



# **MPO ENLISTED TEACHER TRANSFER SYSTEM**

## **Regional Head User Manual**

Directorate of Technical Education  
Bangladesh

**Version 1.0 - August 2026**  
**For system users: Regional heads**

*This manual explains how to use the live web application.*

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## 1. Introduction

The Regional Head plays a key role in the teacher transfer approval process by reviewing and making decisions on transfer applications within their assigned division. Through the system, the Regional Head can access Regional Transfers and Mutual Transfers that have been forwarded for their review, verify applicant information, transfer points, and relevant remarks, and take appropriate approval or rejection decisions. The module also provides reporting capabilities to support effective monitoring of transfer activities throughout each transfer cycle.

### 1.1 Purpose of the system

The MPO Transfer System is the official web portal for transferring MPO-enlisted teachers and staff among technical and madrasah education institutions. It replaces paper-heavy coordination with a single workflow for applications, verification, approval, release, joining, and official orders.

The system supports three transfer types:

- Regular transfer — an employee applies to an approved vacant post.
- Mutual transfer — two employees agree to exchange institutions.
- Administrative transfer — Transfer Authority moves an employee by administrative decision.

### 1.2 What the system does

- Checks eligibility before an application is accepted.
- Calculates transfer points (distance, gender, spouse proximity, experience).
- Routes same-division cases to the Regional Head and cross-division or institute-head cases to Transfer Authority.
- Lets a Transfer Verifier mark applications transferable or non-transferable.
- Produces Transfer Order, Release Order, Joining Order, and Joining Letter PDFs.
- Updates the employee's institution automatically when joining is confirmed.
- Keeps notifications, reports, and audit logs for every important action.

## 2. Getting started

### 2.1 Open the application

Open a modern browser (Chrome, Edge, or Firefox) and go to the official site provided by DTE. The login page shows the Directorate of Technical Education branding and the title MPO Enlisted Teacher Transfer System.

### 2.2 Two kinds of login

The same login form accepts two kinds of accounts. Enter the email and password that were issued to you.

| Account type | Who uses it   | What happens                                                                 |
|--------------|---------------|------------------------------------------------------------------------------|
| User account | Regional Head | You enter the dashboard for that role. Sidebar menus match your permissions. |

## 2.3 First login and password change

- On first login please complete the password change form before you can use other pages.
- After you are inside the system, you can review different areas and update password from Profile.

## 2.4 Language

Where the language switch is available, you can move between English and Bengali. Role-based labels and many buttons follow the selected language.

## 3. Roles at a glance

Your sidebar will shows modules you are allowed to use:

| Role          | Main job in the system                                                                                                                                                                                                                       |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regional Head | <ul style="list-style-type: none"> <li>• Review and approve or reject same-division forwarded transfers (regular and mutual).</li> <li>• View institutions in the assigned division.</li> <li>• Run the regional transfer report.</li> </ul> |

## 4. The screen layout

Following is the dashboard which will load after you successfully login to the system.

### 4.1 Sidebar

The left sidebar is grouped as follows. You will only see the groups your role can open.

| Group               | Typical items                                         |
|---------------------|-------------------------------------------------------|
| Top                 | Dashboard                                             |
| Transfer Management | Regular Transfers, Mutual Transfers, Transfer History |
| Reports             | Report                                                |

### 4.2 Top bar

- Notification bell — unread transfer, spouse, and vacant-post alerts. Open a notification to go to the related page.
- User menu — profile and logout.
- Search and full-screen controls (when shown).

