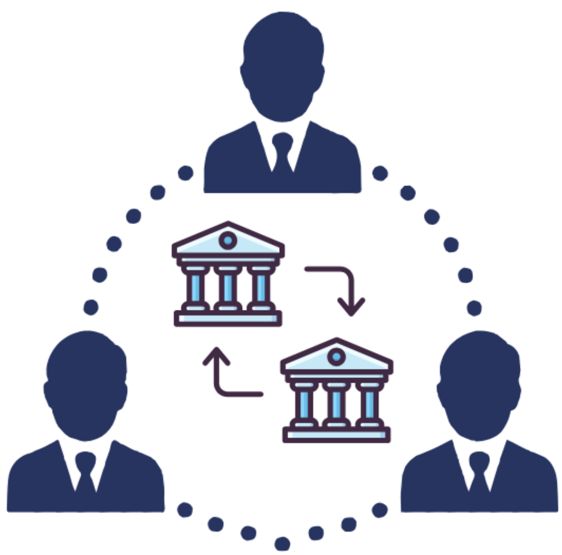
MPO-Teachers Transfer System (MPO-TTS)

INSTITUTION MANUAL



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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 institution users on the effective use of the MPO-TTS platform.

The manual explains:

- How to access and log in to the MPO-TTS system
- How to manage institution profile information
- How to create and manage vacant posts
- How to review and forward transfer applications
- How to process teacher release and joining activities
- How to review and verify spouse information
- How to configure signatory information for official documents
- How to access and download system-generated transfer-related documents
- How to access reports, notifications, and monitoring features

1.3 Objectives of the System

The primary objectives of MPO-TTS are to:

- Digitize the teacher transfer management process
- Ensure transparency, accountability, and consistency in transfer decisions
- Enforce policy-based eligibility verification and validation rules
- Provide real-time application tracking and status monitoring
- Maintain centralized records of transfer activities and decisions
- Reduce administrative workload, processing time, and paperwork
- Improve efficiency in transfer management, monitoring, and reporting
- Facilitate coordination among teachers, institutions, regional offices, and transfer authorities

1.4 System Scope

The MPO-TTS system supports the following operational activities:

- Institution profile management
- Vacancy creation and management
- Vacancy-based transfer application processing
- Mutual transfer processing
- Institutional verification activities
- Spouse information verification
- Transfer eligibility and policy verification
- Release order generation
- Joining order and joining letter generation
- Monitoring, reporting, and audit tracking

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

- A teacher is generally eligible to apply for transfer after completing a minimum of **two (2) years of service** in the current institution, subject to applicable policy conditions and vacancy availability.
- A teacher may submit a maximum of **three (3) transfer applications within a calendar year**.
- A teacher may be transferred a maximum of **three (3) times during their service lifetime**.

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 transfer applications are evaluated based on the following scoring criteria:

- **Female Applicant:** 35 points
- **Spouse-related Consideration:** 30 points
- **Length of Service (Experience):** 20 points
- **Distance between Current and Desired Locations:** 15 points

The total transfer score is calculated based on the applicable criteria defined in the MPO Teacher Transfer Policy.

Institutional Transfer Limit

A maximum of **two (2) teachers** may be transferred from a single institution within a calendar year.

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 any eligible institution in Bangladesh, subject to:

- Availability of a 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/

Institution users must use the official email address of their institution registered in the MPO-TTS system and the password provided by the Directorate of Technical Education (DTE) to access the platform.

Institution users can perform institution-related transfer management activities, vacancy management, spouse verification, release processing, joining confirmation, and reporting functions through the system.

3 Login Process

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 the registered **Email Address**.
3. Enter the **Password**.
4. Click the **Login** button.

If the provided credentials are valid, the user will be redirected to the Institution Dashboard.

3.3 Provide Institute Head Information After First Login

For security and proper account authorization, each institution is required to provide the information of its **Institute Head** after the first login.

