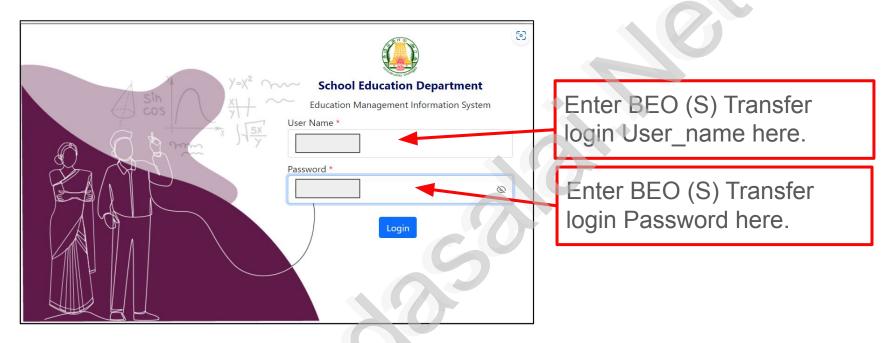


TEACHER TRANSFER COUNSELLING

How to Approve Teacher Transfer Application for BEO & DEO

LEVEL - 1 [APPROVAL form by BEO]

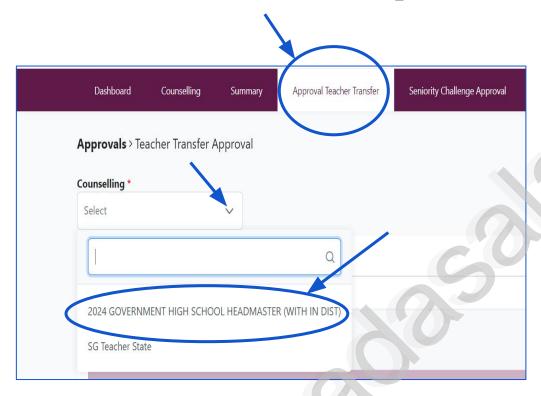


LEVEL -1 - BEO TO APPROVE TRANSFER REQUEST OF SGT, BT, HM (Primary) & HM (Middle)

Step 1: Login to EMIS Transfer Website using the following Link in the browser.

https://transfers.tnschools.gov.in/auth/login?returnUrl=%2Fdashboard

LEVEL - 1 [APPROVAL by BEO



After login, in the home page - Choose Approval Teacher Transfer.

From the Counselling dialog box from the dropdown,

- 1. Choose the required title for Approval.
 - Eg: 2024 Secondary Grade Teacher (Within District).
- 2. Similarly all other categories can be viewed and approved.

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LEVEL 1 - BEO APPROVAL FOR TEACHERS

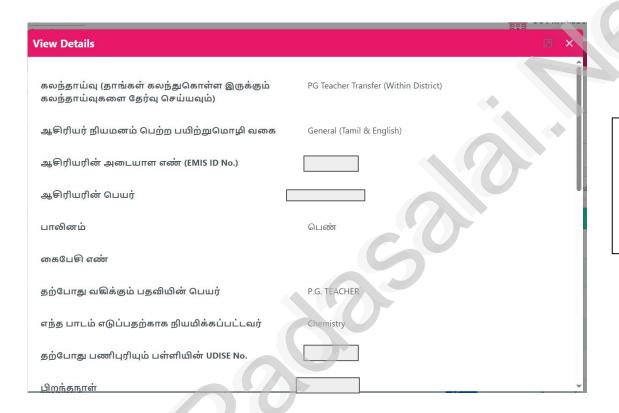




Step 4:

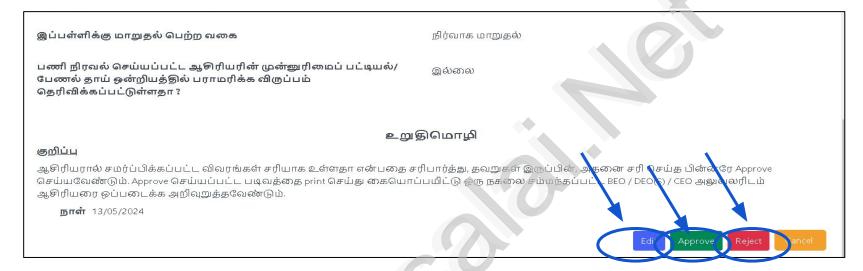
- Name list of teachers who have applied for transfer appears.
- Check for the Status "Pending" applications are shown.
- Click on View button, to view the transfer application form.

