

# How to Apply for

- **Transfer under SPECIAL CATEGORY?**
- **Exemption from compulsory Transfer?**

## STEP 1: Submission of Application

Click on the following Web-Link:

<https://dce.kar.nic.in/dceemis/FacultyTransfer2021/AppInForTE.aspx>

- Select District, College and your name from Dropdown Lists.
- Click on **“Request OTP”** and wait for OTP to be delivered to your mobile.
- Enter OTP in the field provided and click on **“Submit”**.
- **To apply for Transfer under SPECIAL CATEGORY**, chose **“Apply for Transfer”** under **Select Options** menu in OPTIONS section, as shown below.
- **To apply for EXEMPTION from compulsory Transfer**, chose **“Request for Exemption”** under **Select Options** menu in OPTIONS section, as shown below.

Basic Details			
KGID No	1345136	Name	Dr. Ramesha Reddy N.
Gender	Male	Date Of Birth	02/05/1967
Mobile No	9986571022	Date of Appointment	01/07/1996
Subject for which faculty is Appointed for	Computer Science	Designation	Associate Professor
College	Govt. Science College, N.T.Road, Bangalore - 560 001.	District	Bangalore

Options	
1. Choose your Option	Select Option
2. Select Category	Select Option
	Apply for Transfer
	Request for Exemption

- On selection of **“Apply for Transfer”**, we get the following screen.

Options				
1. Choose your Option	Apply for Transfer			
2. Select Category				
#	Category	Upload Link	Uploaded Document	Status
1.	<input type="radio"/> Spouse case			
2.	<input type="radio"/> Case of Widow or Single parent with children below 12 years or Women divorcee who has not re-married or teaching staff having physically dependent spouse and children who has suffered bench mark disability while serving in Indian Armed forces or Paramilitary forces.			
3.	<input checked="" type="radio"/> Case of person with benchmark disabilities		<a href="#">Upload document</a>	
4.	<input type="radio"/> Serious ailment case			

- Select an appropriate option of your choice (Category #3 is selected in the above example screen) and click on **“Upload Document”**. We get the following Screen.

Options

1. Choose your Option

2. Select Category

#	Category
1.	<input type="radio"/> Spouse case
2.	<input type="radio"/> Case of Widow or Si teaching staff having physic serving in Indian Armed for
3.	<input checked="" type="radio"/> Case of person with
4.	<input type="radio"/> Serious ailment case

Exemption from Compulsory

Transfer Request: Upload File for Category 3

Instructions

Upload document of the format PDF only  
 File size should not exceed 1 MB  
 Kindly check the document uploaded is correct one

Choose File

No file chosen

Upload

Link	Uploaded Document	Status

— Click on **Chose File** and upload the relevant document in PDF format.

Only one file with size up to 1MB can be uploaded. Scan all relevant documents as one PDF file and upload as single file.

After **successful uploading** of document, screen looks as below.

Options

1. Choose your Option

2. Select Category

#	Category
1.	<input type="radio"/> Spouse case
2.	<input type="radio"/> Case of Widow or Si teaching staff having physic serving in Indian Armed for
3.	<input checked="" type="radio"/> Case of person with
4.	<input type="radio"/> Serious ailment case

Exemption from Compulsory

Transfer Request: Upload File for Category 3

Instructions

Upload document of the format PDF only  
 File size should not exceed 1 MB  
 Kindly check the document uploaded is correct one

Choose File

Disability Certificate.pdf

Upload

Link	Uploaded Document	Status

— Click on **Upload**. We get the following Screen.

Options

1. Choose your Option

2. Select Category

#	Category
1.	<input type="radio"/> Spouse case
2.	<input type="radio"/> Case of Widow or Si or teaching staff having phy serving in Indian Armed for
3.	<input checked="" type="radio"/> Case of person with
4.	<input type="radio"/> Serious ailment case

Exemption from Compulsory

Transfer Request: Upload File for Category 3

Instructions

Upload document of the format PDF only  
 File size should not exceed 1 MB  
 Kindly check the document uploaded is correct one

Choose File

No file chosen

Upload

Close

Link	Uploaded Document	Status

— Click on **Close**. We get the following Screen, showing the uploaded document link.