The institution must provide the following information:

1. **Full Name of the Institute Head**
2. **Index Number of the Institute Head**
3. **National ID number (NID)**
4. **Phone Number**

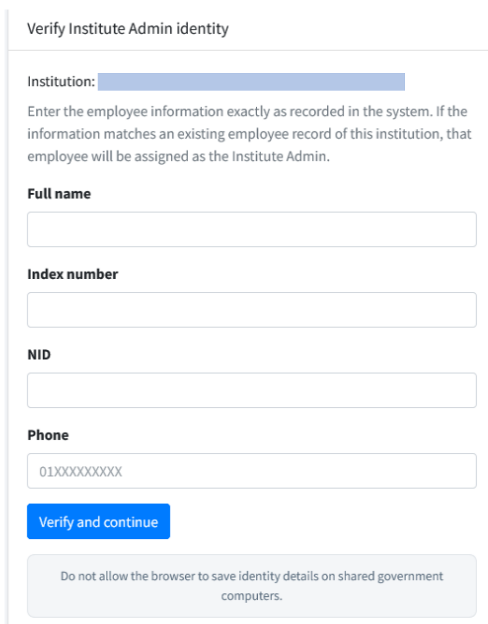
All information provided must already be registered in the MPO-TTS system. The system will verify the submitted information against the existing employee records.

If all the information matches an existing employee record, that employee will be identified and assigned as the **Institute Head** of the institution.

After successful verification and assignment of the Institute Head, the institution can proceed to access the system.

Note: The information provided must exactly match the employee information available in the MPO-TTS system. If the information does not match, the Institute Head cannot be assigned, and the institution will not be able to access the system.

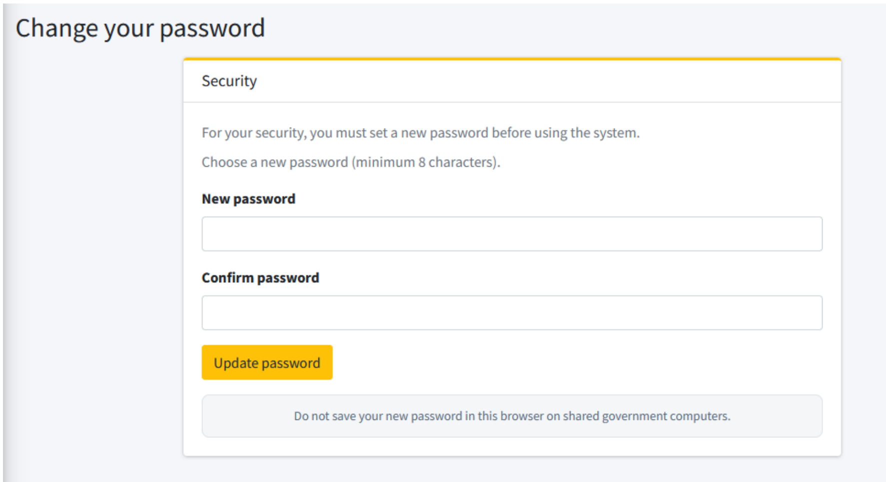
Screenshot 1: Provide Institute Head Information



3.4 Change Password

To ensure account security, all institution accounts are required to change their password upon first login.
Before accessing other modules, users must complete the password change process.
Users may also reset their password using the **Forgot Your Password?** option available on the login page.
A verification code will be sent to the registered email address to complete the password recovery process.
Passwords may be changed later from the **Profile** section.

Screenshot 2: Change Password



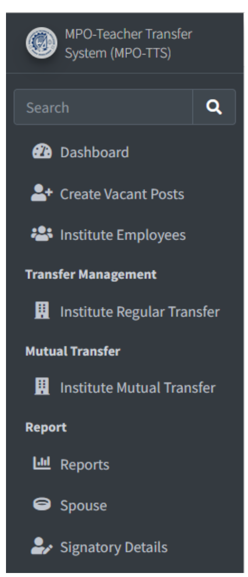
4 System Layout

4.1 Sidebar Menu

The left navigation panel contains the modules available to Institution users.

