User Manual for Intermediate Education Transfer

Prepared by TSOnline

Internal Approval

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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.

Selection of Web Options:

In order to bring transparency in every stage of Employee transfers Intermediate Education Department of Telangana has

provided to choose vacancies list and their respective transfers through web Options which was provided.

- To Choose the Web Option employee need to follow the below steps that involved in Web Options.

- NOTE: Women/Girls colleges are shown in RED color.

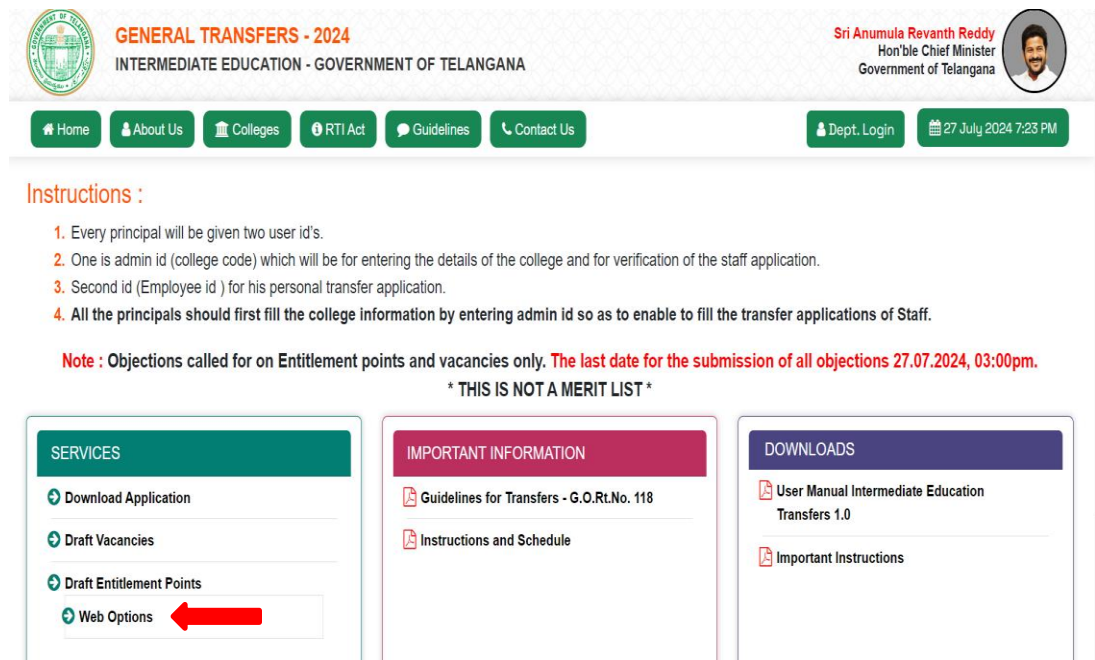- Click on Web Options in services tab as shown in figure:01

FIGURE: 01

- Enter employee id and click generate otp button as shown in figure: 2

FIGURE: 02

- Enter otp received and click on validate otp button as shown in figure 3.

FIGURE: 03

- Upon validating otp, respective details will be displayed as shown in figure 4.

WEB OPTIONS

Employee Details :

Employee ID	1438747	Employee Name	S MEENAKSHI
Staff Type	Non-Teaching	Subject	-
Designation	Record Assistant	Date of Birth	03/10/1967
Medium	-	Gender	Female
Age	56 Years 9 Months 16 Days	College Name	GJC SAROORNAGAR
College Code	58016	Zone	Zone VI - Charminar
District	RANGA REDDY	Present Station HRA	24% - Focal
Date of Joining in Present Station	30/06/2018	Length of Service in Present Station	2193
Type of Transfer	Liable for Transfer	Total Entitlement Points	15.0000

FIGURE: 04

- Acknowledge the details as shown in the figure 5
- Click Proceed button as shown in figure:5

Instructions :

1. The applicants who claimed the spouse points must exercise their options, as far as possible in the same place where the spouse is working (OR) the options closest to the spouse's working / opted place only. The Department will verify the spouse candidate's web options before the allotments. If found wrong, the candidate's allotment will be kept on hold and considered for leftover vacancies besides disciplinary action.
2. Compulsory liable candidates shall exercise maximum number of available options. Otherwise, they will be allotted remaining available vacancies
3. Request transfer employees can exercise the options of their interested places only. If they are allotted any one of the options, they must move to the allotted place mandatorily. If they want to retain in same place no need to give options.
4. Check the options priority carefully and save the options from time to time. Once frozen, they cannot be changed.
5. Once the option is exercised, it will be editable only before final submission. After final submission, the options exercised cannot be edited / changed.
6. Candidates can opt for Compulsory / Clear vacancies and also probable vacancies. The probable vacancy can only be allotted if the probable candidate is allotted one of his / her options.
7. Candidates who are retiring before 30/06/2026 and wants to retain in the same place, do not give any options. Otherwise, they can go for options.
8. After final allotment and approval of committee, transfer proceedings can be downloaded from the candidate / Principal's login.

