



Government of
West Bengal

ONLINE PROCESS FOR TRANSFER MANAGEMENT MODULE FOR TEACHING FACULTY OF ALL GOVERNMENT & GOVERNMENT AIDED COLLEGES



1 CLICK ON THE BANNER

Visit the Banglar Uchchashiksha portal: <https://banglaruchchashiksha.wb.gov.in/>

On the Home page, click on the banner **New Transfer Management Module** to apply for the Transfer Process.



2 LOG IN TO THE PORTAL

On the Login page:

- ✓ Select **"EMPLOYEE PROFILE"** from the dropdown.
- ✓ Enter your Registered Mobile Number.
- ✓ Enter the Captcha code.
- ✓ Click on **"Log In"**.

3 VIEW / CHECK YOUR PROFILE



After logging in, go to the **"View Profile"** menu. Check all your personal, service and academic details carefully to ensure accuracy.



IMPORTANT

If any upgradation or correction is required in your profile, please contact your Head of the Institution (HOI) for updation.

4 APPLY FOR TRANSFER



If all details are correct, go to the main menu **"Transfer"**. Then click on the submenu **"Transfer Details Entry"** to start your application.

▶ **Transfer** (Main Menu)



▶ **Transfer Details Entry**
(Sub Menu)

5 FILL UP THE TRANSFER FORM



Fill up the Transfer application form with all required details as per your necessity. Upload documents (if asked) and review the information before proceeding.



TIPS

- ▶ Provide correct and complete information.
- ▶ Ensure all mandatory fields are filled.
- ▶ Keep your supporting documents ready.



6 FINALIZE YOUR APPLICATION



After verifying all details carefully, click on **"Finalize"** to submit your Transfer application. Once finalized, you will receive an acknowledgement / application ID.



Your application has been successfully submitted!



TOLL FREE NUMBER
1800-102-8014



Support Email:
collegefacultytransfer.hed@gmail.com