

Department of School Education, TS

User Manual for

“Grievance for transfers and Promotions”

By

The logo for TSONline, featuring the letters "TS" in blue and "Online" in black, with a green circular icon containing a white map of Texas between the "S" and "O".

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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

## 7. Grievance for transfers

- Based on applications Approved/Rejected by DEO, teacher can raise a Grievance through this Service.

### Teacher flow to raise a Grievance

- In home page Select Grievance Transfer under services as depicted in the below figure.

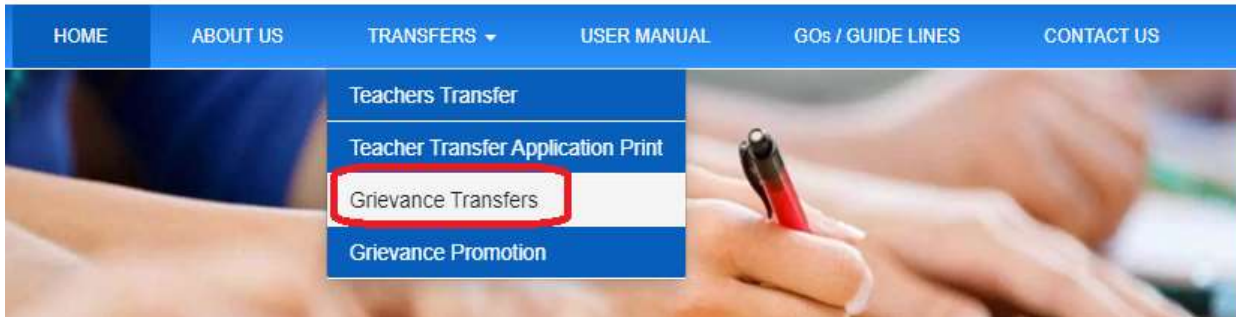


Figure 1 :- Service selection

- Enter treasury Id, Mobile number and click on GO button as depicted in the below figure.

#### TRANSFERS SENIORITY LIST GRIEVANCE

Treasury Id	<input type="text"/>
Mobile Number	<input type="text"/>
<input type="button" value="Go"/> 	

Figure 2 :- login details

- Enter OTP and click on submit button as depicted in the below figure.

#### TRANSFERS SENIORITY LIST GRIEVANCE

Treasury Id	<input type="text" value="1819204"/>
Mobile Number	<input type="text" value="9959313436"/>
<input type="button" value="Go"/>	

Enter OTP	<input type="text"/>	<input type="button" value="Submit"/>
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Figure 3 :- OTP details

- Below screen displayed as depicted in the below figure.

**TRANSFERS SENIORITY LIST GRIEVANCE**

Treasury Id	1819204
Mobile Number	9959313436
<b>Go</b>	

Name	M.RAGHUNATHREDDY	Present Working Place	36160700302-MPUPS ITKEPALLY	Mandal	RAIKODE	Management	MPP_ZPP SCHOOLS
Medium	TELUGU	Post Category	School Assistant (Phy.Science )	Transfer Type	Compulsary		
Interest To Avail Spouse Benefit	No	Preferential Category	E2	Working As NCC Officer	Yes	Worked in GHS	No

SELECT	GRIEVANCE	REMARKS
<input type="checkbox"/>	Entitlement Points	
<input type="checkbox"/>	Special Points	
<input type="checkbox"/>	Preferential Category	
<input type="checkbox"/>	Seniarity	
<input type="checkbox"/>	Vacancies	
<input type="checkbox"/>	Others	
Grievance Upload (PDF File)		Choose file No ...sen

**Save**

Figure 4 :- Application form

- Select required Grievances, enter remarks, upload documents and click on Save button as depicted in the below figure.