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

Proceed

e: You can save your Web Options multiple times. Each save will update your preferences. Remember, Once confirm your options, no further changes can b

FIGURE: 05

- All Vacancies list will be displayed as shown below Figure 06
- Click '+' from vacancies list to select the Vacancies as shown Figure:06
- Selected Vacancies will be moved to Selected List

FIGURE: 06

- Click '--'to deselect vacancies from Selected Vacancies list Figure:07

FIGURE: 07

- Click on save button to as shown in figure 8 to save the selected vacancies.

Note: You can save your Web Options multiple times. Each save will update your preferences. Remember, Once confirm your options, no further changes can be made

FIGURE: 08

- Click on Preview button, to display saved vacancies list as shown in figure 9

SELECTED COLLEGES PREVIEW

Show 100 entries   Confirm   Search:

Order/Priority	College ID	College Name
1	58001	58001 - GJC CHEVELLA - Co-Education - Clear Vacancy
2	58011	58011 - GJC MOGILIGIDDA - Co-Education - Clear Vacancy
3	58014	58014 - GJC, IBRAHIMPATNAM - Co-Education - Clear Vacancy
4	58007	58007 - GJC, YACHARAM - Co-Education - Request Vacancy

Showing 1 to 4 of 4 entries   Previous   1   Next

e: You can save your Web Options multiple times. Each save will update your preferences. Remember, Once confirm your options, no further changes be made
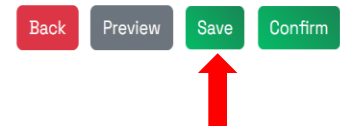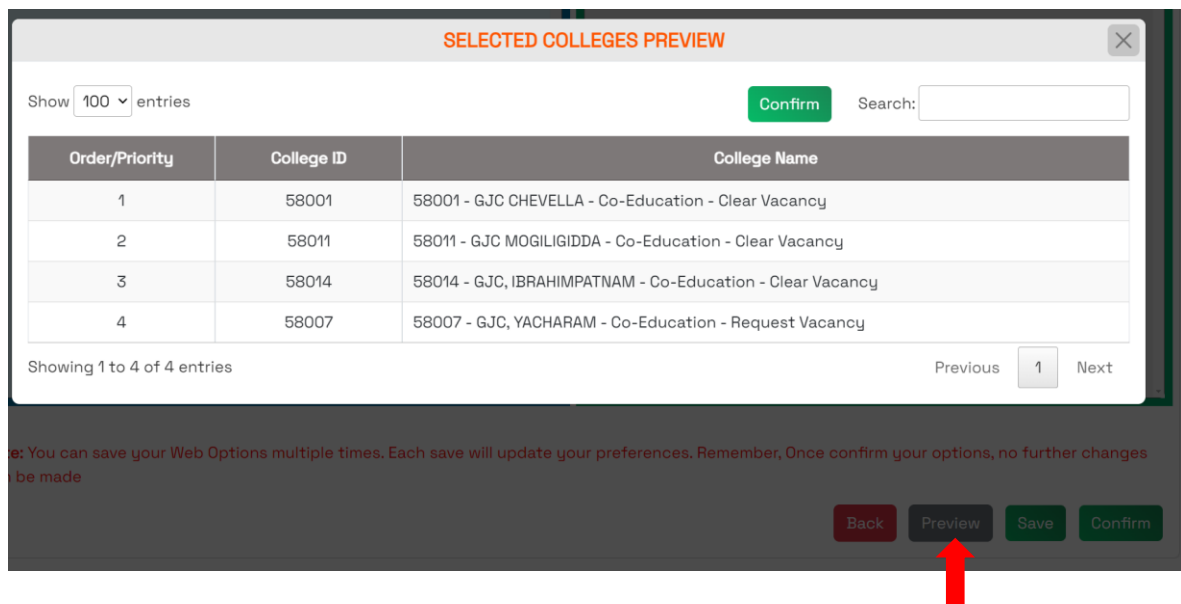
FIGURE: 09

- Click Confirm button to confirm the Web options that were selected as shown in below figure 10.