Group	Typical items
Top	Dashboard
Master data	Create Vacant Posts, Institute Employees
Transfer Management	Institute Regular Transfer
Mutual Transfer	Institute Mutual Transfer
Reports	Report, Spouse, Signatory Details

Screenshot 3: 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

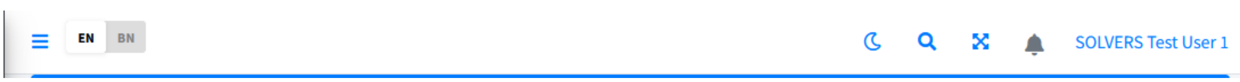
The user menu provides access to:

- Profile
- Logout

Additional Controls

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

Screenshot 4: Top Navigation Bar



4.3 Common Actions and Buttons

Button / label	Meaning
View	Opens detailed information of an application or record
Forward	Forwards an application to the **Regional Head** or **Transfer Authority** for further processing.
Approve / Reject	Used by the authorized approving authority to approve or reject an application or request.
Transfer Order	Downloads the approved **Transfer Order** document.
Release	Releases a teacher from the current institution after the transfer has been approved.
Release Order	Downloads the **Release Order** issued by the current institution.
Confirms joining	Confirms that a transferred teacher has joined the destination institution.
Joining Order & Joining Letter	Downloads the **Joining Order** and **Joining Letter** issued by the destination institution.

5 Dashboard Overview

After successfully logging into the system, institution users are redirected to the **Dashboard**, which serves as the central workspace of the MPO-TTS platform.

The dashboard provides an overview of the institution's information, staff, transfer activities, vacant posts, recent activities, and pending actions. It also provides quick access to the modules and services available to the institution.

5.1 Dashboard Information

The dashboard typically displays the following information:

- Institution Name and User Role
- Current System Date and Time
- Total staff of the institution
- Active and Inactive staff of the institution
- Transfer Requests related to the institution
- Vacant posts available at the institution
- Recent Activities
- Pending Actions Requiring the institution's attention
- Quick Navigation Menu for available modules
- Official Notices and Announcements

5.2 Purpose of the Dashboard

The dashboard enables institution users to:

- View important information related to the institute
- Monitor transfer requests
- Monitor vacant posts
- Access frequently used system modules
- Monitor recent institutional activities
- Stay informed about system notifications and official announcements

5.3 Dashboard Components

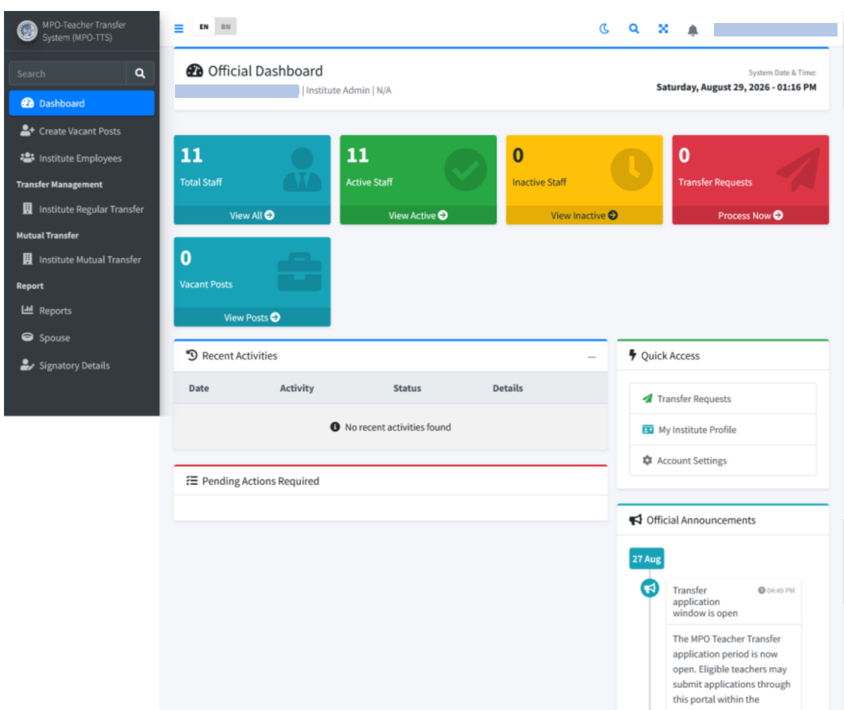
The dashboard is organized into several sections to provide institution users with quick access to relevant information and system functionalities.