## 5. Profile, password, and spouse information

### 5.1 Open your profile

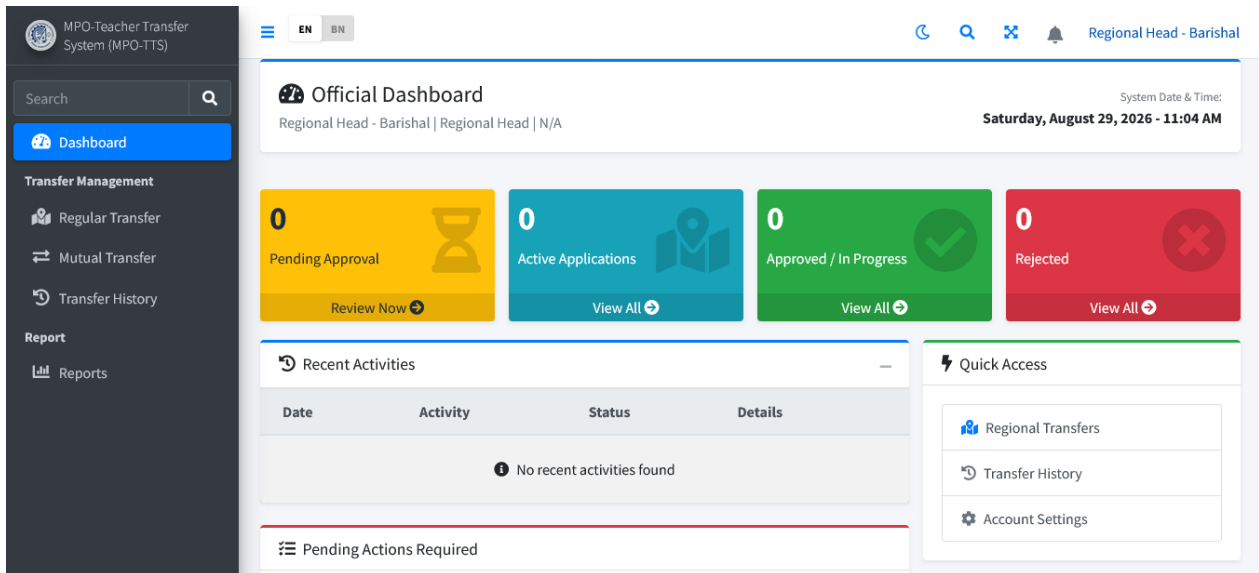
Use the user menu and choose Profile (or the profile URL after login).

### 5.2 Profile update

Regional Head can update their following information-

- Personal details — name, contact numbers, email.
- Password — current password plus a new password.

## 6. Dashboard



After login, Dashboard summarises work for your role: pending forwards, forwarded files, overdue release or joining, verification queue, your own applications, announcements, and counts of institutions or vacant posts. Use the cards and links to jump to the matching list.

**Dashboard** serves as the central landing page for regional-level users, providing an at-a-glance overview of application status, recent activities, pending actions, and quick access to key system functions. The dashboard is designed with a clean, card-based interface to enable users to quickly monitor important information and navigate to relevant modules.

### Key Components of the Dashboard

- **User and Regional Information:** Displays the logged-in user's designation and assigned region, such as *Regional Head – Barishal*, along with the system date and time.
- **Application Status Summary:** Provides four visual summary cards showing the number of:
  - Pending Approval applications
  - Active Applications
  - Approved / In Progress applications
  - Rejected applications

Each card includes a relevant icon and a direct-action link for reviewing or viewing detailed records.

- **Recent Activities:** Presents a structured overview of the user's latest system activities, including the **Date, Activity, Status, and Details**, enabling efficient tracking of recent actions.
- **Pending Actions Required:** Highlights tasks or activities that require the user's attention, supporting timely follow-up and decision-making.
- **Quick Access Panel:** Provides direct navigation to frequently used functions, including:
  - Regional Transfers
  - Transfer History
  - Account Settings
- **Official Announcements:** Different announcements will be shown here.
- **System Navigation Controls:** The top navigation area includes language selection, interface controls, notifications, and user information for convenient access to essential system features.

Overall, the dashboard provides a **centralized monitoring and navigation interface**, enabling regional officials to efficiently track application progress, identify pending responsibilities, and access key operational functions from a single screen

## 7. Regular transfer

**Regular Transfer** section provides a centralized interface for regional officials to monitor, review, and manage regular teacher transfer applications. The screen is designed to support efficient application tracking through summary indicators, advanced filtering, and a structured application listing.

**Normal Transfers**

0 Total Applications   0 Pending at Institute   0 Pending Approval   0 Approved

**Filter Applications**

**Application Status**: Pending approval / rejection ×   **Vacant Post**: All vacant posts (grouped view)   **Institution**: All Institutions

**Designation**: All Designations   **Subject**: All Subjects   **Division**: All Divisions

**District**: All Districts   **Curriculum**: All Curriculum   **Apply Filters**   **Reset**

**Normal Transfers**   Grouped by vacant post, sorted by highest marks. Same-color rows share one vacant post.

| #                                                        | Type | Employee | Current Institute | Applied Institute | Designation | Transfer Count | Points | Forwarded By | Status | Actions |
|----------------------------------------------------------|------|----------|-------------------|-------------------|-------------|----------------|--------|--------------|--------|---------|
| No transfer applications found for the selected filters. |      |          |                   |                   |             |                |        |              |        |         |

No records found

## Key Components

- **Transfer Status Summary:** Displays key application statistics at the top of the page, including:
  - Total Applications
  - Pending at Institute
  - Pending Approval
  - Approved Applications
- **Application Filtering:** Provides comprehensive filtering options to help users quickly locate specific transfer applications. Applications can be filtered by:
  - Application Status
  - Vacant Post
  - Institution
  - Designation
  - Subject
  - Division
  - District
  - Curriculum

Users can apply the selected criteria or reset the filters to return to the default view.

