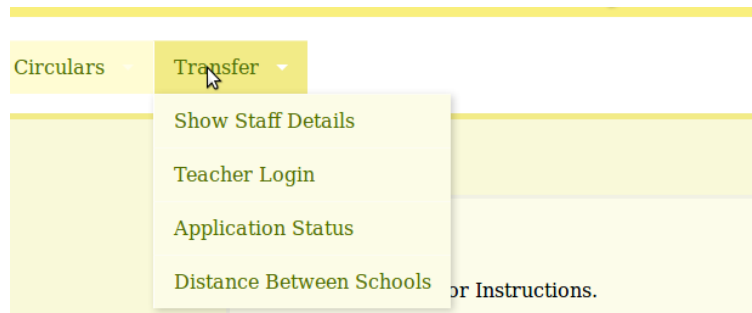
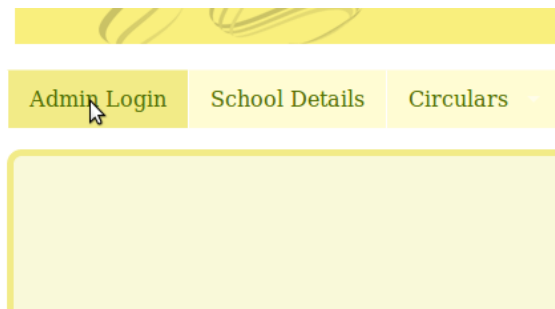


## For Teachers (URL [www.hscap.kerala.gov.in/transfer](http://www.hscap.kerala.gov.in/transfer))

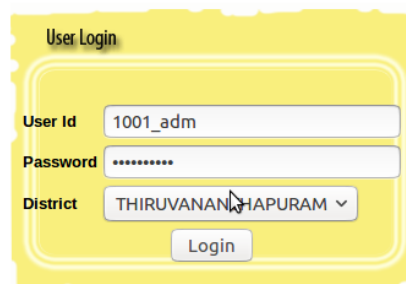
- (1) Show staff details – **Check the service details**
- (2) Teacher Login – **For declaring the Home station**
- (3) Distance between schools – **Check the distance between the schools**



## For Principals (URL [www.hscap.kerala.gov.in/transfer](http://www.hscap.kerala.gov.in/transfer))



## Main Page



A screenshot of a 'User Login' form. The form is titled 'User Login' and contains three input fields: 'User Id' with the value '1001\_adm', 'Password' with a masked password '\*\*\*\*\*', and 'District' with a dropdown menu showing 'THIRUVANANTHAPURAM'. Below the input fields is a 'Login' button.

## Login Page

## GOVT MODEL BOYS HSS ATTINGAL( 1001 )

Welcome 1001\_admin

- Staff Details
  - [Add/Edit Teacher Details](#)
  - [Add/Edit Teacher Details \[LWA/Deputation\]](#)
  - [Add/Edit Lab Assistant Details](#)
- Enter Leave Details
  - [Verify & Print Leave Application](#)
- Join/Relieve Teacher
  - [New Join/Transfer Join](#)
  - [Relieve Teacher](#)
- Transfer
  - [Verify/Reject Application](#)
- Reports

[Click to view Post wise count of Teachers](#)
[Entry Status](#)
[Forward Teachers List](#)

Sl#	Teachers	Teacher ID	PEN	Post	DOBirth	Verification Status	Forward Status	Service Details	Edit	Delete
1	SEEMA S.A	20996	641982	HSST Jr Malayalam	26/08/2073	VERIFIED	NOT FORWADED			
2	VINOD KUMAR V	15052	447615	HSST Malayalam		VERIFIED	NOT FORWADED			
3	MANESHA P V	15053	449618	HSST Malayalam		VERIFIED	NOT FORWADED			
4	SAJEENA SHUKKOR	8237	453518	HSST English		NOT VERIFIED	NOT FORWADED			
5	REKHA A	15063	450133	HSST English		NOT VERIFIED	NOT FORWADED			
6	DIANVA S C	15066	450400	HSST English		NOT VERIFIED	NOT FORWADED			

GOVERNMENT OF KERALA

Teacher's Transfer Process

2  28/01/2005 31/05/2016 THIRUVANAN 1002-GOVT.C HSST ENGLISH SELECT

3  20/01/2005 27/01/2005 THIRUVANAN 1010-GOVT.F HSST English SELECT

Add More Delete selected

Qualification \* Qualification and Subjects are not linked together, so please select subject carefully!

Qualification	Subject	Other Qualification
1 <input type="checkbox"/> MA	English	
2 <input type="checkbox"/> B.Ed	English	
3 <input type="checkbox"/> SET	English	
4 <input type="checkbox"/> NET	English	

Add More Delete selected

Save Verify

Back

## For the Service details verification of teachers

Select "Add/Edit Teacher Details" >>

Click on "Edit" icon of First Teacher >>

Check details make corrections if any >>

Click on the "Save" Button >>

If the corrections completed click on "Verify" Button >>

Note: **After the verification data could not be edited**

Repeat the process for all the teachers.

Once all the Teachers are verified

Click on the "**Forward Teachers List**" link

The following question will be asked. Please click on the check box and Click on the **Confirm** Button.

Science						
15285	449835	HSST Political Science		VERIFIED	FORWARDED	
21722	306768	HSST Music		VERIFIED	FORWARDED	

21 - 40 of 42 R

Service details of all the teachers have been verified and found correct.

## Special Checking is required for the following

- (1) NCC Teachers To be retained.**
- (2) Relinquished Principal Post before 22.09.2014**
- (3) Service of the teachers in each school (No deputation Period)**