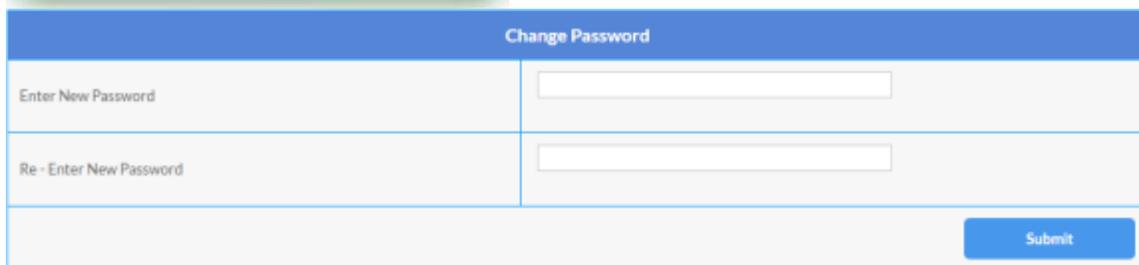


Instructions for submitting On-line Transfer request

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.**



Step 2 : Click the *Transfer request icon*.



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



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						

Enter the following with minimum number of characters.

Reason for applying for Transfer

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 it do not satisfy the eligibility conditions for getting transfer my transfer application is liable to be cancelled.

I agree the declaration.

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