SELECTED COLLEGES PREVIEW

Show 100 entries   Confirm   Search:

Order/Priority	College ID	College Name
1	58001	58001 - GJC CHEVELLA - Co-Education - Clear Vacancy
2	58011	58011 - GJC MOGILIGIDDA - Co-Education - Clear Vacancy
3	58014	58014 - GJC, IBRAHIMPATNAM - Co-Education - Clear Vacancy
4	58007	58007 - GJC, YACHARAM - Co-Education - Request Vacancy

Showing 1 to 4 of 4 entries   Previous   1   Next

e: You can save your Web Options multiple times. Each save will update your preferences. Remember, Once confirm your options, no further changes be made
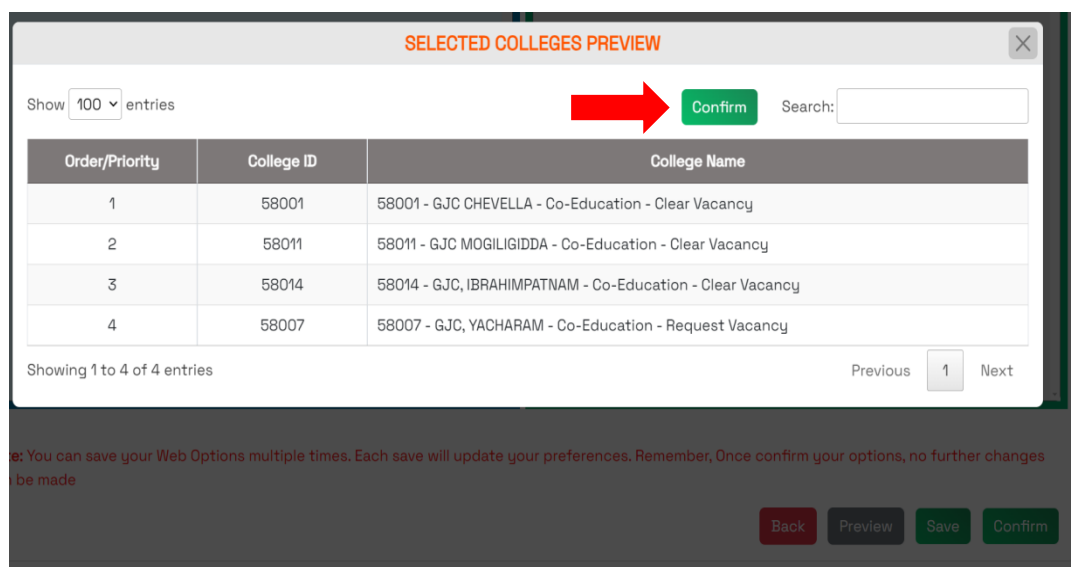
FIGURE: 10

- After clicking confirm button, a confirmation pop-up will be shown as shown in below figure:11

- Click on OK button to continue.

FIGURE: 11

- A confirmation alert will be displayed as shown in figure :12 stating that **Your Web Options Confirmed and saved Successfully**.
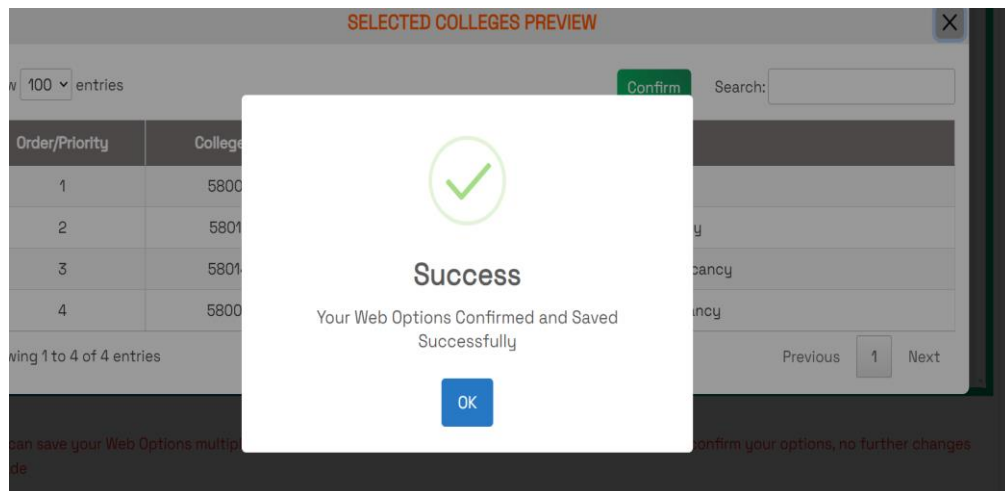

FIGURE: 12