The key dashboard components include:

- **Institution Summary:** Provides an overview of the institution.
- **Staff Summary:** Displays the total number of staff along with their active and inactive status.
- **Transfer Requests:** Provides an overview of transfer applications associated with the institution.
- **Vacant Posts:** Displays information about vacant posts created by the institution.
- **Recent Activities:** Shows the latest activities and updates related to the institution.
- **Quick Navigation:** Provides shortcuts to frequently used modules and functions.
- **Notices and Announcements:** Displays important official notices and system announcements.

Institutions should regularly review the dashboard to monitor transfer activities, vacant posts, notifications, and pending actions to ensure that all required activities are completed within the applicable timeframe.

Screenshot 5: Institution Dashboard



6 Profile Management

6.1 Accessing Institution Profile

Institution users can view the institution's profile information from the **Profile** section.

To access the institution profile:

1. Click the user menu.
2. Select **Profile**.

6.2 Institution Information

The institution profile displays the registered information of the institution. The information is divided into the following sections:

General Information

- Institution Name
- MPO Code
- BTEB Code
- Institution Type
- Curriculum
- Location
- Login Email
- Institution Status

Assigned Institute Admin Contact Information

The profile also displays the information of the **Institute Admin** assigned to the institution:

- Name
- Designation
- Index Number
- Phone Number
- Email Address

The institution profile information is maintained centrally in the MPO-TTS system and **cannot be modified by the institution user**.

If any information is incorrect or requires updating, the institution should communicate with the **Directorate of Technical Education (DTE)** through the appropriate channel for necessary correction.

6.3 Password Management

Institution 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.

7 Vacant Post Management

Institutions are responsible for creating and maintaining vacant posts for their respective institutions. Vacant posts created by an institution are subject to system validation and verification by the **IT Administrator of DTE**. A vacant post becomes available for teachers to apply only after it has been verified and approved.

7.1 Accessing Vacant Post Management

To access the vacant post management module:

1. Navigate to **Transfer Management → Create Vacant Posts**.
2. The **Create Vacant Posts** page displays the vacant posts created for the institution.
3. Click **Add Vacant Post** to create a new vacant post.

7.2 Add New Vacant Post

After clicking **Add Vacant Post**, the **Add New Vacant Post** screen opens.

The screen is divided into five sections to help the institution review the institution's existing posts, approved quota, and available vacancies before creating a new vacant post.

7.2.1 Post Details

This section is used to select and provide the details of the vacant post, including:

- Institution
- Designation
- Subject
- Curriculum
- Vacancy Reason
- Remarks (optional)
- Status (Active/Inactive)

The selected information must correspond to an actual vacant post within the institution.

7.2.2 Institution Details

This section displays the registered information of the institution where the vacant post is being created. The institution information is automatically displayed based on the records maintained in the MPO-TTS system, including:

- Institution Name
- MPO Code
- Type
- Curriculum
- Division
- District

7.2.3 Current Posts

This section provides an overview of the institution's existing posts and their current status.

It displays information such as:

- Number of filled posts
- Number of vacant posts already created in the system
- Designation
- Subject
- Status (Filled/Vacant)

This information helps the institution determine whether a new vacant post can be created.

7.2.4 Quota Summary

The **Quota Summary** section displays the approved post quota for each designation and subject.

It provides the following information:

- Designation
- Subject
- Maximum number of teachers allowed
- Number of posts currently filled/used
- Number of posts remaining vacant/left
- Availability status (Available/Unavailable)

The institution can use this section to verify whether a vacant post is available within the approved quota.

7.2.5 Available for Creation

The **Available for Creation** section displays the designation and subject combinations for which vacant posts can currently be created.

It shows:

- Designation
- Subject
- Number of vacancies available for creation

The institution can select a suitable vacancy directly from this list to proceed with creating the vacant post.

7.3 Creating a Vacant Post

To create a vacant post:

1. Open **Add New Vacant Post**.
2. Review the information displayed in the **Institution Details, Current Posts, Quota Summary,** and **Available for Creation** sections.
3. Select the appropriate **Designation, Subject, and Curriculum** that correspond to the actual vacancy, and provide the required **Vacancy Reason** and other applicable information.
4. Alternatively, select an available post from the **Available for Creation** section.
5. The system automatically checks the institution's approved post quota and existing vacant posts.
6. If the approved quota for the selected designation and subject has already been fully utilized, the system will prevent the creation of the vacant post.
7. Review the selected information carefully.
8. Click **Submit** to create the vacant post.
9. The newly created vacant post will be submitted to the **IT Administrator of DTE** for verification and approval.
10. The vacant post will become available for teachers to apply only after it has been approved by the **IT Administrator of DTE**.