SELECT	GRIEVANCE	REMARKS
<input type="checkbox"/>	Entitlement Points	
<input checked="" type="checkbox"/>	Special Points	found wrong in special points
<input type="checkbox"/>	Preferential Category	
<input type="checkbox"/>	Seniarity	
<input type="checkbox"/>	Vacancies	
<input type="checkbox"/>	Others	
Grievance Upload (PDF File)		Choose file Kn...r.pdf

**Save**

Figure 5 :- request details

Note: - Once click on Save Grievance submits and forwards to DEO for processing (Approve/Reject)

## DEO Process

- In home page enter User name, password and Captcha to login as depicted in the below figure.

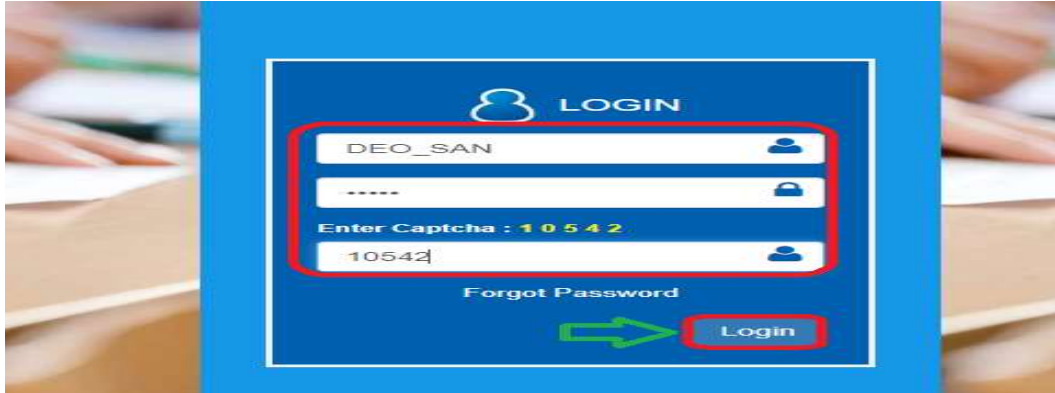


Figure 6:- login page

- Select Grievance for Transfers under services tab as depicted in the below figure.



Figure 7 :- Service selection

- Below screen displayed click on pending count to process as depicted in the below figure.

HOME

DASHBOARD

SERVICE

REPORTS

OTHER

LOGOUT

TRANSFER GRIEVANCE TO DEO

SL NO	District	No of Grievances	Approved	Reject	Pending	Need To be Re-Approved
1	SANGAREDDY	12	2	0	10	0

Figure 8 :- Application process

- Select which one needs to process as depicted in the below figure.

**TRANSFER GRIEVANCE TO DEO**

Treasury Id	Teacher Name	Category Of Post	District Name
1841363	M. LOKANADHAM testtt deo	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
J018638	U TUKARAM	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
1807420	T.EGONDA	School assistant ( Mathematics )	SANGAREDDY
1835106	CH MACHENDER	School assistant ( Mathematics )	SANGAREDDY
1826158	BONAKURTHI MAHENDAR	School Assistant ( Phy.Science )	SANGAREDDY
1802794	P. RAJESHWARA SHARMA	School Assistant ( Telugu )	SANGAREDDY
1648834	BUDHI SRIKANTH	Secondary Grade Teacher	SANGAREDDY
1648643	B BABU	Language Pandit ( Telugu )	SANGAREDDY
1807044	K.TARASINGH	Music Teacher	SANGAREDDY
1822368	L SOMLA testtesteste	PSHM	SANGAREDDY

Figure 9 :- Application selection

- Click on Uploaded document link to view the same as depicted in the below figure.

**TRANSFER GRIEVANCE TO DEO**

District Name	SANGAREDDY	Treasury Id	1841363
Teacher Name	M. LOKANADHAM	Entitlement Points	test entitlementyt
Special Points	test special	Preferential Category	test seniorty
Seniority	test vacancies	Vacancies	test preferntial
Others	test othersddd	Transfer Grievance	1841363_TRANSFERUPLOAD.pdf
Remarks			
Edit&Approved		Reject	

Figure 10 :- Document verification

Note: - Once click on document link it will down loads in another window check the same



- Based on verification enter remarks and click on Edit & Approve to approve or click on Reject to reject (here processing application as approve) as depicted in the below figure.