LEVEL 1 - BEO APPROVAL FOR TEACHERS / HMs



Approval for
Transfer
Application form
- View

LEVEL 1 - APPROVAL by BEOs

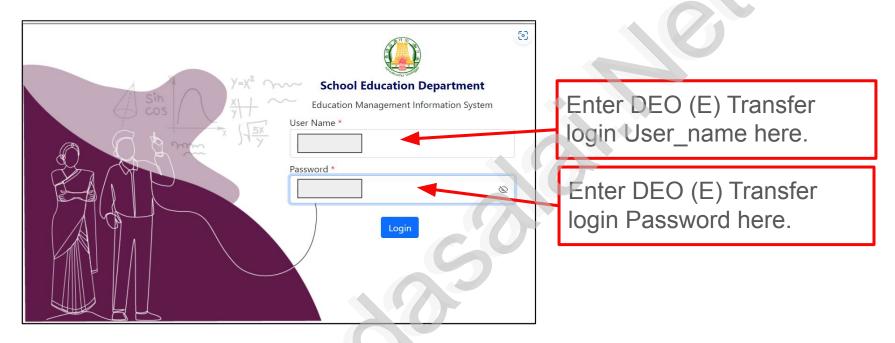


After thorough viewing of the application - BEO's can,

- 1. **Edit To make changes** if any in the application submitted by the teacher. After edit, approval has to be given by the **BEO**.
- 2. Approve To approve the form submitted by the teacher / HM
- **3. Reject To reject** the form submitted by the teacher / HM

The Process of approval by BEO ends here.

LEVEL - 2 [APPROVAL FOR Teachers - DEO(E)]

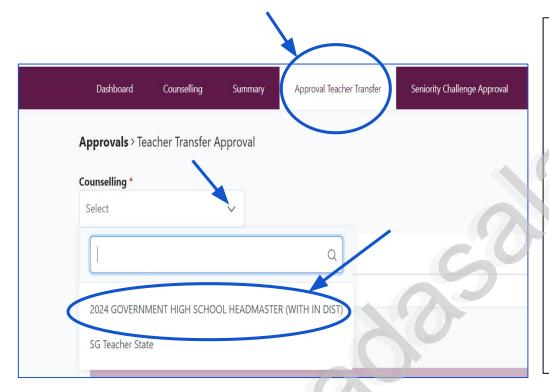


LEVEL -1 - **DEO** (**Elementary**) TO APPROVE TRANSFER REQUEST OF **Teachers**

Step 1: Login to EMIS Transfer Website using the following Link in the browser.

https://transfers.tnschools.gov.in/auth/login?returnUrl=%2Fdashboard

LEVEL - 2 [APPROVAL FOR Teachers - DEO(E)]



After login, in the home page - Choose Approval Teacher Transfer.

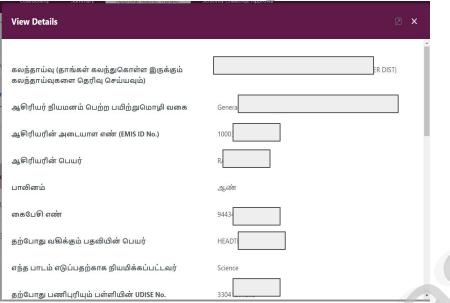
From the Counselling dialog box from the dropdown,

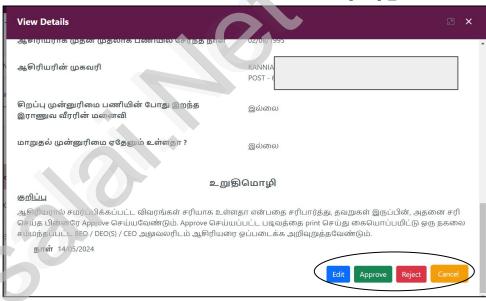
Choose the required title for Approval.

Eg: 2024 Secondary Grade Teacher (Within District).

2. Similarly all other categories can be viewed and approved.

LEVEL - 2 [APPROVAL FOR Teachers - DEO(E)]





After thorough viewing of the application - DEO's can,

- 1. Edit To make changes if any in the application submitted by the teacher.
- 2. Approve To approve the form submitted by the teacher and forwarded by BEO.
- **3. Reject To reject** the form submitted by the teacher.

The Process of approval ends here in the School Login by DEO (E)