



MPO-Teachers Transfer System (MPO-TTS)

TEACHERS TRANSFER

MANUAL

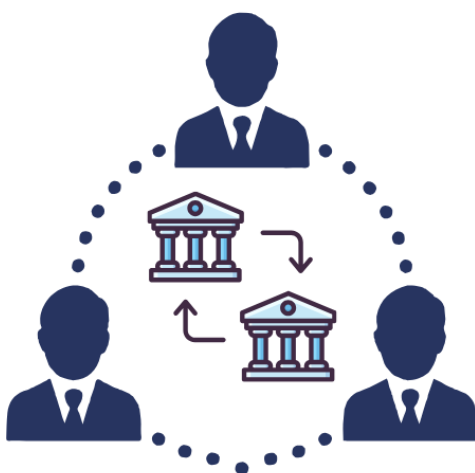


Table of Contents

1 Introduction	4
1.1 Background	4
1.2 Purpose of the Manual.....	4
1.3 Objectives of the System	4
1.4 System Scope	5
1.5 Key Transfer Rules.....	5
General Eligibility Rules	5
Transfer Location Eligibility	5
Transfer Scoring Criteria	5
Institutional Transfer Limit	6
Administrative Transfer.....	6
2 System Access	6
3 Login Process	6
3.1 Login Page Overview	6
Notice and Documents Section	6
Login Section	7
3.2 Steps to Login	7
Screenshot 1: Login Page	7
3.3 First Login Verification and Profile Completion	7
Step 1: Change Password	7
Screenshot 2: Change your Password.....	8
Step 2: Email OTP Verification	8
Screenshot 3: Email OTP Verification.....	8
Step 3: Complete Required Profile Information	9
Step 4: Save Profile Information	9
Forgot Password.....	9
Screenshot 4: Employee Profile	10
4. System Layout.....	11
4.1 Sidebar Menu	11
Screenshot 5: Sidebar Menu.....	11
4.2 Top Navigation Bar	11
Notification Bell.....	11
User Menu.....	12
Additional Controls	12
Screenshot 6: Top Navigation Bar.....	12
4.3 Complain.....	12

4.3.1 Accessing the Complain Module.....	12
4.3.2 Submit a Complain.....	12
Screenshot 7: Complain Box.....	13
4.3.3 Attachment Rules	13
4.3.4 Edit a Complain.....	13
4.3.5 Withdraw a Complain.....	14
4.3.6 Unresolved Complain Limit	14
4.3.7 Complain Status	14
Screenshot 8: Open Complain.....	14
Screenshot 9: In Progress Complain.....	15
Screenshot 10: Resolved Complain.....	15
Screenshot 11: Reopened Complain.....	16
4.4 Common Actions and Buttons.....	16
5 Dashboard Overview.....	16
5.1 Dashboard Information.....	16
5.2 Purpose of the Dashboard.....	17
5.3 Dashboard Components	17
Screenshot 12: Employee Dashboard.....	17
6. Profile Management	18
6.1 Accessing Your Profile	18
Screenshot 13: Employee Profile	18
6.2 Profile Information.....	19
Personal Information	19
Employment Information	19
Address Information.....	19
6.3 Password Management.....	20
6.4 Spouse information	20
Spouse Job Type.....	20
Approval Authority	21
Screenshot 14: Spouse Information Form	21
7. Regular Transfer (vacant post)	21
7.1 Eligibility Before Applying	21
7.2 Applying for a Vacant Post.....	22
7.3 Application Review and Approval Process.....	23
7.4 Release Process	23
7.5 Joining Process.....	24
7.6 Application View page	24

8. Mutual transfer	24
8.1 Mutual Transfer Eligibility Rules	24
8.2 Sending a Mutual Transfer Request.....	25
8.3 Accepting, Rejecting, or Cancelling a Request	25
8.4 Processing of Mutual Transfers	25
9. Administrative transfer	25
10. Transfer points.....	26
10.1 Application Ranking and Selection	26
11. Application Tracking	27
11.1 Accessing Application Track	27
11.2 Tracking Timeline.....	27
12. My Applications	27
12.1 Accessing My Applications	27
12.2 Application Information	28
12.3 Application Status	28
12.4 Available Actions.....	28
13. Notifications	28
13.1 Notification Types	29
13.2 Viewing Notifications.....	29
13.3 Notification Status.....	29
14. Reports	29
14.1 Accessing Reports	29
14.2 Available Reports	29
14.3 Purpose of Reports	30
15. Downloading Transfer Documents	30
15.1 Available Documents.....	30
15.2 Accessing Documents.....	30
15.3 Document Availability.....	30
15.4 QR Code Verification	31
16. Frequently Asked Questions (FAQ)	31
17. Support and Assistance.....	32
17.1 Support Information	32
17.2 Before Contacting Support	32

1 Introduction

1.1 Background

The **MPO-Teachers Transfer System (MPO-TTS)** is a centralized online platform developed to automate the transfer process of MPO-enlisted teachers among technical and madrasah education institutions across Bangladesh.

The system replaces traditional manual transfer procedures with a secure and transparent digital platform. Through MPO-TTS, teachers can submit transfer applications online, while authorized officials can review, verify, approve, and manage transfer requests through a structured workflow.

The platform has been developed to ensure fairness, transparency, accountability, and efficient record management throughout the transfer process.

In accordance with the national teacher transfer policy, MPO-enlisted teachers may apply for transfer through the MPO-TTS platform, where applications are processed based on predefined eligibility criteria, transfer policies, vacancy availability, and approval procedures.

1.2 Purpose of the Manual

This manual provides comprehensive guidance for teachers on using the MPO-TTS platform.