**Note:** - If click on Reject there is no further process if needs to approve Click on Edit & Approve

## TRANSFER GRIEVANCE TO DEO

District Name	SANGAREDDY	Treasury Id	1841363
Teacher Name	M. LOKANADHAM	Entitlement Points	test entitlemenyt
Special Points	test special	Preferential Category	test seniority
Seniority	test vacancies	Vacancies	test preferntial
Others	test otersddd	Transfer Grievance	1841363_TRANSFERUPLOAD.pdf
Remarks	<div> <input type="button" value="Approve"/> </div>		
<input type="button" value="Edit&amp;Approved"/>		<input type="button" value="Reject"/>	

Figure 11 :- Approve process

- Below Application displayed to verify / change as depicted in the below figure.

HOME	DASHBOARD	SERVICE	REPORTS	OTHER	LOGOUT
<b>TEACHERS DETAILS</b>					
1. District SANGAREDDY	2. Mandal HATHNOORA	3. Category of the Post Grade HM (Grade - II) /Vice-Principal	4. Management of the School State Govt.		
5. Department of school education YES	6. Mobile Number 9959313436	7. Aadhaar Number 709202624493	8. Zonal Code Zone Hyderabad		
9. Employee Treasury Code 1841363	10. Name of the Individual seeking Transfer M. LOKANADHAM testtt deo	11. Gender Male	12. Date of Birth 14/02/1965		
13. Marital Status Married	14. Disability Yes	14(A). Disability Percentage 70% Above	Change of Document NO	View File	
<b>SCHOOL DETAILS</b>					
15. Medium of School URDU	16. School Type Co-Education	17. Name of the School 36162000205-ZPHS SIRPURA			
18. Date from which the individual is serving in the Present School in all Categories of Posts. 01/01/2010		19. Category Of the School (Present) ii. Category-II: All Habitations/Towns wt	19(A). Is there any change in Category Of the School in Previous Years Yes		
19(E). Category of School I	19(F). From Date 02/01/2010	19(G). To Date 01/01/2015			
19(H). Category of School III	19(I). From Date 02/01/2015	19(J). To Date 01/01/2018			
<b>SERVICE DETAILS</b>					
20. Whether the individual has completed 5/8 yrs of Service as on 01-02-2023 in All Categories of Posts in School Yes	21. Date of First Appointment in service 13/01/2000	21(A). First appointed Category of the post School Assistant ( Marathi )			
22. Whether the individual is Male Headmaster Grade-II/Teacher Aged below 50 years as on 01-02-2023 of the year and working in Girls High School No	23. Date of Joining in the Present Category of the Post 30/01/2020	24. The President and General Secretary of the Teacher's Associations having OD facility in terms of Govt. orders issued by GADSW from time to time and of the Associations Who availed entitlement points based on Recognition in 2013 Teachers Transfers, at the State and District Levels are eligible Yes			
<b>SPOUSE DETAILS</b>					
25. Whether spouse is Employee of State Govt/Central Govt/Public Sector Undertaking/Local body/Aided Institution in the same district(in the same Multi Zone for Gazetted Head Master, Gr.II)			Yes		
25(A). Whether the HM/Teacher availed the benefit under Individual/Spouse Category During the Last 5/8 years as on 01-02-2023			No		
26. Whether HM/teacher wants to avail spouse benefit now ?			Yes		
26(A). Spouse Organisation Name School Education	26(B). Treasury ID 0508536	26(C). Spouse Name test sppouse nMR	26(D). Spouse Designation TEST SPOUSE DESI		
26(E). Spouse District SANGAREDDY	26(F). Spouse Mandal SIRGAPOOR	26(G). Nearest School 36160201701-MPPS KADPAL	26(H). Distance From Nearest School in KM 1		
<b>PREFERENTIAL CATEGORY</b>					
27. Whether the individual availed the benefit under Preferential category during the last 5/8 years as on 01-02-2023 Yes		28. Did your spouse availed the Pref. Category under rule 8(e,f,g) Yes		29. Whether the individual wants to claim under Preferential Category Yes	
29(A). Select Preferential Category E(IV). Dependent children who have Muscular Dystrophy.					
Change of Document NO	View File	30. Whether the HeadMaster Gr.II Gazetted / Teacher is working as NCC Officer Yes		31. Whether the applicant has completed 5/8 Years of continuous service in present Gram Panchayath? Yes	
32. DEO Approval Approved		33. Remarks(Maximum 150 Characters allowed) approved by deo 31/1			
<b>UPDATE</b>					

