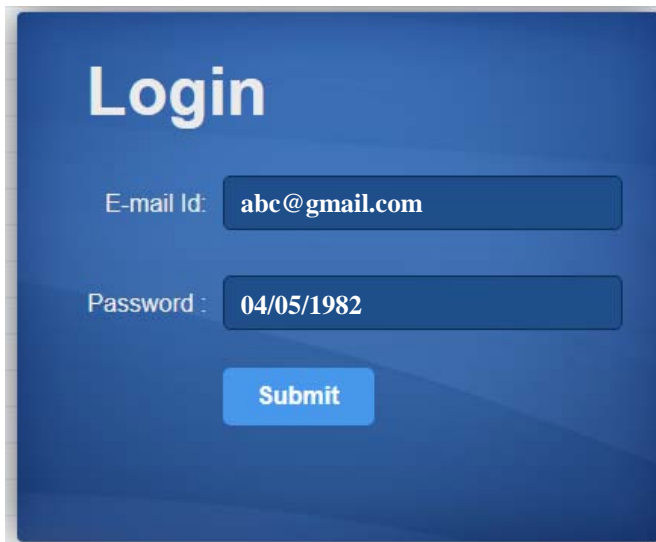


Instructions for submitting On-line Transfer request

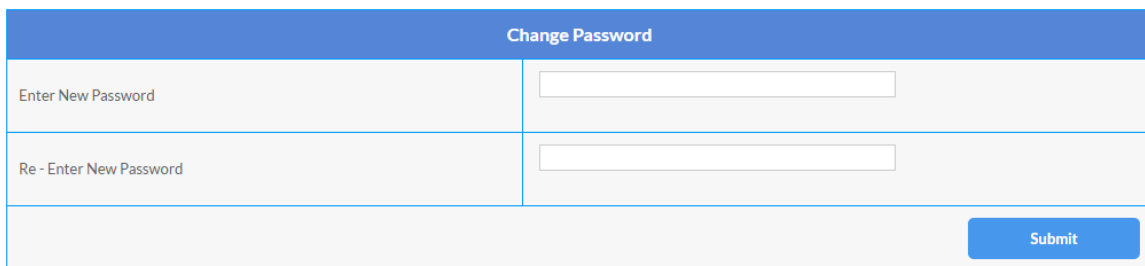
Most of the details of Employees to be furnished in the online transfer request such as **Name of the Applicant, Designation with Department/Section, Name of Institution at which now working, Date of Commencement of Regular service under CAPE, Details of Station(s) worked/Working** etc. are already available in the Employee database. All the Employees are requested to ensure the correctness of the furnished/available in the online transfer application before submitting it. If any information given in the transfer application is found to be incorrect/false, then your transfer application will not be validated.

In order to submit Transfer application through On-line, follow the steps:

Step 1: Login to the Employee page using the E-mail Id and Date of Birth(dd/mm/yyyy) already entered in the Employee database. **The employees are requested to change their password on first login for security reasons.** Those who have already changed their password during previous occasion shall Login with the last changed password.



The image shows a login form with a blue background. At the top, the word "Login" is written in white. Below it, there are two input fields: "E-mail Id:" with the value "abc@gmail.com" and "Password :" with the value "04/05/1982". A blue "Submit" button is located below the password field.



The image shows a "Change Password" form with a blue header. It contains two input fields: "Enter New Password" and "Re - Enter New Password". A blue "Submit" button is located at the bottom right of the form.

Step 2 : Click the *Transfer request icon*.



Step 3 : Select the **Category** (Technical Staff or Ministerial Staff). **Name of the institutions to which transfer is requested** should only be considered in the order of preference.

Category	-- Select --
Name of institutions to which transfer is requested	Order of Preference -- Select -- -- Select -- -- Select --

Step 4: Enter the Date of joining in the present institution by either typing the date and clicking it in the datepicker or by selecting the date and clicking it in datepicker.

Date of joining in the present institution*	05/05/2010 May 2010 Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
---	--

Select the Home station(District) from the drop-down options

Home station(District) *	-- Select --
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Enter the following with minimum number of characters.

Reason for applying for Transfer and justification for preferential treatment if any to be given to this request	<input type="text"/>
--	----------------------

Select 'Yes' for claiming preference otherwise select 'No' from the drop-down options

Any claim for getting preference. (If 'Yes', attach sufficient proof) *	-- Select --
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Step 5. Tick the I agree the declaration check box and Click the Submit button **after ensuring that all the entries are correct.**

I do hereby affirm that all the information furnished above are true to the best of my knowledge and belief and I fully understand that if it is found at a later stage of processing that any information given in the transfer application is incorrect/false or if do not satisfy the eligibility conditions for getting transfer my transfer application is liable to be cancelled. <input type="checkbox"/> I agree the declaration.	<input type="button" value="Submit"/>
--	---------------------------------------

Once submitted you cannot make any changes in the Transfer request nor submit another application.

Click the *Print details* icon to print your finally submitted application after the Verification of the Head of the Institution.



**Print
details**

Click the *Logout* icon to Logout.



Logout