The manual describes:

- How to access and log in to the MPO-TTS system
- How to manage personal profile information
- How to view available vacancies
- How to submit transfer applications
- How to track application progress and status
- How transfer applications are processed through the designated review and approval workflow
- How transfer orders and related documents are generated and issued

1.3 Objectives of the System

The primary objectives of MPO-TTS are to:

- Digitize the teacher transfer process
- Ensure transparency and accountability in transfer decisions
- Enforce policy-based eligibility and validation rules
- Provide real-time application tracking and status monitoring
- Maintain centralized records of transfer activities
- Reduce administrative processing time and paperwork
- Improve efficiency in transfer management and reporting

1.4 System Scope

The MPO-TTS system supports the following operational activities:

- Teacher profile management
- Transfer application submission
- Mutual transfer processing
- Transfer order download
- Release order download
- Joining order and joining letter download
- Monitoring and reporting
- Application tracking and status monitoring
- Notification management

1.5 Key Transfer Rules

The MPO-TTS platform operates in accordance with the MPO Teacher Transfer Policy and associated government regulations.

General Eligibility Rules

- The teacher must have completed at least **two (2) years of service in the current institution**, subject to the applicable transfer policy and system eligibility conditions.
- A teacher may submit a maximum of **three (3) transfer applications during an applicable transfer cycle**, subject to the approved transfer policy.
- A teacher may have a maximum of **three (3) completed transfers during their service lifetime**, subject to applicable policy provisions.

Transfer Location Eligibility

Teachers are eligible to apply for transfer to institutions located within:

1. Their permanent district;
2. Their permanent division (if no suitable vacancy exists within the permanent district);
3. The current working district of their spouse; or
4. The permanent district of their spouse.

Note: Mutual transfer applications are exempt from these location restrictions.

Transfer Scoring Criteria

Eligible regular transfer applications are evaluated using a **transfer point system** based on the following criteria:

Then list:

- Gender
- Distance
- Spouse-related eligibility
- Seniority / Length of Service

The detailed transfer point calculation is available in the **Transfer Points** section of this manual.

Institutional Transfer Limit

A maximum of two (2) teachers may be transferred from a single institution during a calendar year, subject to the approved transfer policy.

Note: Mutual transfer applications are exempt from this restriction.

Administrative Transfer

In special circumstances, the Government may initiate an administrative transfer if deemed necessary in the public interest.

Administrative transfers may be made to an eligible institution as determined by the competent authority, subject to:

- Availability of an approved vacant post
- Matching subject specialization
- Matching designation
- Applicable institution type requirements

2 System Access

The MPO-Teachers Transfer System (MPO-TTS) can be accessed through the official web portal:

System Link: <https://mts.dte.gov.bd/>

Teachers must have valid login credentials to access the system and perform transfer-related activities.

3 Login Process

Users must log in to the system to access their respective dashboards and available functionalities.

3.1 Login Page Overview

The MPO-TTS login page consists of the following sections:

Notice and Documents Section

Located on the **left side** of the login page, this section provides:

- Important notices and announcements from DTE
- Circulars and policy-related information
- Downloadable forms and supporting documents
- User guidelines and other relevant resources

Users are encouraged to regularly review the notices published in this section to stay informed about transfer schedules, policy updates, and system announcements.

Login Section

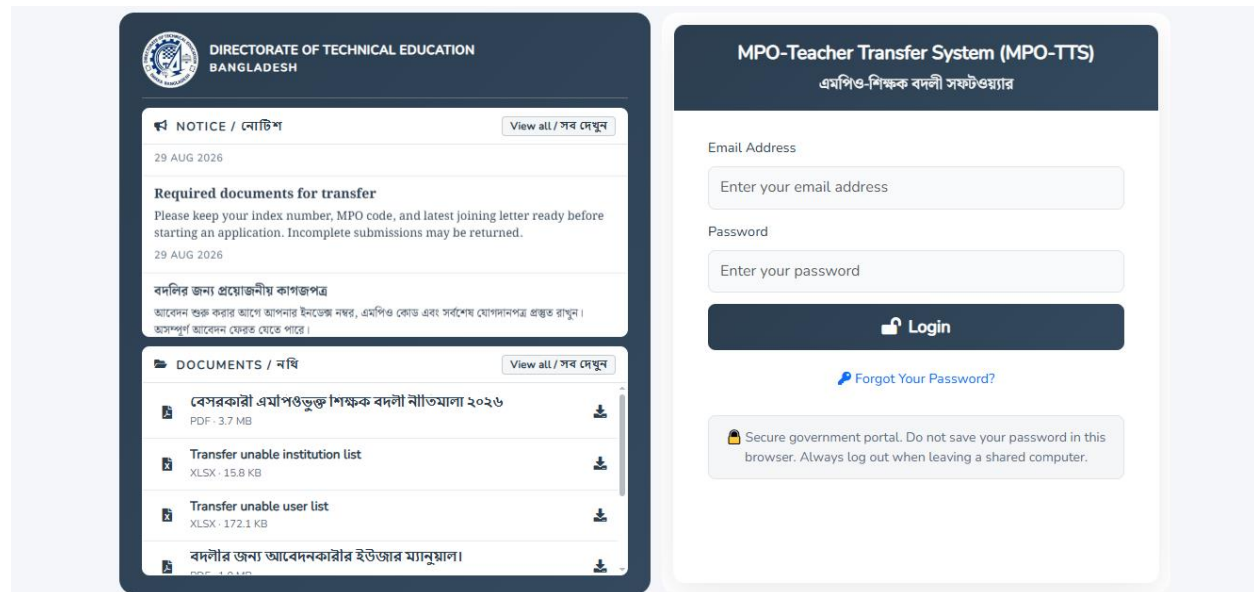
Located on the **right side** of the page, this section allows registered users to access the system by providing their login credentials. Users must enter a valid email address and password to proceed to the system dashboard.