Figure 12 :- Application form

**Note:** - Verify the application and change the details which are required to update.

- After changes implemented click on Update button as depicted in the below figure.

32. DEO Approval  
 Approved

33. Remarks(Maximum 150 Characters allowed)  
 approved by deo 31/1

**UPDATE**

Figure 13 :- Update changes

- Below success message displayed as depicted in the below figure.

Teacher Transfer Details Updated Successfully With Transaction ID :184136320230206165758873

SL NO	District	No of Grievances	Approved	Reject	Pending	Need To be Re-Approved
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Figure 14 :- Success message

## 8. Grievance for Promotion

- Based on applications Approved/Rejected by DEO, teacher can raise a Grievance through this Service.

### Teacher flow to raise a Grievance

- In home page Select Grievance Promotion under services as depicted in the below figure.

**TS TEACHERS TRANSFERS – 2023**  
 Department of School Education  
 Government of Telangana

HOME ABOUT US TRANSFERS USER MANUAL GOs / GUIDE LINES

Teachers Transfer  
 Teacher Transfer Application Print  
 Grievance Transfers  
**Grievance Promotion**

Figure 15 :-Service selection

- Enter treasury Id, Mobile number and click on GO button as depicted in the below figure.

**TRANSFERS SENIORITY LIST GRIEVANCE**

Treasury Id	<input type="text"/>
Mobile Number	<input type="text"/>
<input type="button" value="Go"/>	

Figure 16 :- login details

- Enter OTP and click on submit button as depicted in the below figure.

**TRANSFERS SENIORITY LIST GRIEVANCE**

Treasury Id	<input type="text" value="1819204"/>
Mobile Number	<input type="text" value="9959313436"/>
<input type="button" value="Go"/>	

Enter OTP	<input type="text"/>	<input type="button" value="Submit"/>
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Figure 17 :- OTP details

- Below screen displayed as depicted in the below figure.

**PROMOTION GRIEVANCE**

Treasury Id	<input type="text" value="1466006"/>
Mobile Number	<input type="text" value="9959313436"/>
<input type="button" value="Go"/>	

Name	RAMCHANDRAIAH BANDARU tettstststststst	Present Working Place	36230500706-ZPHS BADANGPET	Mandal	BALAPUR	Management	MPP_ZPP SCHOOLS
Medium	TELUGU	Post Category	School Assistant (Phy.Science )	Transfer Type	Compulsary	Area	
Interest To Avail Spouse Benefit	No	Preferential Category	-	Working As NCC Officer	No	Worked in GHS	No

SELECT	GRIEVANCE	REMARKS
<input type="checkbox"/>	Senior /Junior issue	<input type="text"/>
<input type="checkbox"/>	APSSC /DSC Rank	<input type="text"/>
<input type="checkbox"/>	Others	<input type="text"/>
Grievance Upload		<input type="button" value="Choose file"/> No ...sen

Figure 18 :- Grievance form

- Select required Grievances, enter remarks, upload documents and click on Save button as depicted in the below figure.

