop Production		

Save

Figure 4: College Information

- Click Save button as shown in above Figure 4 in order to save all the details

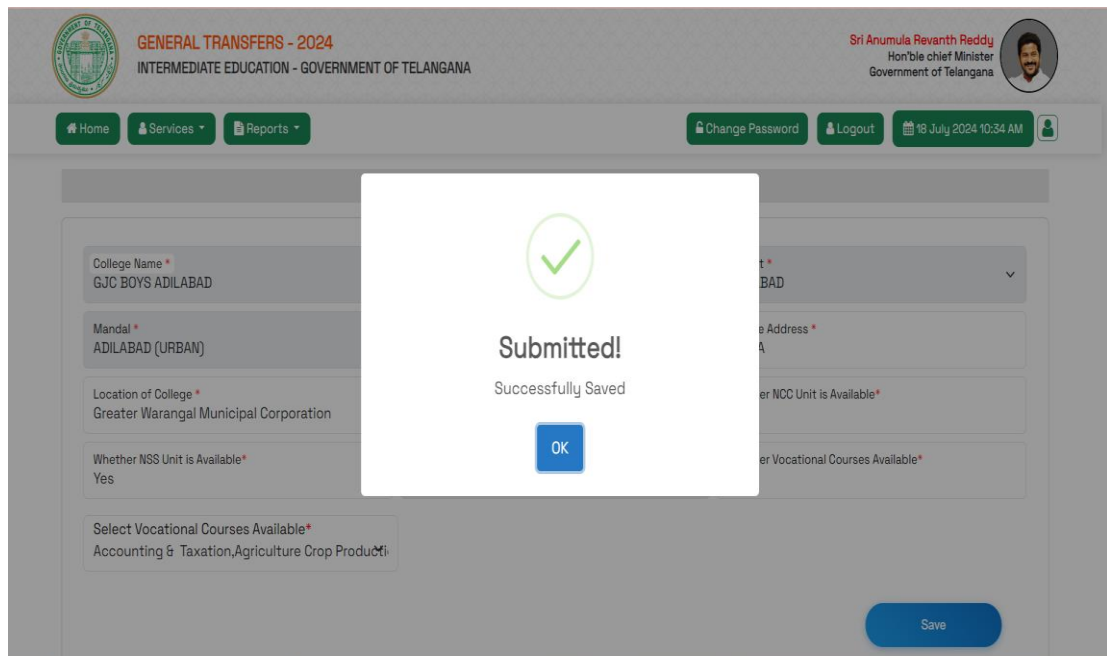



Figure 5: College updating Confirmation


- A Confirmation message will be displayed as shown above and Click Ok to Proceed further.



## TRANSFER APPLICATION FORM:

- Employee need to click on transfer application link on home page.

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**SERVICES**


- ➔ Transfer Application Form ➔
- ➔ Edit / Update Application Form
- ➔ Download Application
- ➔ Web Options
- ➔ Objections

**IMPORTANT INFORMATION**


- 📄 Schedule for Transfers - G.O.Rt.No. 118
- 📄 Draft Guidelines
- 📄 Draft Entitlements Points
- 📄 Draft Transfers Form
- 📄 Draft Merit List


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- Employee need to enter his/her employee id and click on generate otp as shown below.

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**TRANSFER APPLICATION FORM**

Employee ID\*

Mobile Number\*

Generate OTP

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### TRANSFER APPLICATION FORM

Employee ID\*  
2030617

Mobile Number\*  
9396556883

[Generate OTP](#)


Enter OTP\*

[Verify OTP](#)

OTP sent to 9396556883 Successfully


- After entering otp, they need to click on verify otp in order to open application form as shown above.

- The below figure shows the sample application form.