3.2 Steps to Login

1. Open the MPO-TTS portal using a web browser.
2. Enter your **Email Address**.
3. Enter your **Password**.
4. Click the **Login** button.

If the provided credentials are valid, the user will be redirected to the system dashboard.

Screenshot 1: Login Page



3.3 First Login Verification and Profile Completion

To ensure account security and data accuracy, all users must complete the initial account verification process during their first login.

Before accessing any other modules of the system, users must complete the following steps:

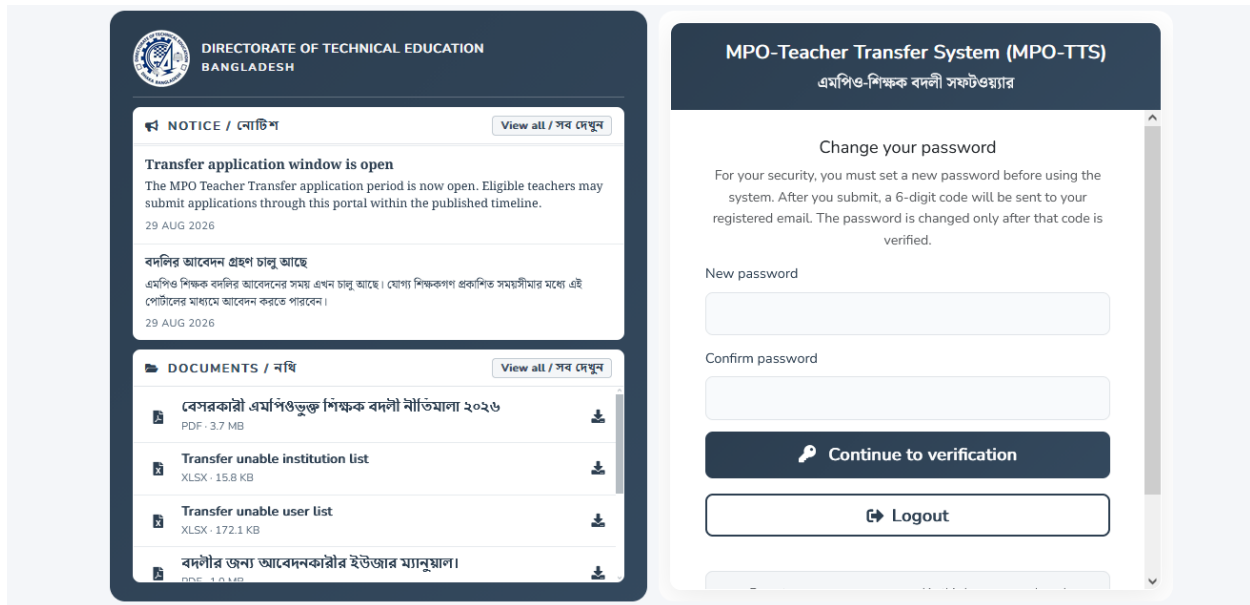
Step 1: Change Password

After entering the system for the first time, users are required to change their temporary password by providing:

- Current Password
- New Password
- Confirm New Password

After successfully changing the password, click Continue to proceed to account verification.

Screenshot 2: Change your Password



Step 2: Email OTP Verification

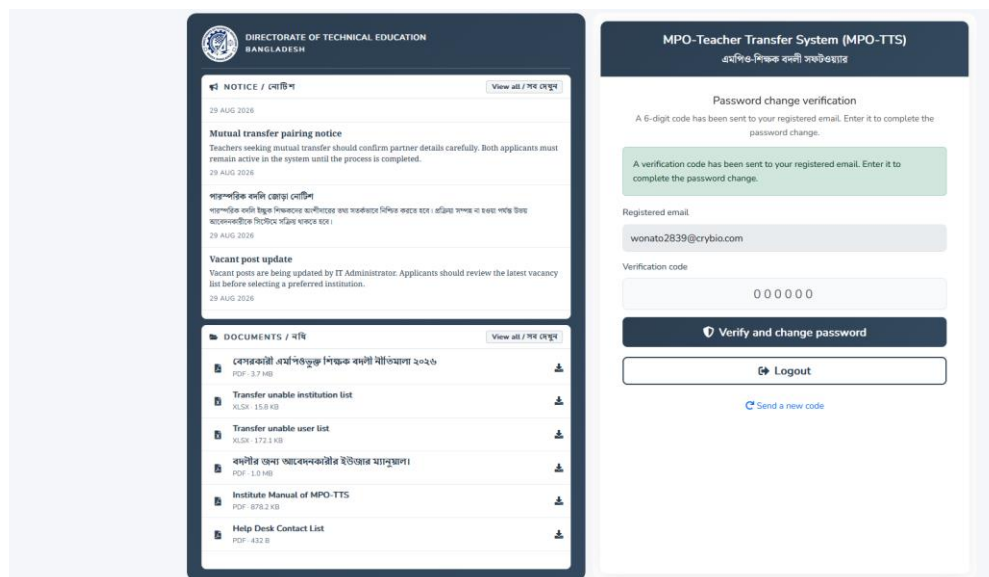
A 6-digit verification code (OTP) will be sent to the user's registered email address.

To verify the account:

1. Enter the OTP received in the registered email.
2. Click Verify OTP.
3. Upon successful verification, proceed to profile completion.

If the OTP expires or is not received, users may request a new OTP.

Screenshot 3: Email OTP Verification



Step 3: Complete Required Profile Information

Before accessing the dashboard, users must review and complete all required profile information.

The following information must be completed if missing:

- Phone Number
- Date of Birth
- Joining Date
- Designation
- Subject

Additional profile information may also be displayed based on the user's available records.

Step 4: Save Profile Information

After entering and reviewing all required information, click **Save Profile**.

