

# 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/ApplyForTE.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

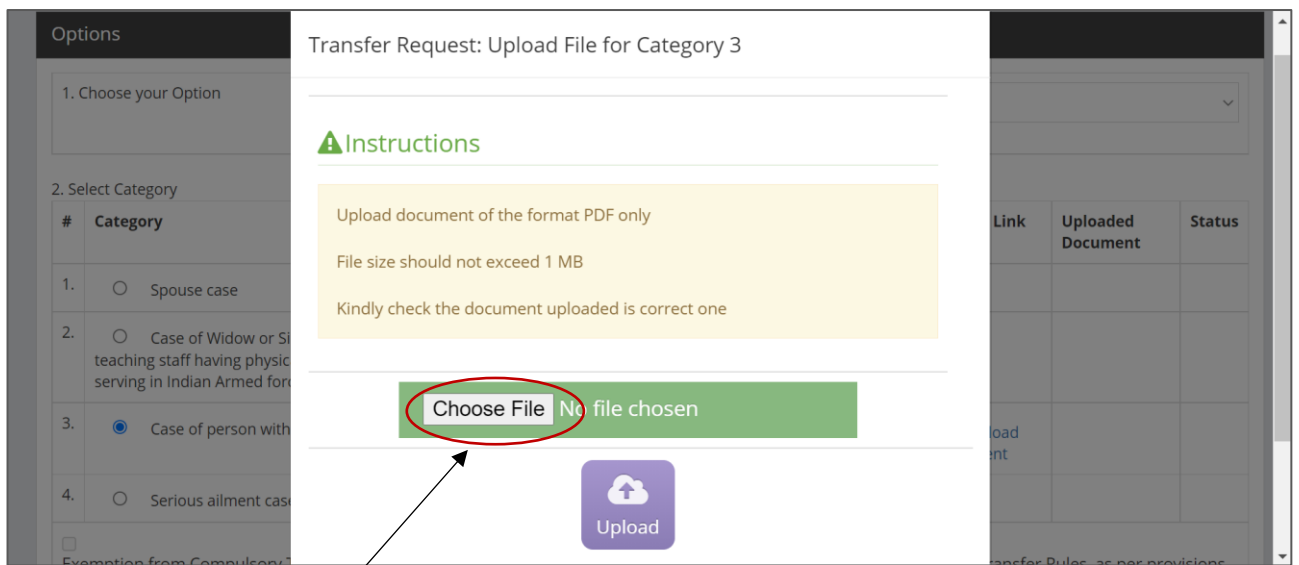
  

Options	
1. Choose your Option	Select Option Select Option Apply for Transfer Request for Exemption
2. Select Category	

- 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			

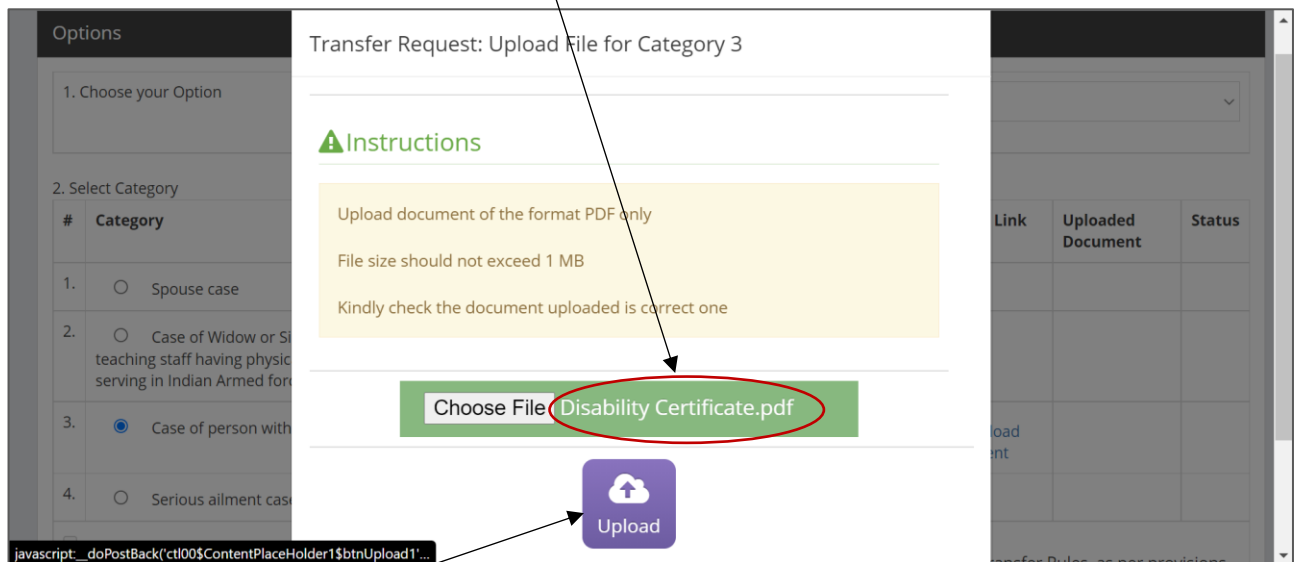
- Select an appropriate option of your choice (Category #3 is selected in the above example screen) and click on **“Upload Document”**. We get the following Screen.