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#### 1. Personal Details :

Employee ID * 2050617	Name of the Employee * B. ARAVIND	College/Institution Name * 48006 - GJC, JUKKAL
College/Institution District * KAMAREDDY	Aadhaar Number *	Date of Birth *
Age *	Mobile Number * 9596556885	Gender * <input type="radio"/> Male <input type="radio"/> Female
Marital Status * Select	Door No *	Street/Ward Name *
Landmark *	District * Select	Mandal * Select
Village/City *	Pincode *	

#### 2. Spouse Details :

Is spouse employment in state govt./ Central Govt./Aided / Public Sector / Local Body Establishments only \* ☐ Yes ☐ No

#### 3. Employee Service Details :

Date of First Appointment in Government Service/ Present Cadre *	Date of Joining at Present Station *
Staff Type * <input type="radio"/> Teaching <input type="radio"/> Non-Teaching	Designation *
Is NCC Trained (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
Is NSS Trained (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
Whether Employee Retiring before 30/06/2025 (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
Date of Retirement *	Whether Liable for Transfer or Request Transfer * Select

#### 4. Other Category Details :

**NOTE:**

- The applicant seeking transfer under category (Physical & Mental retarded children) shall produce certificate issued by the competent authority i.e., District Medical Board/ State Medical Board
- Only one parent can claim this benefit.
- Latest Medical Certificate along with photographs to be enclosed.

i. Employee with Disability of 70% or more as per PWD Act, 2016 (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
ii. The Life-Threatening Disease for Self (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
iii. The Life-Threatening Disease for Spouse and Dependent Children (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
iv. Whether the Incumbent Having Children with Physical/Mental Disability (If Yes Enclose Certificate) *	<input type="radio"/> Yes <input type="radio"/> No
v. Total service rendered by the applicant is more than 50% of service is non focal area *	<input type="radio"/> Yes <input type="radio"/> No

Any Other Information which the Incumbent Desires to Furnish \*

#### 5. Stay in the last 6 years located in the following areas as on 30/06/2024 (In all cadres) :

Working College Code * Select	Designation *	Type * Select	From Date *	To Date *	<a href="#">Add</a>
----------------------------------	---------------	------------------	-------------	-----------	---------------------


☐ \* I declare that the above said information furnished by me is true/ current to the best of my knowledge and information furnished if found wrong in future, I will be held responsible for the same.


[Submit](#)



Figure 6 : Application Form

- Personal Details

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TRANSFER APPLICATION FORM

**1. Personal Details :**

Employee ID * 2030617	Name of the Employee * B. ARAVIND	College/Institution Name * 46005 - GJC, JUKKAL
College/Institution District * KAMAREDDY	Aadhaar Number * 51475321321	Date of Birth * 03/07/1996
Age * 28 Years 0 Months 15 Days	Mobile Number * 9396556883	Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status * Married	Door No * 7-98	Street/Ward Name * Test
Landmark * Test	District * ADILABAD	Mandal * INDERAVELLY
Village/City * Test Village	Pincode * 500075	

- Employee Id
- Name of the Employee
- College/Institution Name
- College/Institution District
- Aadhaar No.
- Date of Birth
- Age
- Mobile Number
- Gender: Male/Female
- Marital Status: Married/Un-Married/ widow
- Door No
- Street/Ward Name
- Landmark
- District
- Mandal
- Village/City
- Pincode

### SPOUSE DETAILS:

- Is Spouse Employment in State Govt./ Central Govt./Aided /Public Sector Establishments only: Yes/No
- If Yes, need to enter the following details:

#### 2.Spouse Details :

Is spouse employment in state govt./ Central Govt./Aided / Public Sector / Local Body Establishments only \* ☒ Yes ☐ No

Name of Spouse \*  
Test

Aadhaar Number \*  
667878767659

Spouse Designation \*  
Junior Lecturer

Spouse Department \*  
Test

#### Complete Address of Place of Working :

Door No \*  
8-09

Street/Ward Name \*  
Test

Landmark \*  
Test

District \*  
ADILABAD

Mandal \*  
NERADIGONDA

Village/City \*  
Test Village

Pincode \*  
500075

- Name of spouse
- Aadhaar Number
- Spouse Designation
- Spouse Department
- Complete Address of Place of Working
  - a. Door No
  - b. Street/Ward Name
  - c. Landmark
  - d. District
  - e. Mandal
  - f. Village/City
  - g. Pincode