The system will display the following message:

“Complete your profile. Please review your details and click **Save** once to continue. You cannot access other menus until this step is completed.”

Upon successful profile submission:

- The profile completion process will be marked as **completed**.
- Access to the **Dashboard** will be enabled.
- Transfer-related modules will become available according to the user's role and permissions.
- Information will be locked after successful submission.

Forgot Password

Users can reset their password by selecting **"Forgot Your Password?"** on the login page. A verification code will be sent to the registered email address for password recovery.

Users may change their password at any time from the **Profile** section. When a password change is requested, the system sends a verification code (OTP) to the user's registered email address. The user must successfully verify the OTP before setting a new password.

Screenshot 4: Employee Profile

MPO Teacher Transfer System (MPO-TTS)

ENBN

Test Employee 005

Search

Dashboard

Curriculum

Institution

Subject

Designation

User Management

Create Vacant Posts

Transfer Management

Vacant Posts

My Applications

Regular Transfer

Mutual Transfer

Administrative Transfer

Initiate Administrative Transfer

Regular Transfer Verification

Application Track

Profile Settings

Complete your profile.

Please review your details and click Save once to continue. You cannot open other menus until this step is finished.

Personal Information

Required

Employment Information

Required

Spouse Information

Full Name *

Test Employee 005

Email Address *

wonato2839@crybio.com

Phone Number *

01680367658

Gender *

Female

Date of Birth *

01 / 24 / 1990

Index Number *

IDK005

Government Information

MPO Code *

M10001

Paycode *

11

Basic Salary *

₹ 35000

Bank Name *

BRAC Bank

National ID (NID) *

1234560005

National ID Card (NID) Document

Choose file (PDF, JPG, PNG, max 5MB)

Browse

Ministry GO Copy

Choose file (PDF, JPG, PNG, max 5MB)

Browse

Profile Photo

Choose profile photo...

Browse

JPEG, PNG or GIF. Maximum 2MB.

Address Information

Permanent Address

House No., Road, Village, Post Office

Division

Select Division

District

Select District

Present Address

House No., Road, Village, Post Office

Division

Select Division

District

Select District

Assigned Institution *

Test Dhaka Commerce College

Designation *

Lecturer/Senior Lecturer

Subject *

Management

Curriculum *

HSC(BM)

Joining Date *

01 / 19 / 2020

Spouse Information

Spouse's Name

Spouse's Job Type

Select Job Type

Current Working District

Select District

Permanent District

Select District

Job Certification Letter *

Choose file (PDF, JPG, PNG, max 5MB)

Browse

Marriage Certificate *

Choose file (PDF, JPG, PNG, max 5MB)

Browse

Save Changes

Change Password

Current Password

Enter current password

New Password

Enter new password

Confirm Password

Confirm new password

Update Password

A verification code will be sent to your registered email. The new password is applied only after that code is verified.

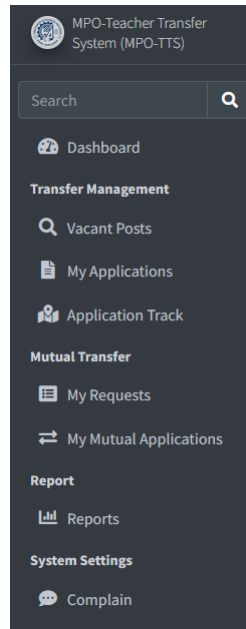
4. System Layout

4.1 Sidebar Menu

The left sidebar is grouped as follows.

Group	Typical items
Top	Dashboard
Transfer Management	Vacant Posts (apply), My Applications, Application Track
Mutual Transfer	Find Employee, My Requests, My Mutual Applications
Reports	Report
System Settings	Complain

Screenshot 5: Sidebar Menu



4.2 Top Navigation Bar

The top navigation bar contains commonly used controls and notifications.

Notification Bell

Displays unread notifications, including:

- Transfer application updates
- Spouse information review updates
- Vacant post notifications

Selecting a notification redirects the user to the related page.

User Menu

The user menu provides access to:

- Profile
- Logout

Additional Controls

- Search Function
- Full Screen Mode
- Light Mode / Dark Mode Switch
- Language: English and Bangla

Screenshot 6: Top Navigation Bar



4.3 Complain

The Complain module allows teachers to submit complains or report issues related to the transfer system. Teachers can submit a new complain, provide supporting information or attachments, monitor the status of submitted complains, and withdraw or edit a complain when permitted by the system.

4.3.1 Accessing the Complain Module

Navigate to:

System Settings → Complain

The Complain page displays the teachers previously submitted complains and provides an option to submit a new complain.

4.3.2 Submit a Complain

To submit a complain:

1. Navigate to **System Settings → Complain**.
2. Click **Submit Complain**.
3. Enter the required complain information.
4. Provide the details of the issue or complain clearly.
5. Attach supporting documents or files, if required.
6. Review the entered information.
7. Click **Submit Complain**.

After successful submission, the complain will be recorded in the system and its status will be displayed in the complain list.

Screenshot 7: Complain Box

4.3.3 Attachment Rules

Supporting attachments may be added to a Complain when required.

- Attachments must comply with the **file type (JPG/JPEG/PNG/PDF) and file size (Max 5MB) limits configured by the system.**
- Only relevant supporting documents should be attached.
- If an attachment does not meet the system requirements, the system will display an appropriate validation message.

4.3.4 Edit a Complain

A complain may be edited or withdrawn only while it remains in Submitted status.

Once an IT Administrator selects Mark In Progress, the complain enters the processing stage and the Edit and Withdraw options are no longer available to the complainant. To edit a complain:

1. Open **System Settings** → **Complain**.
2. Select the relevant Complain.
3. Click **Edit**.
4. Update the required information or attachments.
5. Click **Update** to save the changes.