Note: Institutions should ensure that the information provided while creating a vacant post accurately reflects the actual vacancy and complies with the approved institutional post quota.

8 Institute Employees

The **Institute Employees** module allows institutions to view the list of employees currently associated with their institution.

Through this module, institutions can review employee information, and access detailed employee profiles when required.

8.1 Accessing the Employee List

To access the employee list:

1. Navigate to **Institute Employees** from the sidebar menu.
2. The system displays all employees currently assigned to the institution.

8.2 Employee List Information

The employee list displays the following information for each employee:

- Employee Name and Email Address
- Designation
- Subject
- Index Number
- Phone Number
- Employment Status (Active/Inactive)

8.3 Employee Details

The **Action** button allows institutions to view detailed information about an employee.

The employee profile typically contains the following sections:

Personal Information

- Employee Name
- Email Address
- Phone Number
- Gender
- Date of Birth
- NID Information
- NTRCA Registered

Employment and Posting Information

- Institution Name
- MPO Code
- Designation
- Subject
- Curriculum
- Index Number
- Pay code
- Basic Salary
- Bank Name
- Joining Date

Address Information

- Permanent Address
- Present Address

8.4 Search and Filter Options

The employee list includes search and filtering facilities to help institutions quickly locate specific employees.

Depending on system configuration, institutions can filter employee records using:

- Employee details
- Designation
- Employment Status

The search and filter options allow institutions to efficiently manage and review employee information.

9. Institute Regular Transfer Management

The **Institute Regular Transfer Management** module is used to manage transfer applications submitted by employees of the institution for transfer to other institutions through vacant posts.

Through this module, institutions can review transfer applications, forward applications to the appropriate authority, process employee releases, confirm joining, and download transfer-related documents.

9.1 Reviewing and Forwarding Transfer Applications

When an employee of the institution submits a transfer application for a vacant post, the application appears in the **Institute Regular Transfers** module.

To review and forward an application:

1. Navigate to **Transfer Management → Institute Regular Transfers**.
2. Locate the application and click **View** to review the details.
3. Review the application information and supporting details.
4. Enter **Institute Head Remarks**.
5. Click **Forward** to submit the application to the next stage of the approval process.

Application Details

The **View** page displays the following information:

- Employee Information
- Application Status
- Current Institution Details
- Applied Institution Details
- Teacher's Reason for Transfer

Application Routing

After the application is forwarded by the current institution, its status becomes **Forwarded**, and the system automatically routes the application to the appropriate authority as follows:

Situation	Forwarded To
Current institution and applied institution are within the same division	Regional Head of the respective division
Institutions are located in different divisions	Transfer Authority
Applicant is an Institute Head	Transfer Authority

Note: Transfer applications submitted by Institute Heads are automatically forwarded upon submission. However, the institution remains responsible for completing the release process if the application is approved.

Important: Applications that are not forwarded within **7 days** are highlighted/blink in the system until the required institutional action is completed. The highlighted applications are visible to higher authorities for monitoring and follow-up.

9.2 Release Process

After a transfer application is approved by the competent authority, the employee must be formally released from the current institution.

To complete the release process:

1. Open **Transfer Management → Institute Regular Transfers**.
2. Locate the approved application.
3. Review the generated **Transfer Order**.
4. Click **Release**.
5. Enter release remarks.
6. Confirm the release.

After release:

- A **Release Order** is generated by the system.
- The application status changes to **Waiting for Joining**.
- The Release Order must be signed by the **authorized signatory of the institution** after the release process is completed.

Release Timeline

- If the release process is not completed within **7 days** of approval, the application is highlighted in red as an overdue release case.
- If the release process is not completed within **10 days** of approval, the system may automatically release the teacher 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.

9.3 Joining Process

After the teacher has been released from the current institution, the destination institution is responsible for confirming the joining.