• Employee Service Details

3.Employee Service Details :

Date of First Appointment in Government Service/Present Cadre \*  
06/07/1995

Date of Joining at Present Station\*  
05/07/1995

Staff Type \*  
☒ Teaching ☐ Non-Teaching

Designation \*  
Junior Lecturer

Subject \*  
Commerce

Medium of Appointment \*  
Telugu / English

2nd Year Results in IPE & IPASE in 2024 \*  
0% to 40%

Whether regularised CJL/MTS \* ☒ Yes ☐ No

Is NCC Trained (If Yes Enclose Certificate) \* ☒ Yes ☐ No

Is NSS Trained (If Yes Enclose Certificate) \* ☒ Yes ☐ No

Whether Employee Retiring before 30/06/2026 (If Yes Enclose Certificate) \* ☒ Yes ☐ No

Date of Retirement \*  
22/07/2024

Whether Liable for Transfer or Request Transfer \*  
Request Transfer

- Date of First Appointment in Government Service/Present Cadre:
- Date of Joining at Present Station:
- Staff Type: Teaching/Non-teaching
- If selects Teaching, need to show the following fields:
  1. Designation: Junior lecturer, librarian, principal, physical director, senior instructor
  2. Subject
  3. Medium of appointment: English/ Telugu, Urdu
  4. Second year result in IPE and IPASE in 2024.
- Whether regularized CJL/MTS: Yes/No
- If selects Non-Teaching, need to show the following fields:
  1. Administrative officer
  2. Deputy district intermediate officer
  3. Superintendent
  4. Senior Assistant
  5. Junior Assistant
  6. Typist
  7. Record Assistant
  8. Lab Attendant
  9. Office Subordinate (Sweeper/Night watchman)
- Whether regularized MTS senior instructor/ Lab attendant: Yes/No
- Is NCC Trained: Yes/No
- Is NSS Trained: Yes/No

- Whether employee retiring before 30/06/2026: Yes/No
- Date of Retirement
- Whether liable for transfer or request transfer: Request fo transfer/Liable for transfer

- **Other Category Details**

**Note:**

- i) The Applicant seeking transfer under category (Physical and mental retarded of children) shall produce certificate issued by the Competent Authority i.e. District Medical Board/ State Medical Board.
- ii) Only one parent can claim this benefit.
- iii) Recent Medical Certificate along with photographs to be submitted.

#### 4.Other Category Details :

**NOTE:**

1. The applicant seeking transfer under category (Physical & Mental retarded children) shall produce certificate issued by the competent authority i.e., District Medical Board/ State Medical Board
2. Only one parent can claim this benefit.
3. Latest Medical Certificate along with photographs to be enclosed.

i. Employee with Disability of 70% or more as per P.W.D Act,2016 (If Yes Enclose Certificate) \*

☒ Yes ☐ No

ii. The Life-Threatening Disease for Self (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*  
Neuro Surgery

iii. The Life-Threatening Disease for Spouse and Dependent Children (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*  
Neuro Surgery

iv. Whether the Incumbent Having Children with Physical/Mental Disability (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*  
Leprosy Cured

v. Total service rendered by the applicant is more than 50% of service is non focal area \*

☒ Yes ☐ No

Working College Code \*  
Select

From Date \*

To Date \*

Add

S.No	College Name	From Date	To Date	
1	30006 - GJC,BAZARHATHNOOR	01/07/2024	18/07/2024	Delete

Any Other Information which the Incumbent Desires to Furnish \*  
Test

- Is Employee with disability of 70% or more as per P.W.D Act,1995: Yes/No
- The life threatening diseases for self: Yes/No
- If Yes, Diseases Type:
  - a) Cancer- Grade.III and above
  - b) Neurosurgery
  - c) Kidney Transplantation
  - d) Liver Transplantation
  - e) Open Heart Surgery
  - f) Bone T.B.