Once the complain reaches a status where editing is no longer permitted, the **Edit** option will no longer be available.

4.3.5 Withdraw a Complain

A complain may be withdrawn only while it remains in **Open** status.

After the Complain is marked **In Progress** by the IT Administrator, the Complain can no longer be withdrawn.

To withdraw a Complain:

1. Open **System Settings** → **Complain**.
2. Select the relevant Complain.
3. Click **Withdraw Complain**.
4. Confirm the withdrawal when prompted.

After withdrawal, the Complain status will be updated accordingly and further processing will stop.

4.3.6 Unresolved Complain Limit

A teacher can have a maximum of **3 unresolved complains** at a time.

If the teacher already has 3 unresolved Complain, the system will not allow another Complain to be submitted until at least one of the existing Complain is resolved or otherwise no longer counted as unresolved.

4.3.7 Complain Status

The complain list displays the current processing status of each Complain.

Open

The complain has been successfully submitted and is awaiting review by the IT Administrator.

Available Actions (Employee/Institution):

- View
- Edit
- Withdraw Complain

Screenshot 8: Open Complain

View Edit Withdraw Complain	CMP-2026-00033	Test info	Test Employee 005 Employee	Test Dhaka Commerce College M10001	Open	07 Sep 2026 16:28
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In Progress

The IT Administrator has reviewed the complain and selected **Mark In Progress**, indicating that investigation or resolution activities are underway.

Available Actions (IT Administrator):

- View
- Resolve Complain

Available Actions (Employee/Institution):

- View only

While a complain is in progress, the **Edit** and **Withdraw** options are no longer available.

Screenshot 9: In Progress Complain

 View	CMP-2026-00033	Test info	Test Employee 005 Employee	Test Dhaka Commerce College M10001	In progress	07 Sep 2026 16:28
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Resolved

The IT Administrator has selected **Resolve Complain**, indicating that the reported issue has been resolved.

Available Actions:

- View
- Reopen Complain

Screenshot 10: Resolved Complain

 View	CMP-2026-00033	Test info	Test Employee 005 Employee	Test Dhaka Commerce College M10001	Resolved	07 Sep 2026 16:28
 Reopen Complain						

Reopened

A previously resolved Complain has been reopened because additional issues or unresolved concerns were identified.

A Complain may be reopened by:

- The Employee or Institution that submitted the Complain
- The IT Administrator

After reopening, the Complain returns to the active processing workflow and may again be marked **In Progress** and subsequently **Resolved**.

Screenshot 11: Reopened Complain

View	CMP-2026-00033	Test info	Test Employee 005 Employee	Test Dhaka Commerce College M10001	Open	07 Sep 2026 16:28
Edit						
Withdraw Complain						

4.4 Common Actions and Buttons

Button / label	Description
View	Opens detailed information of an application or record
Apply	Creates and submits an application for a selected vacant post.
Forward	Used by the authorized institutional authority to forward an application to the next stage of the designated approval workflow.
Approve / Reject	Used by the authorized approving authority to approve or reject an application.
Transfer Order	Downloads the approved Transfer Order document.
Release Order	Downloads the Release Order issued by the current institution.
Joining Order & Joining Letter	Downloads the Joining Order and Joining Letter issued by the destination institution.
Withdraw	Allows a teacher to withdraw an application that has not yet been forwarded for approval.

5 Dashboard Overview

After successfully logging into the system, teachers are redirected to the **Dashboard**, which serves as the central workspace of the MPO-TTS platform. The dashboard provides an overview of the teacher's transfer-related information, system activities, and quick access to available modules and services.

5.1 Dashboard Information

The dashboard typically displays the following information:

- Teacher's Name, Designation, and User Role
- Current System Date and Time
- Total Service Duration (Service Years)
- Number of Completed Transfers During Service Lifetime
- Pending Transfer Applications
- Recent Activities
- Quick Navigation Menu for Available Modules
- Official Notices and Announcements

5.2 Purpose of the Dashboard

The dashboard enables teachers to:

- View important information related to their transfer eligibility and application status
- Monitor ongoing transfer applications
- Access frequently used system modules
- Stay informed about system notifications and official announcements
- Identify pending actions that require attention

5.3 Dashboard Components

The dashboard is divided into several sections to provide easy access to relevant information and system functionalities. Teachers should regularly review the dashboard to monitor application progress, system notifications, and any actions required within the transfer process.

Screenshot 12: Employee Dashboard

Official Dashboard
SOLVERS Test User 1 | Employee | Assistant Teacher

System Date & Time:
Thursday, August 27, 2026 - 03:42 PM

Service Years	Completed Transfers	Pending Applications
6 yrs	0	0
View Profile	View History	Track Status

Recent Activities

Date	Activity	Status	Details
No recent activities found			

Pending Actions Required

Quick Access

- [Browse Vacant Posts](#)
- [My Applications](#)
- [Update Profile](#)
- [Account Settings](#)

Official Announcements

26 Aug

Transfer application window is open 07:02 PM

The MPO Teacher Transfer application period is now open. Eligible teachers may submit applications through this portal within the published timeline.

6. Profile Management

6.1 Accessing Your Profile

To access your profile:

1. Click the user menu located in the top-right corner.
2. Select **Profile**.

Screenshot 13: Employee Profile

Profile Settings

Personal Information Required

Full Name *
SOLVERS Test User 1

Email Address *
loratubrine@gmail.com

Phone Number *
01777777777

Gender *
Female

Date of Birth *
17/03/1998

Index Number *
IDK00011

Employment Information Required

Assigned Institution *
A. C. Laha Pilot High School

Designation *
Assistant Teacher

Subject *
Social Science

Curriculum *
SSC(JGC)

Joining Date *
17/10/2020

Government Information

MPO Code * Paycode *
V590709130 11

Basic Salary * Bank Name *
35000 BRAC Bank

National ID (NIS) *
123456789

National ID Card (NIS) Document
Choose file (PDF, JPG, PNG, m) Browse

Ministry GO Copy
Choose file (PDF, JPG, PNG, m) Browse

Profile Photo
Choose profile photo... Browse

Address Information

Permanent Address
House No., Road, Village, Post Office

Division District
Search... Search...