**Pending** in **Status** Column indicates that the Application is yet to be approved for forwarding to the Head Office by the Principal.

After application is forwarded to the Head Office, **Status** column shows **Approved**

#	Category	Upload Link	Uploaded Document	Status
1.	<input type="radio"/> Spouse case			
2.	<input type="radio"/> Case of Widow or Single parent with children below 12 years or Women divorcee who has not re-married or teaching staff having physically dependent spouse and children who has suffered bench mark disability while serving in Indian Armed forces or Paramilitary forces.			
3.	<input checked="" type="radio"/> Case of person with benchmark disabilities	Upload document	<a href="#">View Document Uploaded</a>	<b>Pending</b>
4.	<input type="radio"/> Serious ailment case			

☐ Exemption from Compulsory Transfer for teaching staff belonging to categories 2,3,4 and 5 as specified in Sub-rule(3) of Transfer Rules, as per provisions in Amendment of Rule 4 in Notification No. ED 151 DCE 2020, dated 29.06.2021.

— Click on **Submit** button to submit the application.

After submission we get the following Acknowledgement Screen with an **icon for printing** the Acknowledgement.

**Department of Collegiate Education**  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ  
Karnataka, INDIA

Date: 06/07/2021

### Acknowledgement

**Staff Details**

- Name : Dr. Ramesha Reddy N.
- Gender : Male
- KGID : 1345136
- Mobile No: **9986571022**
- Option Chosen : **Request for Transfer**

**College Info**

- Designation : Associate Professor
- College Name : Govt. Science College, N.T.Road, Bangalore - 560 001.
- District : Bangalore
- Subject Appointed: Computer Science
- Cadre: State

SINo	Category Chosen
1	Case of person with benchmark disabilities

This completed the process of **Submission of Application for Transfer under Special Category.**

**NOTE:**

The process of **Submission of Application for Exemption from Compulsory Transfer** involves similar stages as above and steps are self-explanatory.

## STEP 2: Signed copy of Acknowledgement and Forwarding Application on EMIS to Head Office

The Acknowledgement for Submission of Application looks as below. Faculty has to duly sign the acknowledgement, get the signature of the Principal and submit the same to the College Office.



Department of Collegiate Education

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Karnataka, INDIA

Acknowledgement

(AppInForTE.aspx) | Date: 06/07/2021

Staff Details

▶ Name : Dr. Ramesha Reddy N.

▶ Gender : Male

▶ KGID : 1345136

▶ Mobile No: 9986571022

▶ Option Chosen : Request for Transfer

College Info

▶ Designation : Associate Professor

▶ College Name : Govt. Science College, N.T.Road, Bangalore - 560 001.

▶ District : Bangalore

▶ Subject Appointed: Computer Science

▶ Cadre: State

SINo	Category Chosen
1	Case of person with benchmark disabilities


Signature of Employee

Signature of College Principal

Your Application has been Uploaded Successfully. You application will be approved subject to verification of the document[s] uploaded. If any of the document[s] uploaded is incorrect your application will be rejected.

On receipt of the **SIGNED copy of the Acknowledgement** College has to forward the Application to the Head Office from within **College EMIS Login** as below.

Select **Teaching Staff Transfer** in College Login.



Department of Collegiate Education

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Karnataka, INDIA

Home

Data Entry

Student Details

Guest Faculty

Reports

Transfer

Workload Entry

Information

Change Pass

Google Forms

Logout

Teaching Staff Transfer

Date: 06/07/2021 01:34:33

Welcome, Govt. Science College, N.T.Road, Ba

College Details

Teaching Staff : 93


Non Teaching Staff: 7

Guest Faculty: 67

Student Strength:

SC Male

Faculty Transfer page opens as below.