- The life threatening diseases for spouse and dependent children: Yes/No
- If Yes, Diseases Type:
  - a) Cancer- Grade.III and above
  - b) Neurosurgery
  - c) Kidney Transplantation
  - d) Liver Transplantation
  - e) Open Heart Surgery
  - f) Bone T.B
- Whether the incumbent having the children with Physical / Mental disability: Yes/No
- If Yes, Diseases Type:
  - a) Cerebral Palsy
  - b) Leprosy Cured
  - c) Dwarfism
  - d) Acid Attack Victims
  - e) Muscular Dystrophy
  - f) Complete Blindness
  - g) Intellectual Disability
  - h) Autism Spectrum disorder/ Mental Illness
- Total service rendered by the applicant is more than 50% of service is non focal area: Yes/No
- IF yes, enter
  - Working College Code
  - From Date
  - To Date
- Any other information which the incumbent desires to furnish



## Performance Parameters: (If Teaching, Yes)

### Performance Parameters :

i. Technical Paper Published in a reputed International/National Level Journal  
(In Last Five Years as on 30-06-2024) \*

☒ Yes ☐ No

i. No. of Technical Papers at International Level \*

1

ii. No. of Technical Papers at National Level \*

1

ii. Any of the Additional Responsibilities held in Last Five Years as on 30/06/2024 \*

☒ Yes ☐ No

Responsibility \*  
Select



From Date \*

To Date \*

Certificate (.pdf <1MB only) \*

Choose File

No file chosen



Add

S.No	Responsibility	From Date	To Date	
1	Student Advisor/Counsellor/Career Guidance Officer	05/07/2023	18/07/2024	Delete

iii. Best Teacher Award received on 5th September during 2018-2023 at State level (if Yes Enclose Certificate) Yes ☐ No

- Technical Paper Published in a reputed International/National Level Journal (In Last Five Years as on 30-06-2024): Yes/No
- If Yes, Enter No. of Technical Papers at International Level and No. of Technical Papers at National Level
- Any of the Additional Responsibilities held in Last Five Years as on 30-06-2024: Yes/No
- If Yes, enter the below fields:
  - Responsibility
  - From Date
  - To Date
  - Certificate (pdf<1MB only)
- Best Teacher Award received on 5<sup>th</sup> September during 2018-2023 at State level (if Yes Enclose Certificates): Yes/No



5. Stay in the last 6 years located in the following areas as on 30/06/2024 (in all cadres) :

Working College Code * Select	Designation * Select	Type * Select	From Date *	To Date *	Add	
S.No	College Name	Designation	Type	From Date	To Date	
1	30001 - GJC BOYS ADILABAD	Junior Lecturer	Regular	05/07/2022	18/07/2024	Delete

Uploads :

Spouse Service Certificate (PDF <1MB Only) * Choose File Application_263909.pdf	D.O.B./SSC/SR Certificate (PDF <1MB Only) * Choose File Application_263909.pdf
Sadaran Certificate (PDF <1MB Only) * Choose File Application_263909.pdf	Medical Certificate(Life Threatening Disease for self) (PDF <1MB Only) * Choose File Application_263909.pdf
Medical Certificate(Life Threatening Disease for Spouse & Children) (PDF <1MB Only) * Choose File Application_263909.pdf	Medical Certificate(Children with Physical/Mental disability) (PDF <1MB Only) * Choose File Application_263909.pdf
Technical Paper International Certificate (PDF <1MB Only) * Choose File Application_263909.pdf	Technical Paper National Certificate (PDF <1MB Only) * Choose File Application_263909.pdf
NCC Certificate (PDF <1MB Only) * Choose File Application_263909.pdf	NSS Certificate (PDF <1MB Only) * Choose File Application_263909.pdf
Best Teacher Certificate (PDF <1MB Only) * Choose File Application_263909.pdf	

☒ I declare that the above said information furnished by me is true/ current to the best of my knowledge and information furnished if found wrong in future, I will be held responsible for the same.