Present Address
House No., Road, Village, Post Office

Division District
Search... Search...

Spouse Information

Spouse's Name

Spouse's Job Type
Select Job Type

Current Working District
Search...

Permanent District
Search...

Job Certification Letter
Choose file (PDF, JPG, PNG, m) Browse

Marriage Certificate
Choose file (PDF, JPG, PNG, m) Browse

Profile Status

SOLVERS Test User 1
loratubrine@gmail.com

Role
Assistant Teacher

Joined
Aug 27, 2026

Last Updated
15 minutes ago

Change Password

Current Password
Enter current password

New Password
Enter new password

Confirm Password
Confirm new password

Update Password

6.2 Profile Information

Teachers should ensure that all profile information remains accurate and up to date. The profile contains the following sections:

Personal Information

- Name
- Email Address
- Phone Number
- Gender
- Date of Birth
- NID

Employment Information

- Institution Name
- Designation
- Subject
- Curriculum
- Index Number
- Joining Date
- Service Duration
- MPO Code
- Paycode
- Basic Salary
- Bank Name
- NTRC Certified

Certain profile information is editable by the user, while other information is maintained by authorized administrators. Once profile verification is completed and saved during first login, specific fields become locked and cannot be modified without administrative approval.

Address Information

- Present Address
- Permanent Address

Note: Permanent address information becomes locked after the first successful submission. Any subsequent modification requires authorization from the designated administrator.

6.3 Password Management

Users may update their password from the Profile section by providing:

- Current Password
- New Password
- Confirm New Password

After entering the required information, the user can save the new password. The new password will be used for subsequent logins.

6.4 Spouse information

Teachers seeking spouse-related transfer points must provide:

- Spouse's Name
- Spouse's Job Type
- Current Working District
- Permanent District

The following documents must be uploaded:

- Marriage Certificate
- Job Certification Letter

After submission:

- The spouse information status becomes **Pending Review**.
- The information is reviewed by the designated authority according to the applicable system workflow.
- The application may be **Approved** or **Rejected**.

Only approved spouse information is considered during transfer score calculation.

If the submission is rejected, the rejection reason will be displayed in the profile section. The teacher may correct the information and submit it again.

Spouse Job Type

The spouse job type must be selected from the available options configured by DTE.

Examples may include:

- Government Service
- MPO Educational Institution
- Autonomous Organization
- Private Organization
- Other Approved Employment Category

Approval Authority

Spouse information is reviewed and approved by the **Institute Head** of the employee's current institution.

Only approved spouse information is considered during transfer point calculation.

Screenshot 14: Spouse Information Form

7. Regular Transfer (vacant post)

A regular transfer is the standard transfer process where a teacher applies for a vacant post in another institution. The application is reviewed through the designated approval workflow before the teacher is released from the current institution and joins the destination institution.

7.1 Eligibility Before Applying

Before submitting a transfer application, the teacher must satisfy the following eligibility requirements:

Rule	What it means
Active account	The teacher's employment status must be active in the system.
Minimum Service Requirement	The teacher must have completed at least 2 years of service in the current institution.
Service Lifetime Transfer Limit	A teacher may have a maximum of three (3) completed transfers during their service lifetime , subject to applicable policy provisions.
Age Limit	The teacher must be below 60 years of age at the time of application submission.

Application Limit	A teacher may submit a maximum of three (3) transfer applications during an applicable transfer cycle , subject to the approved transfer policy.
Matching Vacancy	The vacant post must satisfy the applicable matching requirements for the teacher's designation, subject, curriculum, and institution type .
Transfer Timeline	Applications can only be submitted during an active Transfer Application Timeline .
Institutional Transfer Limit	The transfer must comply with the maximum institutional transfer limit defined by the transfer policy.

7.2 Applying for a Vacant Post

To apply for a vacant post, follow the steps below:

1. Navigate to Transfer Management → Vacant Posts.
2. Search and filter the available vacant posts as required.
3. Select a suitable vacant post and click Apply.
4. The Apply for Vacant Post window will be displayed. Review the selected vacant post and the eligibility information shown by the system.
5. The system will automatically display the transfer point categories applicable to the teacher, including Female Priority, Spouse Eligibility, Seniority, and Distance. The teacher must select the applicable transfer reasons and upload the required supporting documents where applicable.
6. Select the applicable Reason for Transfer using the available checkboxes:
 - Female
 - Spouse
 - Seniority
 - Distance

The applicable reason(s) should be selected based on the teacher's eligibility and supporting information.

7. Enter Remarks, if required. Remarks are optional.
8. Complete all the mandatory Declarations specified in Section 5.6.
9. Review all entered information and click Submit.
10. After successful submission, the application will be automatically forwarded to the Institute Head for the next stage of processing. The application status will be shown as Pending at Institute Head.

Teachers can monitor submitted applications from Transfer Management → My Applications.

To view the detailed processing timeline of an application, use the Application Track module.

If an application is rejected, the teacher may update the required information and submit the application again.

Note: An application can be withdrawn only while it remains eligible for withdrawal and has not yet been forwarded to the next stage of the approval workflow.

7.3 Application Review and Approval Process

After submission, the application passes through the designated approval workflow.

- Applications within the same division are reviewed by the Regional Head.
- Cross-division and special applications are reviewed by the Transfer Authority.
- Approving authorities may approve or reject the application based on policy requirements and eligibility criteria.
- Rejection decisions must include a reason, which is visible to the applicant.