To complete the joining process:

1. Open **Transfer Management → Institute Regular Transfers**.
2. Locate the application with **Waiting for Joining** status.
3. Review the transfer information.
4. Click **Confirm Joining**.
5. Enter joining remarks.
6. Confirm the joining.

After joining is confirmed:

- The application status changes to **Approved**.
- The employee's institution and related employment information are automatically updated.
- A **Joining Order** and **Joining Letter** are generated by the system.

The Joining Order and Joining Letter must be signed by the **authorized signatory of the destination institution** after the teacher's joining is confirmed.

Available Documents

Once generated, institutions can download the following documents:

Current Institution

- Transfer Order
- Release Order

Destination Institution

- Transfer Order
- Joining Order
- Joining Letter

The documents can be downloaded from the **Institute Regular Transfers** module whenever they become available.

10. Mutual transfer

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

Unlike regular transfers, mutual transfers do not require a vacant post. The transfer is processed based on the mutual agreement of two teachers who meet the required eligibility criteria.

To qualify for a mutual transfer, both teachers must have matching:

- Institution Type
- Curriculum
- Designation
- Subject

10.1 Reviewing and Forwarding Transfer Applications

When two teachers accept a mutual transfer request, the system creates two linked transfer applications. These applications appear in the **Institute Mutual Transfers** module of their respective institutions.

To review and forward an application:

1. Navigate to **Transfer Management → Institute Mutual Transfers**.
2. Locate the application and click **View** to review the details.
3. Review the application information and supporting details.
4. Enter **Institute Head Remarks**.
5. Click **Forward** to submit the application to the next stage of the approval process.

Application Details

The **View** page displays the following information:

- Employee Information
- Partner Employee Information
- Application Status
- Current Institution Details
- Applied Institution Details

Application Routing

A mutual transfer application proceeds to the next approval stage only after **both participating institutions** have forwarded their respective applications.
Once both participating institutions have forwarded their respective applications, the system automatically routes the mutual transfer case as follows:

Situation	Forwarded To
Both institutions are located within the same division	Regional Head of the respective division
Institutions are located in different divisions	Transfer Authority
Applicants are Institute Head	Transfer Authority

Approval Process

The approving authority reviews both linked applications together.

Key rules include:

- Both applications are evaluated as a single mutual transfer case.
- Approval or rejection applies to both teachers simultaneously.
- A mutual transfer cannot be partially approved.
- Release and joining activities are processed separately by the respective institutions after approval.

Important: Applications that remain pending at the institution level for more than **7 days** are highlighted in the system until appropriate action is taken. These highlighted applications are visible to all higher authorities for monitoring and follow-up purposes.

10.2 Release and Joining Process

After approval, the release and joining procedures follow the same workflow as described in **Section 9.2 Release Process** and **Section 9.3 Joining Process** of the **Institute Regular Transfer Management** module.

The respective institutions are responsible for:

- Releasing their employee from the current institution.
- Confirming the employee's joining at the destination institution.
- Issuing and signing the required transfer documents.

The following documents are generated by the system as applicable:

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

Institutions can download these documents from the **Institute Mutual Transfers** module once they become available.

11. 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 created directly in the MPO-TTS system by the authorized authority.

11.1 Administrative Transfer Processing

Once an administrative transfer is initiated:

- The transfer application is created in the system by the authorized authority.
- The transfer does not require an application from the employee and is processed through the administrative transfer workflow initiated by the authorized authority.
- The transfer appears in the **Institute Regular Transfers** module of the relevant institutions.
- The application proceeds directly to the **Release** and **Joining** stages.
- Transfer-related documents are generated in the same manner as regular transfers.

11.2 Institution Responsibilities

Institutions are responsible for completing the administrative transfer workflow after the transfer has been created.

The responsibilities include:

- Processing the employee's release from the current institution.
- Confirming the employee's joining at the destination institution.
- Reviewing and downloading the generated transfer documents.
- Ensuring that all required institutional approvals and signatures are completed.

The release and joining procedures follow the same process described in **Section 9.2 Release Process** and **Section 9.3 Joining Process**.

11.3 Generated Documents

The following documents are generated by the system during the administrative transfer process:

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

Institutions can download the relevant documents from the **Institute Regular Transfers** module when they become available.