Submit

5. Stay in Last six years located in the following areas as on 30/06/2024 (in all cadres): Yes/No

- Working College Code
- Designation
- Type
- From Date
- To Date

6. Uploads

- Spouse Service Certificate (PDF<1MB Only)
- D.O.B./SSC/SR Certificate (PDF<1MB Only)
- Sadaran Certificate (PDF<1MB Only)
- Medical Certificate (Life Threatening Disease for self) (PDF<1MB Only)
- Medical Certificate (Life Threatening Disease for Spouse & Children) (PDF<1MB Only)
- Medical Certificate (Children with Physical/Mental disability) (PDF<1MB Only)
- Technical Paper International Certificate (PDF<1MB Only)
- Technical Paper National Certificate (PDF<1MB Only)
- NCC Certificate (PDF<1MB Only)
- NSS Certificate (PDF<1MB Only)
- Best Teacher Certificate (PDF<1MB Only)

As shown in below Figure 8

- User need to check the check box as shown below
- After filling the form click on submit button to submit the details

☒ \* I declare that the above said information furnished by me is true/ current to the best of my knowledge and information furnished if found wrong in future, I will be held responsible for the same.



- After submit, the following pop-up will be shown:

A screenshot of a web application interface. At the top, there's a table with columns: S.No, College Name, Designation, Type, From Date, To Date, and a Delete button. The first row shows S.No 1, College Name 30002 - GJC G ADILABD, Designation District Intermediate Education Officer, Type Regular, From Date 10/07/2018, and To Date 03/07/2024. Below the table is an 'Uploads' section with four rows, each with a 'Choose File' button and 'No file chosen' text. The rows are for: Widow/Single Woman/Legally Separated Woman, D.O.B/SSC/SR Certificate (PDF <1MB Only), Medical Certificate (Children with Physical/Mental), and NSS Certificate (PDF <1MB Only). At the bottom of the form is a checkbox with the text '\* I declare that the above said information furnished by me is true/ current to the best of my knowledge and information furnished if found wrong in future, I will be held responsible for the same.' and a green 'Submit' button. A white pop-up window is centered over the form, displaying a green checkmark icon, the text 'Submitted!', and 'Application submitted Successfully'. There is an 'OK' button at the bottom of the pop-up. The footer of the page shows '© 2024. All Rights Reserved, Government of Telangana' and 'Designed & Developed By TGOOnline'.

- Once application is submitted, the user need to click on download application in order to download.

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**SERVICES**

- Transfer Application Form
- Edit / Update Application Form
- Download Application
- Web Options
- Objections

**IMPORTANT INFORMATION**

- Schedule for Transfers - G.O.Rt.No. 118
- Draft Guidelines
- Draft Entitlements Points
- Draft Transfers Form
- Draft Merit List

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- After clicking, need to enter employee id and enter otp and click on verify and download button.