If a teacher is selected for a vacant post, competing applications for the same vacancy may be automatically rejected according to the approved transfer policy.

Upon approval, the application status changes to **Waiting for Release**.

If rejected, the application status changes to **Rejected**, and the teacher is notified through the system.

7.4 Release Process

After a transfer application is approved by the competent authority, the release process is initiated by the teacher's current institution.

The release process includes the following activities:

1. After transfer approval, the system generates the **Transfer Order** for the approved transfer.
2. The current institution reviews the approved application and completes the release process.
3. A **Release Order** is generated and issued by the institution.
4. The application status changes to **Waiting for Joining**.

The Release Order must be signed by the Head of the Institution after it is issued.

Release Timeline

- If the release process remains pending at the institution level for more than **7 days**, the application is highlighted in red in the system to indicate an overdue case.
- If the release process is not completed within **10 days** of approval, the system may automatically process the release in accordance with the approved transfer policy.
- In such cases, the generated Release Order will indicate that the release was processed automatically by the system.

7.5 Joining Process

After the teacher has been released from the current institution, the destination institution completes the joining process.

The joining process includes the following activities:

1. The destination institution confirms the teacher's joining in the system.
2. The application status changes to **Approved**.
3. The teacher's institution and related employment information are automatically updated.
4. A **Joining Order** and **Joining Letter** are generated by the system.

The Joining Order and Joining Letter must be signed by the Head of the Institution after being issued.

Teachers can download the Transfer Order, Release Order, Joining Order, and Joining Letter from **My Applications** or from the **Application Details (View)** page whenever the documents become available.

7.6 Application View page

The **Application View** page allows authorized users to review the detailed information of a transfer application. The page typically shows:

- Employee information (name, index number, contacts, designation, subject, curriculum, transfer count).
- Application status, release and joining dates, and the corresponding actions performed by authorized users.
- Reason for Transfer, Institute Head Remarks, Transfer Admin / Authority Remarks

8. Mutual transfer

A mutual transfer allows two eligible teachers to exchange their institutions through a single coordinated transfer process. Both teachers must satisfy the applicable eligibility requirements and mutually agree to the transfer request.

8.1 Mutual Transfer Eligibility Rules

Both teachers must satisfy the following conditions:

- Same Designation
- Same Subject
- Same Curriculum
- Same Institution Type
- Active Employment Status
- Eligibility under the applicable transfer policy

Only employees satisfying all matching requirements can initiate a mutual transfer request.

8.2 Sending a Mutual Transfer Request

To initiate a mutual transfer:

1. Navigate to Mutual Transfer → Find Employee.
2. Search for an eligible teacher.
3. Enter a message.
4. Click Send Request.

Submitted requests can be monitored from My Requests.

8.3 Accepting, Rejecting, or Cancelling a Request

The receiving teacher can:

- Accept the request
- Reject the request
- Review the request details before making a decision

The initiating teacher may cancel a request while it remains pending. Once accepted, the system automatically creates the related mutual transfer applications.

A mutual transfer request can only be accepted if both employees have matching designation, subject, curriculum, institute type, and an eligible transfer status according to the transfer policy.

8.4 Processing of Mutual Transfers

After acceptance:

- Both applications are reviewed through the designated approval workflow.
- Mutual transfer applications are exempt from transfer location restrictions and institutional transfer limits.
- The approving authority evaluates the mutual transfer request.
- The linked applications are processed as a mutual transfer pair, and the final approval or rejection decision applies to the linked transfer request.
- Mutual transfer applications are exempt from:
 - Transfer Location Eligibility restrictions
 - Institutional Transfer Limits

However, all other applicable policy validations remain in effect.

Teachers can track the progress of their mutual transfer applications through My Mutual Applications.

9. Administrative transfer

In exceptional circumstances, an administrative transfer may be initiated by the Government in the public interest.

Unlike regular transfers, administrative transfers do not require an application from the teacher. The transfer is initiated and processed by the competent authority through the administrative transfer workflow.

Once initiated:

- The transfer is created in the system by the authorized authority.
- The transfer then proceeds through the applicable release and joining workflow.
- Transfer-related documents are generated in the same manner as regular transfers.

Teachers may view the transfer details and generated documents from their application records.

10. Transfer points

Regular transfer applications are evaluated using a scoring system with a maximum score of 100 points.

The transfer score is calculated using the following criteria:

Component	Maximum	How it is awarded
Distance	15	Driving distance between the current and applied institutions. 0 km = 0 points; 750 km or more = 15 points; distances between 0 km and 750 km are scored proportionally.
Gender	35	Female employees receive 35 points.
Spouse	30	30 points are awarded when the applicant has an approved spouse record that satisfies the applicable spouse-related eligibility requirements; otherwise, 0 points are awarded.
Seniority	20	Based on years of service. 15 years or more = 20 points. For less than 15 years, points are calculated proportionally as (years of service ÷ 15) × 20.
Total	100	Sum of the four components.

Authorized reviewers can view the detailed point breakdown during application evaluation.

10.1 Application Ranking and Selection

Transfer points are used to evaluate and rank eligible applicants for the same vacant post.

Generally, applicants with higher transfer scores receive higher priority during the selection process. The approving authority reviews applications in accordance with the approved transfer policy and the calculated transfer scores.

If an applicant with a lower transfer score is approved instead of an applicant with a higher transfer score, the approving authority must record remarks against the rejected higher-scoring application explaining the reason for its rejection.

Once an applicant is approved for a vacant post, all competing applications for the same vacancy may be automatically rejected by the system in accordance with the transfer policy. In such cases, the affected applicants will receive a system-generated notification along with the relevant remarks and application status update.