SELECT	GRIEVANCE	REMARKS
<input checked="" type="checkbox"/>	Senior /Junior issue	Issue in seniority
<input type="checkbox"/>	APSSC /DSC Rank	
<input type="checkbox"/>	Others	
Grievance Upload		<input type="button" value="Choose file"/> Kn....r.pdf

Figure 19 :- request details

**Note:** - Once click on Save Grievance submits and forwards to DEO/RJD for processing (Approve/Reject)

### Process Flow

1. SA raised Grievance forward to DEO. DEO verifies and forward it to RJD with his remarks for Approve/Reject.
2. SGT raised Grievance forward to DEO. DEO can approve/Reject the Grievance.

### **Process Flow for Case 1 (SA Grievance) DEO: -**

Teacher SA (raise grievance) ---→ DEO (Verify and Forward to RJD)----→ RJD (Approve /Reject)

- In home page enter User name, password and Captcha to login as depicted in the below figure.

Figure 20:- login page

- Select Grievance for Promotion under services tab as depicted in the below figure.



Figure 21 :- Service selection

- Below screen displayed click on pending count to process as depicted in the below figure.

TRANSFER GRIEVANCE TO DEO

SL NO	District	No of Grievances	Approved	Reject	Pending	Need To be Re-Approved
1	SANGAREDDY	12	2	0	10	0

Figure 22 :- Application process

- Select which one needs to process as depicted in the below figure.

TRANSFER GRIEVANCE TO DEO

Treasury Id	Teacher Name	Category Of Post	District Name
1841363	M. LOKANADHAM testtt deo	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
1018638	U TUKARAM	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
1807420	T.EGONDA	School assistant ( Mathematics )	SANGAREDDY
1835106	CH MACHENDER	School assistant ( Mathematics )	SANGAREDDY
1826158	BONAKURTHI MAHENDAR	School Assistant ( Phy.Science )	SANGAREDDY
1802794	P. RAJESHWARA SHARMA	School Assistant ( Telugu )	SANGAREDDY
1648834	BUDHI SRIKANTH	Secondary Grade Teacher	SANGAREDDY
1648643	B BABU	Language Pandit ( Telugu )	SANGAREDDY
1807044	K.TARASINGH	Music Teacher	SANGAREDDY
1822368	L SOMLA testtestesteste	PSHM	SANGAREDDY

Figure 23 :- Application selection



- Below screen Click on Uploaded document link to view the same as depicted in the below figure.

District Name	SANGAREDDY	Treasury Id	1835252
Teacher Name	V RAMULU	Senior /Junior issue	Remar]]kd
APSSC /DSC Rank	sdgsdh	Others	sdhgdhfdj
Promotion Document	<a href="#">1835252_PROMOTIONUPLOAD.pdf</a>	Remarks	<input type="text"/>
Upload Document		Choose file No ...sen	
Forward TO RJD			

Figure 24 :- Document verification

Note: - Once click on document link it will down loads in another window check the same

- Based on verification enter remarks, Upload report if required and click on Forward TO RJD as depicted in the below figure.

District Name	SANGAREDDY	Treasury Id	1835252
Teacher Name	V RAMULU	Senior /Junior issue	Remar]]kd
APSSC /DSC Rank	sdgsdh	Others	sdhgdhfdj
Promotion Document	<a href="#">1835252_PROMOTIONUPLOAD.pdf</a>	Remarks	Verified <input type="text"/>
Upload Document		Choose file Kn...r.pdf	
Forward TO RJD			

Figure 25 :- Approve process

- Below Success message displayed as depicted in the below figure.

HOME	DASHBOARD	SERVICE ▾	REPORTS ▾	OTHER ▾	LOGOUT
------	-----------	-----------	-----------	---------	--------

**PROMOTION SENIORITY LIST GRIEVANCE TO DEO**

DEO Promotion Details Has been Updated.

Figure 26 :- Success message

- Now grievance forwarded to RJD for further process.

## RJD Flow

- In home page enter User name, password and Captcha to login as depicted in the below figure.