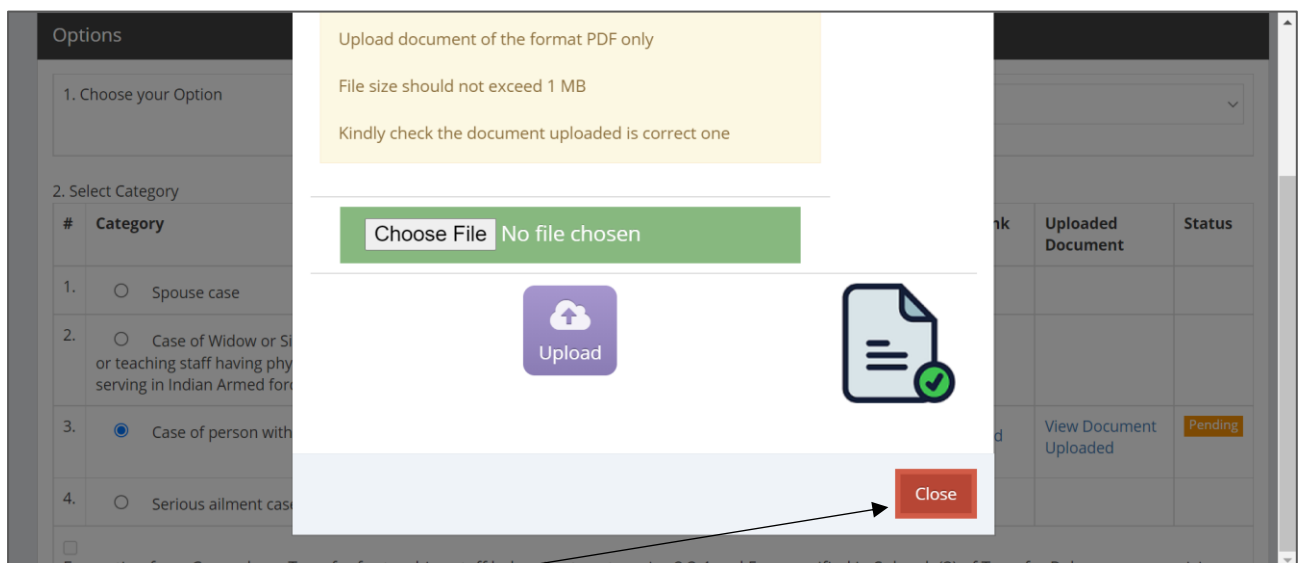
— Click on **Chose File** and upload the relevant document in PDF format.

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.



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



— 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	View Document Uploaded	<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

Acknowledgement 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

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  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ  
Karnataka, INDIA

Acknowledgement | Home (ApplnForTE.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**.



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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  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ  
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  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ  
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	Revert	HO Status
1	Case of person with benchmark disabilities	<a href="#">View Document</a>	Select Option <b>Approved</b> Revert Select Option	Pending

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

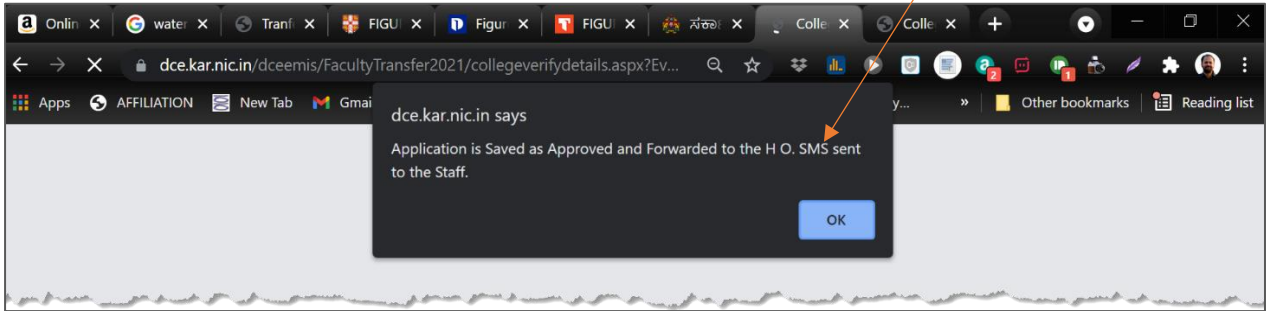
First click on **Select Option** then chose **Approve**. Finally click on **Forward to HO**.

SINo	Category Chosen	View Document	Principal Status	Reason for Revert	HO Status
1	Case of person with benchmark disabilities	<a href="#">View Document</a>	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.