11. Application Tracking

The Application Tracking module allows teachers to monitor the progress of submitted transfer applications throughout the review, approval, release, and joining process.

This module provides complete visibility into the status of each application and helps teachers understand which authority is currently processing the application.

11.1 Accessing Application Track

To access the Application Tracking module:

1. Navigate to **Transfer Management** → **Application Track**.
2. Select the desired application from the available list.
3. View the complete processing timeline.

11.2 Tracking Timeline

The system records all major actions performed during the transfer process.

Depending on the application status, the timeline may include:

- Application Submitted
- Application Forwarded
- Application Approved
- Application Rejected
- Transfer Order Generated
- Release Completed
- Joining Completed

12. My Applications

The My Applications module provides a consolidated view of all transfer applications submitted by the teacher.

This module enables teachers to review application details, monitor status updates, and download generated transfer-related documents.

12.1 Accessing My Applications

To access submitted applications:

1. Navigate to **Transfer Management** → **My Applications**.
2. Review the list of submitted applications.

12.2 Application Information

The application list contains the following information:

- Application ID
- Application Type
- Applied Institution
- Designation
- Subject
- Current Status
- Application Date
- Remarks
- Action

12.3 Application Status

Applications may display different statuses during processing, including:

- Pending at Institute Head
- Forwarded
- Rejected
- Waiting for Release
- Waiting for Joining
- Approved

12.4 Available Actions

Depending on the current status of the application, teachers may perform the following actions:

- View Application Details
- Download Transfer Order
- Download Release Order
- Download Joining Order
- Download Joining Letter
- Withdraw Submitted Application (Before Forwarding)

13. Notifications

The Notification module keeps teachers informed about important activities, updates, and application-related events.

Notifications are automatically generated by the system whenever significant actions occur.

13.1 Notification Types

Teachers may receive notifications regarding:

- Transfer Application Submission
- Application Approval
- Application Rejection
- Spouse Information Approval
- Spouse Information Rejection
- Release Completion
- Joining Completion

13.2 Viewing Notifications

To view notifications:

1. Click the **Notification Bell** icon located in the top navigation bar.
2. Review the list of unread notifications.
3. Select a notification to open the related page.

13.3 Notification Status

Notifications may be displayed as:

- Unread
- Read

Unread notifications are displayed in bold to help users easily identify new updates and important information. Teachers should regularly review their notifications to ensure that no important actions, requests, or deadlines are missed.

14. Reports

The Reports module allows teachers to view and track their own transfer application history and application status.

14.1 Accessing Reports

To access reports:

1. Navigate to **Report** → **Reports**.
2. Select the desired report.

14.2 Available Reports

The available report for teachers is:

- My Transfer Application Report

14.3 Purpose of Reports

Reports help teachers:

- Review previous transfer activities
- Monitor application outcomes
- Maintain personal transfer records
- Verify transfer history

15. Downloading Transfer Documents

Throughout the transfer process, the MPO-TTS system automatically generates official documents required for transfer execution and record keeping.

Teachers can access and download these documents whenever they become available.

15.1 Available Documents

The following documents are generated by the system:

- Transfer Order
- Release Order
- Joining Order
- Joining Letter

15.2 Accessing Documents

To download generated documents:

1. Navigate to **Transfer Management** → **My Applications**.
2. Open the relevant application.
3. Select **View**.
4. Download the PDF document.

15.3 Document Availability

Documents become available at different stages of the transfer process:

Document	Generated When
Transfer Order	After transfer approval
Release Order	After release by current institution
Joining Order	After joining confirmation by destination institution
Joining Letter	After joining confirmation by destination institution

Teachers should retain copies of all generated documents for future reference. After downloading the documents, where required under the applicable administrative procedure, teachers should obtain the necessary signatures from the respective Institution Head/authorized authority and retain the signed documents for official records.

15.4 QR Code Verification

All generated Transfer Orders, Release Orders, Joining Orders, and Joining Letters contain a QR Code. The QR Code can be scanned to verify the authenticity and validity of the document directly through the MPO-TTS system.

16. Frequently Asked Questions (FAQ)

Q1. How many transfer applications can I submit?

A teacher may submit a maximum of **three (3) transfer applications during an applicable transfer cycle**, subject to the approved transfer policy.

Q2. How many transfers are allowed during my service lifetime?

A teacher may have a maximum of **three (3) completed transfers during their service lifetime**, subject to applicable policy provisions.

Q3. Can I apply before completing two years at my current institution?

No. The teacher must have completed at least two (2) years of service in the current institution, subject to the applicable transfer policy and system eligibility conditions.

Q4. Can I withdraw a submitted application?

Yes. An application may be withdrawn if it has not yet been forwarded for approval.

Q5. How do I receive spouse-related transfer points?

Spouse information must be submitted and approved by the institution authority. Only approved spouse information is considered during transfer score calculation.

Q6. How can I track my application?

Application progress can be monitored through:

Transfer Management → Application Track

Q7. Where can I download my transfer documents?

Transfer-related documents can be downloaded from:

Transfer Management → My Applications → View

Q8. What happens if my application is rejected?

The rejection reason will be recorded in the system and made available for review. Teachers may submit a new application in accordance with applicable transfer policies.

17. Support and Assistance

For technical issues, login problems, system errors, or transfer-related assistance, teachers should contact the designated support authority.

17.1 Support Information

System Name: MPO-Teachers Transfer System (MPO-TTS)

Organization: Directorate of Technical Education (DTE)

System URL: <https://mts.dte.gov.bd/>

17.2 Before Contacting Support

Before requesting assistance, teachers should prepare the following information:

- Name
- MPO Index Number
- Registered Email Address
- Institution Name
- Application ID (if applicable)
- Description of the issue

Providing complete information will help the support team resolve issues more efficiently.