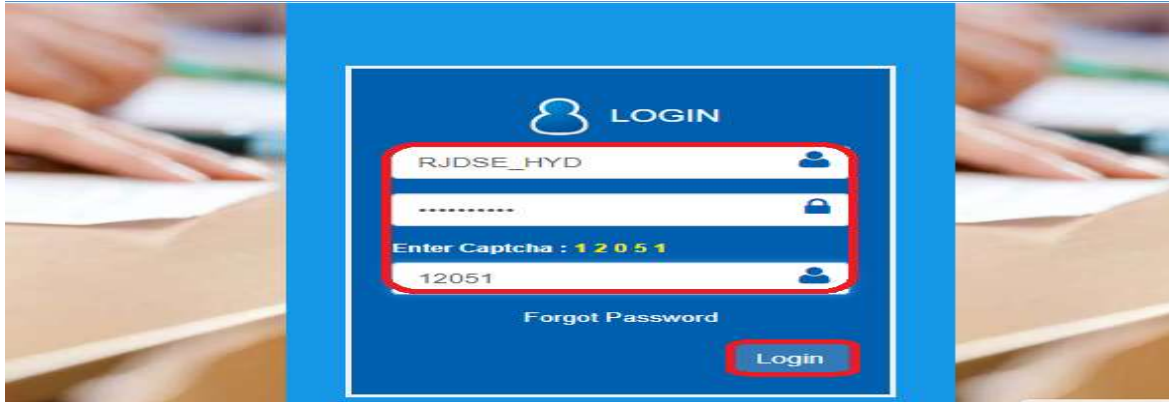


Figure 27 :- login page

- Select Grievance for Promotion under services tab as depicted in the below figure.



Figure 28 :- Service selection

- Below screen displayed click on pending count to process as depicted in the below figure.

### PROMOTION SENIORITY LIST GRIEVANCE TO RJD

SL NO	District	No of Grievances	Approved	Reject	Pending	Need To be ReApproved
1	SANGAREDDY	6	1	0	3	0

Figure 29 :- Application process



- Select which one needs to process as depicted in the below figure.

**PROMOTION SENIORITY LIST GRIEVANCE TO RJD**

Treasury Id	Teacher Name	District Name
1824617	R.ROJARANI	SANGAREDDY
1835252	V RAMULU	SANGAREDDY
1835537	K.RATHNA KUMAR	SANGAREDDY

Figure 30 :- Application selection

- Below screen Click on Uploaded document link to view the same as depicted in the below figure.

**PROMOTION SENIORITY LIST GRIEVANCE TO RJD**

District Name	SANGAREDDY	Treasury Id	1835537
Teacher Name	K.RATHNA KUMAR	Entitlement Points	test seniour
Special Points	test appssc	Others	oter
Promotion Document	1835537_PROMOTIONUPLOAD.pdf	Remarks	
Promotion DEO Uploaded Document	0		
Approved		Reject	

Figure 31 :- Document verification

Note: - Once click on document link it will down loads in another window check the same

- Based on verification enter remarks , Upload report if required and click on Forward TO RJD as depicted in the below figure.

**PROMOTION SENIORITY LIST GRIEVANCE TO RJD**

District Name	SANGAREDDY	Treasury Id	1835537
Teacher Name	K.RATHNA KUMAR	Entitlement Points	test seniour
Special Points	test appssc	Others	oter
Promotion Document	1835537_PROMOTIONUPLOAD.pdf	Remarks	Approved
Promotion DEO Uploaded Document	0		
Approved		Reject	

Figure 32 :- Approve process

- Below Success message displayed as depicted in the below figure.



Figure 33 :- Success message

## Process Flow for Case 2 (SGT requests) DEO: -

Teacher SGT (raise grievance) ---→ DEO (Approve /Reject)

- In home page enter User name, password and Captcha to login as depicted in the below figure.