12. Reports

The **Reports** module allows institutions to view, monitor, and analyze transfer-related activities and application records associated with their institution.

Through this module, institutions can track transfer applications, review historical records, monitor application statuses, and generate reports for administrative and monitoring purposes.

12.1 Accessing Reports

To access reports:

1. Navigate to **Report → Reports**.
2. Select the desired report.
3. Apply filters if required.
4. Click **Generate Report** to display the results.

12.2 Available Reports

Depending on assigned permissions, institutions may access the following reports:

- Institute Transfer Report

12.3 Purpose of Reports

The Reports module helps institutions to:

- Review historical transfer activities.
- Monitor the status of ongoing transfer applications.
- Track approved, rejected, released, and joined transfers.
- Maintain institutional transfer records.
- Support administrative monitoring and reporting activities.
- Verify transfer-related information when required by higher authorities.

Institutions are encouraged to regularly review available reports to ensure that transfer records remain accurate and up to date.

13 Spouse Information Verification

The **Spouse Information Verification** module enables institutions to review and verify spouse information submitted by teachers for transfer score consideration.

When a teacher submits spouse information through their profile, the information remains in **Pending** status until it is reviewed by the institution.

Only **approved spouse information** is considered for the teacher's spouse-related transfer score, subject to the applicable transfer policy.

13.1 Reviewing Spouse Information

To review spouse information:

1. Navigate to the **Spouse** module.
2. Open the pending spouse information record.
3. Review the information submitted by the teacher.
4. Verify the uploaded supporting documents.
5. Approve or reject the submission based on the verification results.

13.2 Information and Documents to Verify

Before making a decision, the institution should carefully verify:

Submitted Information

- Spouse Name
- Job Type
- Current Working District of the Spouse
- Permanent District of the Spouse

Supporting Documents

- Marriage Certificate
- Job Certification Letter

13.3 Verification Requirements

The institution must verify that:

- The uploaded documents are authentic and valid.
- The spouse information matches the information contained in the supporting documents.
- The spouse's current working district matches the information provided in the Job Certification Letter.
- The spouse's permanent district is correctly provided and supported by the available documents, where applicable.
- There are no inconsistencies between the submitted information and the supporting documents.

13.4 Approval and Rejection

Approve

If all submitted information and supporting documents are verified and found to be correct, the institution should approve the spouse information.

After approval:

- The spouse information status changes to **Approved**.
- The teacher becomes eligible for spouse-related transfer points according to the transfer policy.

Reject

If the submitted information is incorrect, incomplete, inconsistent with the supporting documents, or if the documents cannot be verified, the institution should reject the spouse information.

When rejecting a submission:

- A rejection reason must be provided.
- The rejection remarks become visible to the teacher.
- The teacher may correct the information and submit it again for review.

14 Signatory Details

The **Signatory Details** module allows the institution to provide the information of the authorized **Institute Admin/signatory** whose details will appear on the **Release Order** and **Joining Order**.

The information provided in this module is used when generating transfer-related documents and should be entered accurately as it is required to appear on the official orders.

14.1 Accessing Signatory Details

To access the Signatory Details module:

1. Navigate to **Signatory Details** from the sidebar menu.
2. Enter the required signatory information.
3. Review the information carefully.
4. Click **Save** to submit the details.

14.2 Signatory Information

The institution is required to provide the following information:

- **Name**
- **Designation**
- **Phone Number**
- **Email Address**

The information should be entered accurately and should correspond to the authorized signatory of the institution.

14.3 Use of Signatory Details

The signatory information provided by the institution is used for generating relevant transfer-related documents, including:

- **Release Order**
- **Joining Order**

Institutions should ensure that the signatory details are accurate and up to date so that the correct information appears on the generated official documents.

15. Notifications

The **Notifications** module keeps institutions informed about important activities, updates, and transfer-related events associated with their institution.

Notifications are automatically generated by the system when significant actions or updates occur, allowing institution users to stay informed about applications and required actions.

15.1 Notification Types

Institution users may receive notifications regarding:

- Transfer Application Submission and Updates
- Application Approval
- Application Rejection
- Spouse Information Review
- Release
- Joining
- Vacant Post Verification/Approval

15.2 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.