- **Normal Transfer Application List:** Displays transfer applications in a structured table. The information includes the application type, employee details, current and applied institutions, designation, transfer count, points, forwarding authority, application status, and available actions.
- **Vacant Post-Based Grouping:** Applications can be grouped according to vacant posts, allowing users to review competing applications for the same position together. The listing is organized to support comparative assessment based on applicable transfer criteria and points.
- **Navigation Menu:** The left-side navigation panel provides quick access to the Dashboard, Regular Transfer, Mutual Transfer, Transfer History, and Reports modules.

Overall, the **Regular Transfer** interface provides a structured and efficient mechanism for reviewing teacher transfer applications, monitoring their approval status, and supporting transparent, criteria-based transfer processing.

## 7.1 Verification

While status is Forwarded:

- Regional Head opens Regional Transfers for same-division files. Open View, review employee data, points, remarks, and partner file (if mutual), then Approve or Reject.
- Approval remarks are optional. If a lower-scoring applicant is approved over a higher-scoring applicant for the same vacant post, the Regional Head must record remarks explaining the reason for the decision in accordance with the transfer policy.
- If one person is approved for a vacant post, competing forwarded applications for the same post (and extra applications from the same employee) can be auto-rejected with a policy message.

After approval, status becomes Waiting for Release. After rejection, status becomes Rejected and the employee is notified.

## 7.2 Application View page

Anyone with access to a file should use View. The page typically shows:

- Employee information (name, index number, contacts, designation, subject, curriculum, transfer count).
- Application status, administrative-transfer badge (if any), release/join dates and who performed them.
- Transfer points table (Distance, Gender, Spouse Proximity, Experience) with hover calculation details for authorized roles.
- Reason for Transfer, Institute Head Remarks, Transfer Admin / Authority Remarks, Sent Back Reason.
- Partner application (mutual), transfer history, and transfer log.
- Action buttons that apply to you on this status (Back, Forward, Transferable, Approve, Release, Join, and so on).

## 8. Mutual transfer

Two eligible employees mutually exchange their institutions through a coordinated transfer process. Both legs must be forwarded before Regional Head or Transfer Authority can decide. Approving or rejecting one leg applies the same decision to the partner.

**Mutual Transfers**

0 Total Applications    0 Pending at Institute    0 Pending Approval    0 Approved

**Filter Applications**

**Application Status**: Pending approval / rejection ×    **Vacant Post**: All vacant posts (grouped view)    **Institution**: All Institutions

**Designation**: All Designations    **Subject**: All Subjects    **Division**: All Divisions

**District**: All Districts    **Curriculum**: All Curriculum    **Apply Filters**    **Reset**

**Mutual Transfers**    Each row is one Mutual Transfer request (both employees). Approving or rejecting processes both.

| #                                                        | Type | Employee | Current Institute | Applied Institute | Designation | Subject | Transfer Count | Forwarded By | Status | Actions |
|----------------------------------------------------------|------|----------|-------------------|-------------------|-------------|---------|----------------|--------------|--------|---------|
| No transfer applications found for the selected filters. |      |          |                   |                   |             |         |                |              |        |         |

No records found

**Mutual Transfers** section provides a centralized interface for managing and monitoring teacher transfer requests involving the mutual exchange of positions between two employees. The module enables authorized officials to review applications, track their processing status, and take appropriate approval or rejection actions.

### Key Components

- **Transfer Status Summary:** The top section provides a quick overview of mutual transfer applications, including:
  - Total Applications
  - Pending at Institute
  - Pending Approval
  - Approved Applications
- **Application Filtering:** A comprehensive filtering panel allows users to efficiently search and narrow down transfer requests based on:
  - Application Status
  - Vacant Post
  - Institution

- Designation
- Subject
- Division
- District
- Curriculum

The **Apply Filters** and **Reset** options enable users to perform targeted searches or restore the default view.