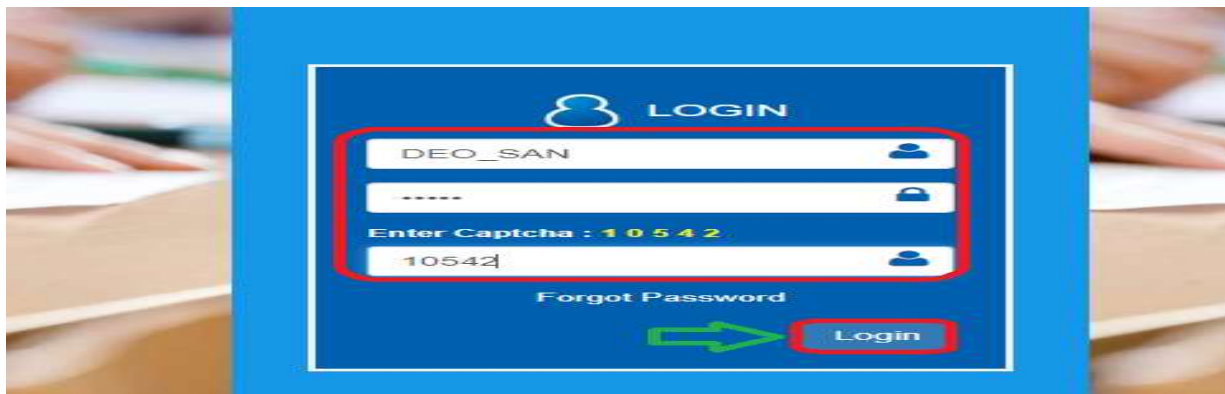


Figure 34:- login page

- Select Grievance for Transfers under services tab as depicted in the below figure.



Figure 35 :- Service selection

- Below screen displayed click on pending count to process as depicted in the below figure.

**TRANSFER GRIEVANCE TO DEO**

SL NO	District	No of Grievances	Approved	Reject	Pending	Need To be Re-Approved
1	SANGAREDDY	12	2	0	10	0

Figure 36 :- Application process

- Select which one needs to process as depicted in the below figure.

**TRANSFER GRIEVANCE TO DEO**

Treasury Id	Teacher Name	Category Of Post	District Name
1841363	M. LOKANADHAM testtt deo	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
1018638	U TUKARAM	Grade HM (Grade - II) /Vice-Principal	SANGAREDDY
1807420	T.EGONDA	School assistant ( Mathematics )	SANGAREDDY
1835106	CH MACHENDER	School assistant ( Mathematics )	SANGAREDDY
1826158	BONAKURTHI MAHENDAR	School Assistant ( Phy.Science )	SANGAREDDY
1802794	P. RAJESHWARA SHARMA	School Assistant ( Telugu )	SANGAREDDY
1648834	BUDHI SRIKANTH	Secondary Grade Teacher	SANGAREDDY
1648643	B BABU	Language Pandit ( Telugu )	SANGAREDDY
1807044	K.TARASINGH	Music Teacher	SANGAREDDY
1822368	L SOMLA testtesteste	PSHM	SANGAREDDY

Figure 37 :- Application selection

- Below screen Click on Uploaded document link to view the same as depicted in the below figure.

**PROMOTION SENIORITY LIST GRIEVANCE TO DEO**

District Name	SANGAREDDY	Treasury Id	1648834
Teacher Name	BUDHI SRIKANTH	Senior /Junior issue	test senior issuessss
APSSC /DSC Rank	test apppsssscccc dsc rankkkkkk	Others	test remakddss otersssssss
Promotion Document	1648834_PROMOTIONUPLOAD.pdf	Remarks	

Figure 38 :- Document verification

Note: - Once click on document link it will down loads in another window check the same

- Based on verification enter remarks and click on Approve if needs to approve as depicted in the below figure.

## PROMOTION SENIORITY LIST GRIEVANCE TO DEO

District Name	SANGAREDDY	Treasury Id	1648834
Teacher Name	BUDHI SRIKANTH	Senior / Junior issue	test senior issuessss
APSSC /DSC Rank	test appppssscccc dsc rankkkkkk	Others	test remakddss otersssssss
Promotion Document	1648834_PROMOTIONUPLOAD.pdf	Remarks	<div>Approve</div> <div></div>
<div>Approved</div>		<div>Reject</div>	

Figure 39 :- Approve process