Download Application

Employee ID\*  
0263880

Mobile Number\*  
8919852941

Generate OTP

Enter OTP\*

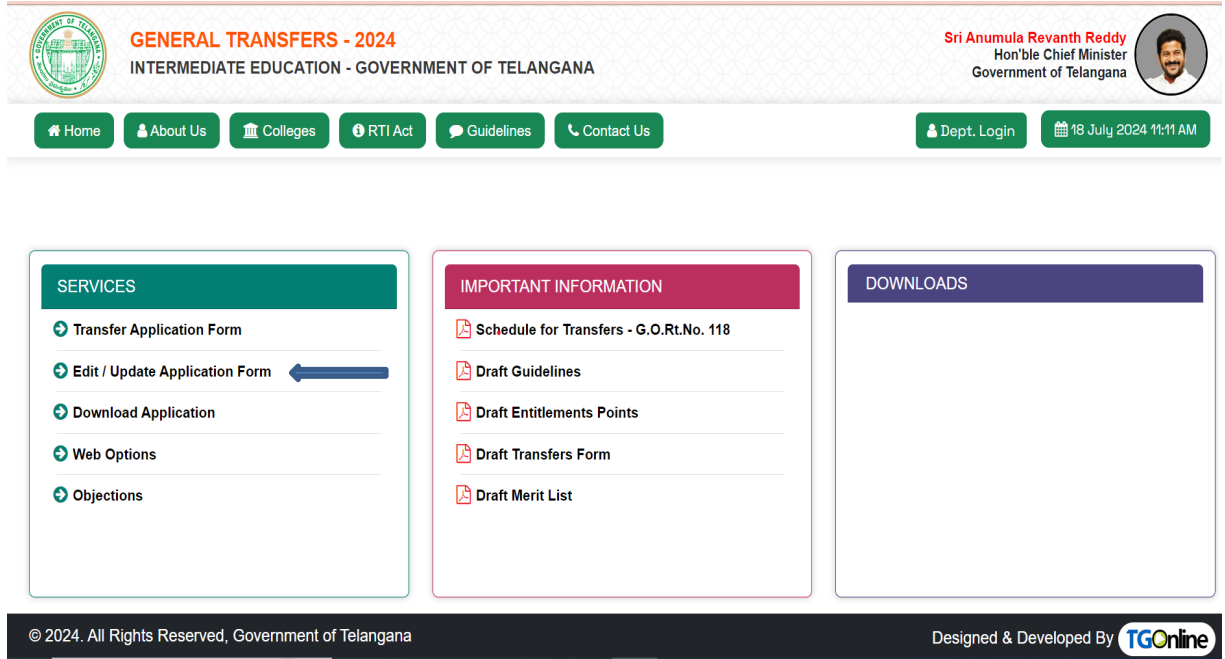
Verify OTP & Download

OTP sent to 8919852941 Successfully

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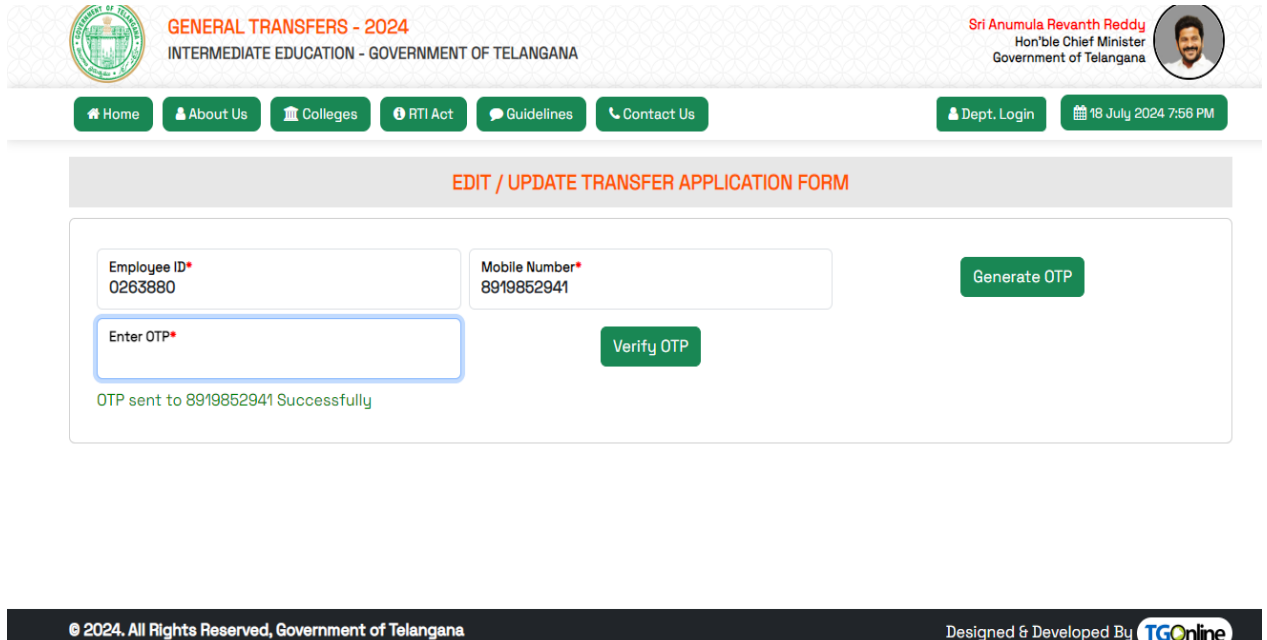
Designed & Developed By TGOOnline

- After successful submission, the employee can edit the application by clicking the below link.