- **Mutual Transfer Request List:** Transfer requests are displayed in a structured table containing relevant information such as employee details, current and applied institutions, designation, subject, transfer count, forwarding authority, application status, and available actions.
- **Paired Application Processing:** Each record represents a **mutual transfer request involving both employees**. This structure supports unified processing, where the approval or rejection decision is applied to the complete mutual transfer request.
- **Navigation and Module Access:** The left-side navigation menu provides convenient access to the Dashboard, Regular Transfer, Mutual Transfer, Transfer History, and Reports modules.

Overall, the **Mutual Transfers Management** interface ensures a structured and transparent process for reviewing, filtering, and processing mutual teacher transfer requests while enabling regional authorities to efficiently monitor application progress and take timely decisions.

### 8.1 Institute, verifier, and authority

- Each current institution opens Institute Mutual Transfers and Forwards its employee with remarks.
- When both legs are Forwarded: same-division pairs go to Regional Head (Mutual Transfers — Regional); different divisions go to Transfer Authority (Mutual Transfers — Authority).
- Regional Head approves or rejects only after both legs are forwarded. One decision covers the pair.
- Release and join then run independently for each employee at their current and destination institutions.

## 9. Transfer History

**Transfer History** section provides a centralized interface for authorized users to search, review, and monitor records of completed teacher transfers. The module maintains a structured historical record of transfer activities, supporting transparency, record management, and efficient retrieval of past transfer information.

**Transfer History**

**Filter Records**

**Search Employee**: Name / Email / Phone / Index / NI  
**Institution**: All Institutions  
**Designation**: All Designations  
**Subject**: All Subjects  
**Curriculum**: All Curriculum  
**Joining Date Range**: Select date range  
 Apply Reset

! If only the start date is set, today is used as the end date.

**Completed Transfers** 0 record(s)

| #                                  | Employee | Designation | Subject | From Institute | To Institute | Release Date | Joining Date | Actions |
|------------------------------------|----------|-------------|---------|----------------|--------------|--------------|--------------|---------|
| No transfer history records found. |          |             |         |                |              |              |              |         |

No records found

## Key Components

- **Employee and Transfer Record Search:** Users can search transfer records using employee information such as **Name, Email, Phone Number, or Index Number**, enabling quick identification of an individual's transfer history.
- **Advanced Filtering:** The system provides multiple filtering options to refine transfer history records based on:
  - Institution
  - Designation
  - Subject
  - Curriculum
  - Joining Date Range

Users can apply the selected criteria to retrieve relevant records or reset the filters to perform a new search.

- **Completed Transfers List:** The filtered results are displayed in a structured table containing key transfer information, including:
  - Employee
  - Designation
  - Subject
  - From Institute
  - To Institute

- Release Date
- Joining Date
- Available Actions
- **Date-Based Record Management:** The joining date range filter enables users to retrieve transfer records for specific periods, supporting historical analysis and reporting.
- **Record Status and Count:** The interface displays the number of completed transfer records retrieved based on the selected search criteria, providing users with an immediate overview of the search results.

Overall, the **Transfer History** module provides a comprehensive and searchable repository of completed teacher transfer records, enabling regional authorities to efficiently track transfer movements, verify historical information, and maintain transparent administrative records.

## 10. Reports

Open Report. Regional Head (own division) will see Regional Head Transfer Report, set filters, then preview, export Excel, or export PDF.

| Report                        | Who sees it                  |
|-------------------------------|------------------------------|
| Regional Head Transfer Report | Regional Head (own division) |

### Reports Management

The **Reports** section provides a centralized interface for authorized users to generate and customize transfer-related reports. The module enables users to select a specific report type and apply multiple filtering criteria to produce relevant and targeted reports for administrative monitoring and decision-making.

### Key Components

- **Report Generation:** Users can select the required **Report Type**, such as the **Regional Head Transfer Report**, and generate the report directly through the **Generate Report** function.
- **Comprehensive Filtering Options:** The system provides multiple filters to customize report data based on:
  - Division
  - District
  - Upazila
  - Thana
  - Institution
  - Curriculum
  - Subject
  - Designation
  - Application Date Range
  - Application Status
- **Date-Based Reporting:** The application date range filter allows users to generate reports for a specific period, supporting periodic monitoring and historical analysis.
- **Flexible Report Customization:** Users can apply one or multiple filter criteria to narrow down the report results according to their administrative requirements. The **Apply Filters** option processes the selected criteria, while the **Reset** function clears the filters and restores the default configuration.
- **Integrated Navigation:** The Reports module is accessible through the main navigation menu alongside the Dashboard and Transfer Management functions, ensuring convenient access to reporting and operational features.