Where applicable, selecting a notification will redirect the institution user directly to the relevant page so that the required action can be taken.

15.3 Notification Status

Notifications may be displayed with the following statuses:

- **Unread**
- **Read**

Unread notifications are visually highlighted to help institution users easily identify new updates and important information.

Institutions should regularly review their notifications to ensure that important transfer activities, verification requests, deadlines, and other required actions are not missed.

16. Downloading Transfer Documents

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

Authorized institution users can view and download the relevant documents from the respective transfer management modules whenever they become available.

16.1 Available Documents

The following documents are generated by the system:

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

16.2 Document Availability

Documents become available at different stages of the transfer process, depending on the action completed by the concerned authority or institution.

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

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16.3 Document Access by Institution

The documents available to an institution depend on its role in the transfer process.

Current Institution

The current institution can:

- View and download the **Transfer Order** after approval.
- Complete the release process.
- View and download the **Release Order** after release.
- Maintain copies of the documents for institutional records.

Destination Institution

The destination institution can:

- View and download the **Transfer Order** after approval.
- Confirm the teacher's joining after release.
- View and download the **Joining Order** after joining confirmation.
- View and download the **Joining Letter** after joining confirmation.
- Maintain copies of the documents for institutional records.

16.4 Document Signing and Record Keeping

The **Release Order** must be signed by the **authorized signatory of the current institution** after the release process is completed.

The **Joining Order** and **Joining Letter** must be signed by the **authorized signatory of the destination institution** after the teacher's joining is confirmed.

Institutions should download and retain copies of all relevant transfer documents for future reference, verification, audit, and official record-keeping.

17. Frequently Asked Questions (FAQ)

1. Why can't the institution log in after entering the correct credentials?

After the first login, the institution must provide the required **Institute Head Information**. The information must exactly match the employee information available in the MPO-TTS system. If the information does not match, the Institute Head cannot be assigned and the institution cannot proceed with login.

2. Can the institution edit its profile or employee information?

No. Institution and employee information maintained in the MPO-TTS system cannot be edited by the institution. If any information is incorrect, the institution should communicate with the **DTE** for necessary correction.

3. Why can't the institution create a vacant post?

The system checks the approved post quota and existing filled and vacant posts. If the quota for the selected designation and subject has been fully utilized, the system will prevent the institution from creating another vacant post.

4. When does a newly created vacant post become available to teachers?

A vacant post must first be **verified and approved by the IT Administrator of DTE**. It becomes available for teachers to apply only after approval.

5. What should the Institute Head do when a teacher submits a regular transfer application?

The Institute Head should review the application details, provide the required **Institute Head Remarks**, and click **Forward** to send the application to the appropriate Regional Head or Transfer Authority.

6. What should the current institution do after a teacher's transfer is approved?

The current institution must complete the **Release** process. After release, the system generates the **Release Order** and the application moves to **Waiting for Joining**.

7. What happens if the teacher is not released within 10 days of approval?

The system automatically releases the teacher in accordance with the approved transfer policy. The generated Release Order will indicate that the release was processed automatically by the system.

8. What should the destination institution do after receiving a transferred teacher?

The destination institution should verify the transfer details and confirm the teacher's **Joining** through the system. After confirmation, the system updates the teacher's institution information and generates the **Joining Order** and **Joining Letter**.

9. How does the institution verify spouse information?

The institution should verify the teacher's **Marriage Certificate** and **Job Certification Letter**, including whether the stated working and permanent districts match the supporting documents. If everything is valid, the institution should approve the spouse information; otherwise, it should reject it with the appropriate reason.

18. Support and Assistance

For technical issues, login problems, system errors, or transfer-related assistance, institution users should contact the designated support authority of the **Directorate of Technical Education (DTE)**.

18.1 Support Information

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

Organization: Directorate of Technical Education (DTE)

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

18.2 Before Contacting Support

Before requesting assistance, institution users should prepare the following information:

- **Institution Name**
- **MPO Code**
- **Registered Institution Email Address**
- **Relevant Employee Name and Index Number** (if applicable)
- **Application ID** (if applicable)
- **Description of the issue**
- **Screenshot or other relevant information** (if applicable)

Providing complete and accurate information will help the support team identify and resolve the issue more efficiently.