The screenshot shows the 'GENERAL TRANSFERS - 2024' portal for the Intermediate Education - Government of Telangana. The header includes the Government of Telangana logo, the title, and the name of the Hon'ble Chief Minister, Sri Anumula Revanth Reddy. A navigation bar contains links for Home, About Us, Colleges, RTI Act, Guidelines, and Contact Us. A user profile section shows 'Dept. Login' and the date '18 July 2024 11:11 AM'. The main content area is divided into three sections: SERVICES, IMPORTANT INFORMATION, and DOWNLOADS. In the SERVICES section, the 'Edit / Update Application Form' link is highlighted with a blue arrow. The IMPORTANT INFORMATION section lists links for Schedule for Transfers, Draft Guidelines, Draft Entitlements Points, Draft Transfers Form, and Draft Merit List. The DOWNLOADS section is currently empty. The footer contains copyright information for 2024 and the TGOonline logo.


- Employee needs to enter employee id and otp and click on verify otp as shown below.




The screenshot shows the 'EDIT / UPDATE TRANSFER APPLICATION FORM' page. The header is identical to the previous screenshot. The main content area has a grey header with the title 'EDIT / UPDATE TRANSFER APPLICATION FORM'. Below this, there are two input fields: 'Employee ID\*' with the value '0263880' and 'Mobile Number\*' with the value '8919852941'. To the right of these fields is a green 'Generate OTP' button. Below the Employee ID field is another input field labeled 'Enter OTP\*'. To the right of this field is a green 'Verify OTP' button. A green message at the bottom of the form states 'OTP sent to 8919852941 Successfully'. The footer is also identical to the previous screenshot.



- The employee can edit the below screen and click on update.



GENERAL TRANSFERS - 2024  
INTERMEDIATE EDUCATION - GOVERNMENT OF TELANGANA

Sri Anumula Revanth Reddy  
Hon'ble Chief Minister  
Government of Telangana


Home
About Us
Colleges
RTI Act
Guidelines
Contact Us
Dept. Login
18 July 2024 8:28 PM

EDIT / UPDATE TRANSFER APPLICATION FORM

1. Personal Details :

Employee ID * 0263865	Name of the Employee * B. THIRUPATI	College/Institution Name * 32003 - GJC SIRPUR-T
College/Institution District * KOMRAM BHEEM (ASIFABAD)	Aadhaar Number * 646794372240	Date of Birth * 08/07/1996
Age * 28 Years 0 Months 10 Days	Mobile Number * 9985247918	Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status * Un-Married	Door No * 2-1/A	Street/Ward Name * Street1212
Landmark * Near Temple	District * MAHABUBABAD	Mandal * GARLA
Village/City * Village Garla	Pincode * 554656	

2. Spouse Details :

Is spouse employment in state govt./ Central Govt./Aided / Public Sector Establishments only \*
☐ Yes ☒ No

3. Employee Service Details :

Date of First Appointment in Government Service/Present Cadre * 01/07/2012	Date of Joining at Present Station in all cadres(City/Town/Village) not an Institution/Office * 01/07/2014
Staff Type * <input checked="" type="radio"/> Teaching <input type="radio"/> Non-Teaching	Designation * Junior Lecturer
Subject * English	Medium of Appointment * Telugu / English

2nd Year Results in IPE & IPASE average of last five years\*  
99.09

Whether regularised CJL/MTS \*

☒ Yes ☐ No

Is NCC Trained (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Is NSS Trained (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Whether Employee Retiring before 30/06/2026 (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Date of Retirement \*  
31/12/2024

Whether Liable for Transfer or Request Transfer \*  
Liable for Transfer

#### 4.Other Category Details :

OTE:

The applicant seeking transfer under category (Physical & Mental retarded children) shall produce certificate issued by the competent authority i.e., District Medical Board/ State Medical Board

. Only one parent can claim this benefit.

. Recent Medical Certificate along with photographs to be enclosed.