Overall, the **Reports Management** module provides a flexible and structured reporting mechanism that enables regional authorities to generate filtered transfer reports, analyze application and transfer information, and support informed administrative decision-making.

### Report Results Display

After selecting the **Report Type**, applying the required filters, and clicking the **Generate Report** button, the system will display the generated **Regional Head Transfer Report** in a structured, searchable table format. The table enables authorized users to conveniently review, monitor, and analyze transfer application information.

The report table will include the following information:

| Employee | Index No. | MPO Code | Current Institution | Applied Institution | Designation | Subject | Points | Transfer Type | Forwarded By | Forwarded At |
|----------|-----------|----------|---------------------|---------------------|-------------|---------|--------|---------------|--------------|--------------|
|          |           |          |                     |                     |             |         |        |               |              |              |

The results section will also provide **entry count information** and a **search facility**, allowing users to quickly locate specific employee or transfer records within the generated report. This structured

presentation supports efficient data review, monitoring, verification, and administrative decision-making.

## 11. Notifications

The notification module informs Regional Heads about newly forwarded applications, approval requests, application status changes, mutual transfer activities, and other system-generated events. Selecting a notification opens the relevant application or module.

## 12. Troubleshooting

| What you see                                             | What to try                                                                                                                                                                                                                       |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cannot log in                                            | Check email spelling, caps lock, and that the account is active. Institution accounts that are inactive are blocked. Use Forgot Password if you are an employee user. Ask Super Admin to reset an institution password if needed. |
| Forced to change password                                | Complete the first-login form. Then continue to the dashboard.                                                                                                                                                                    |
| Forward / Approve / Join does nothing or is hidden       | Confirm you are the correct institution or role, the status is the one you expect, the date window is open, and (for mutual approve) both legs are forwarded.                                                                     |
| I do not see a menu                                      | That module is hidden because your role does not have permission. This is normal.                                                                                                                                                 |
| Remarks looked like <code>&lt;p&gt;text&lt;/p&gt;</code> | Refresh the page (Ctrl+F5). Current versions display remarks as normal text.                                                                                                                                                      |
| No transfer order PDF                                    | The file is created after approval/release/join. Wait a moment and reopen View. If it is still missing, ask Super Admin to check Order Setup and storage.                                                                         |
| Spouse points are 0                                      | The spouse record must be Approved, not pending or rejected.                                                                                                                                                                      |
| Notification opens the wrong list                        | The link follows your role (employee vs institute vs authority). Open View from that list if needed.                                                                                                                              |

## 13. Quick role playbooks

### 13.1 Regional Head in one page

- Open Regional Transfers and Mutual Transfers — Regional.
- Review only files in your division that are forwarded to you.
- Open View, check points and remarks, then Approve or Reject.
- For mutual pairs, wait until both legs are forwarded.
- Use the Regional Head Transfer Report for cycle monitoring.

## 14. Glossary

| Term                    | Meaning in this system                                                               |
|-------------------------|--------------------------------------------------------------------------------------|
| MPO                     | Monthly Pay Order — enlisted teachers/staff paid through the MPO scheme.             |
| DTE                     | Directorate of Technical Education.                                                  |
| Index number            | Employee identifier used on applications and reports.                                |
| MPO code                | Institution identifier.                                                              |
| Vacant post             | An approved empty post that employees may apply to.                                  |
| Leg                     | One of the two applications in a mutual pair.                                        |
| Forward                 | Institute head sends the file to the next authority.                                 |
| Processing authority    | Regional Head or Transfer Authority, chosen by routing rules.                        |
| Administrative transfer | Transfer initiated by the Government or authorized authority in the public interest. |
| Transfer cycle / year   | The period defined by transfer dates and the cycle year stored on applications.      |
| Institution login       | Login as the institution (operator), not as a named employee user.                   |

## 15. Summary

The Regional Head module ensures a structured, transparent, and efficient approval process for teacher transfers at the regional level. By reviewing only authorized applications within their jurisdiction, carefully evaluating transfer criteria and supporting information, and monitoring progress through the Regional Head Transfer Report, Regional Heads can make timely and informed decisions. For mutual transfers, the system ensures complete processing by allowing review once both related transfer requests have been properly forwarded, supporting consistency and fairness throughout the transfer process.

— End of Regional Head manual —