Department of Collegiate Education  
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Karnataka, INDIA

## Faculty Transfer 2021 - College Module

Home

Transfer Application Verification

Exemption Application Verification

Reports


Logout

Pending

Approved

Reverted

Select **Pending** under **Transfer Application Verification** menu. The screen with list of pending applications will open as below.



Department of Collegiate Education  
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Karnataka, INDIA

## Faculty Transfer 2021 - College Module

Home

Transfer Application Verification

Exemption Application Verification

Reports

Logout

### Verification of Application[s]

Pending Application[s]

Export to Excel

SINo	KGID	Name	Gender	Designation	Subject Appointed	Application Type	No. of Options Chosen	Option
1	1345136	Dr. Ramesha Reddy N.	M	Associate Professor	Computer Science	Request for Transfer	1	Select

Click on **Select** under **Option** column. It opens Application Verification Screen as below.

### Verification of Application

Application Details

KGID No	1345136	Name	Dr. Ramesha Reddy N.
Gender	Male	Date Of Birth	02/05/1967
Mobile No	9986571022	Date of Appointment	01/07/1996
Subject for which faculty is Appointed for	Computer Science	Designation	Associate Professor
College	Govt. Science College, N.T.Road, Bangalore - 560 001.		
Application Type	Request for Transfer		

SINo	Category Chosen	View Document	Select Option	Re	O	Status
1	Case of person with benchmark disabilities	View Document	<div> <div>Select Option</div> <div>Approved</div> <div>Revert</div> <div>Select Option</div> </div>			Pending

Selecting **Revert** will send Application back to the faculty for corrections. Faculty can Resubmit Application with corrections

First click on **Select Option** then chose **Approve**. Finally click on **Forward to HO**.

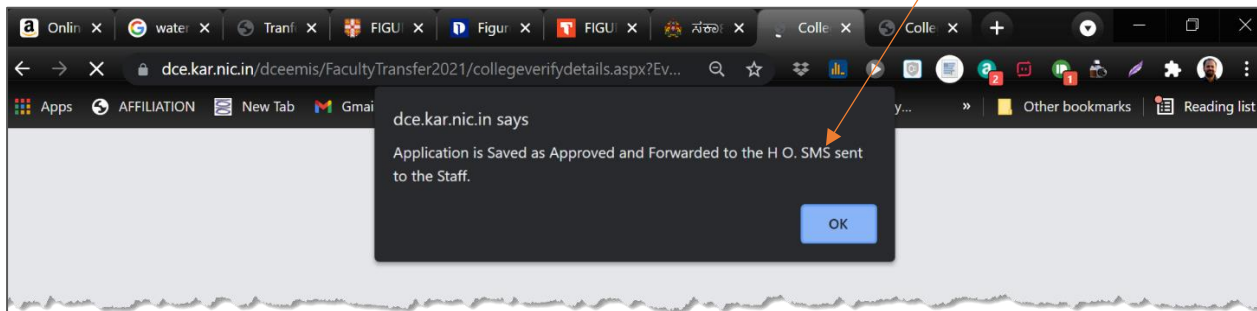
SINo	Category Chosen	View Document	Principal Status	Reason for Revert	HO Status
1	Case of person with benchmark disabilities	View Document	Approved		Pending

Important Note: If application "Reverted" against any of the Special Categories, Faculty Has to resubmit Transfer Application to forward to Head Office.

Revert/Forward to HO

Back

On successful **approval and Forwarding to HO**, you will get the following message.



This completed the process of **Forwarding Application for Transfer** on EMIS to Head Office.

**NOTE:**

The process of **Forwarding Application for Exemption from Compulsory Transfer** on EMIS to Head Office involves similar stages as above and steps are self-explanatory.