I. Employee with Disability of 70% or more as per P.W.D Act,2016 (If Yes Enclose Certificate) \*

☒ Yes ☐ No

II. The Life-Threatening Disease for Self (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*

Open Heart Surgery

III. The Life-Threatening Disease for Spouse and Dependent Children (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*

Bone T.B.

IV. Whether the Incumbent Having Children with Physical/Mental Disability (If Yes Enclose Certificate) \*

☒ Yes ☐ No

Disease Type \*

iv. Whether the Incumbent Having Children with Physical/Mental Disability (If Yes Enclose Certificate) \* ☒ Yes ☐ No

Disease Type \*  
Muscular Dystrophy

v. Total service rendered by the applicant is more than 50% of service is non focal area \* ☒ Yes ☐ No

Working College Code \*  
Select

From Date \*

To Date \*

Add

S.No	College Name	From Date	To Date	
1	GJC INDERVELLY	01/07/2014	31/07/2014	Delete

Any Other Information which the Incumbent Desires to Furnish \*  
No Information No Information No Information No Information No Information

#### Performance Parameters :

i. Technical Paper Published in a reputed International/National Level Journal (In Last Five Years as on 30-06-2024) \* ☒ Yes ☐ No

i.No. of Technical Papers at International Level \*  
2

ii.No. of Technical Papers at National Level \*  
4

ii. Any of the Additional Responsibilities held in Last Five Years as on 30/06/2024 \* ☒ Yes ☐ No

Responsibility \*  
Select

From Date \*

To Date \*

Certificate (.pdf <1MB only) \*  
Choose File | No file chosen

Add

S.No	Responsibility	From Date	To Date	View	
1	Academic Co-ordinator	01/08/2017	31/08/2017	View/Download	Delete

iii. Best Teacher Award received on 5th September during 2018-2023 at State level (If Yes Enclose Certificate) \* ☒ Yes ☐ No

#### 5.Stay in the last 6 years located in the following areas as on 30/06/2024 (in all cadres) :

Working College Code \*  
Select

Designation \*  
Select

Type \*  
Select

From Date \*

To Date \*

Add

S.No	College Name	Designation	Type	From Date	To Date	

iii. Best Teacher Award received on 5th September during 2018-2023 at State level (if Yes Enclose Certificate)\* ☒ Yes ☐ No

5. Stay in the last 6 years located in the following areas as on 30/06/2024 (in all cadres) :

S.No	College Name	Designation	Type	From Date	To Date	
1	GJC-MUDHOLE	Junior Lecturer	Regular	01/07/2019	31/07/2021	Delete

**Uploads :**

Note : (PDF <1MB Only)

<b>D.O.B./SSC/SR Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>	<b>Sadaran Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
<b>Medical Certificate(Life Threating Diseased) *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>	<b>Medical Certificate(Life Threating Disease for Spouse &amp; Children) *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
<b>Medical Certificate(Children with Physical/Mental disability) *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>	<b>Technical Paper international Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
<b>Technical Paper National Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>	<b>NCC Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
<b>NSS Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>	<b>Best Teacher Certificate *</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>

☐ \* I declare that the above said information furnished by me is true/ current to the best of my knowledge and information furnished if found wrong in future, I will be held responsible for the same.

- **Principal Verification screen:**
- As shown below, the employees working under the principal will be shown in his login.



Home

Services

Reports

Change Password

Logout

18 July 2024 8:13 PM



Message...! Please Fill the College information before staff data uploading.

Welcome to Sreedevi

Principal

### Teaching Staff

Verified

Not Verified

### Non-Teaching Staff

S.No	Employee Id	Employee Name	Date of Birth	Gender
1	263856	B.Prakash	01/07/1996	Male
2	263853	G.Santosh kumar	01/07/1984	Female
3	263852	P.Saraswathi	28/05/1992	Female
4	263857	S.Sunil kumar	01/07/1974	Female

S.No	Employee Id	Employee Name	Date of Birth	Gender
No Records Found				

- Principal need to click on the employee id in order to verify the data. After Verification, he need to give remarks and check the declaration.
- After checking the declaration, principal will click on forward to d.i.e.o button.