

General Transfer 2017

Instructions for Applying for General Transfer 2017

Introduction : As per BO (FTD) NO. 848/2017 (PS-1(A)/3879/2016) dated 31-03-2017 and BO(FTD) NO. 888(EB7/General Transfer/Officers/2017) dated 03-04-2017, General Transfer 2017 is being done online through HRIS and accordingly a new module Transfer 2017 has been added to HRIS. Through this module all workmen and officers upto the cadre of Assistant Executive Engineer can apply for General Transfer, Internal Transfer and Protection. **The application can be submitted online from 11-05-2017 and the last date of submission is 25-05-2017.**

The transfer / protection online application process consist of following 6 simple steps

1. SCAN CLAIM DOCUMENTS
2. MOBILE REGISTRATION
3. TRANSFER / PROTECTION APPLICATION
4. SUBMIT APPLICATION
5. ACKNOWLEDGEMENT PRINT
6. WITHDRAW APPLICATION

DETAILED STEPS

STEP 1 - SCAN CLAIM DOCUMENTS

For applying for transfer / protection, all the supporting documents required for the claim are to be uploaded in HRIS in **pdf** format while filling up the format for transfer / protection application.

For completing the task easily, it is advised to scan the documents very first and keep it ready.

List of documents required for each transfer / protection claim is attached in annexure to this help document.

Please ensure that the scanned image is very clear and readable. **Scanned image should be in PDF format.** Documents can be scanned using computer connected conventional scanners as well as good quality mobile apps (like Cam scanner) available in Google Play Store.

Please also note that apart from uploading the scanned image, applicants are also directed to submit originals / attested copies of claim documents to the Salary EB. These documents will be kept under the safe custody of the salary EB for future reference. **Printouts, original documents or attested copies NEED NOT BE SEND TO CE(HRM).**

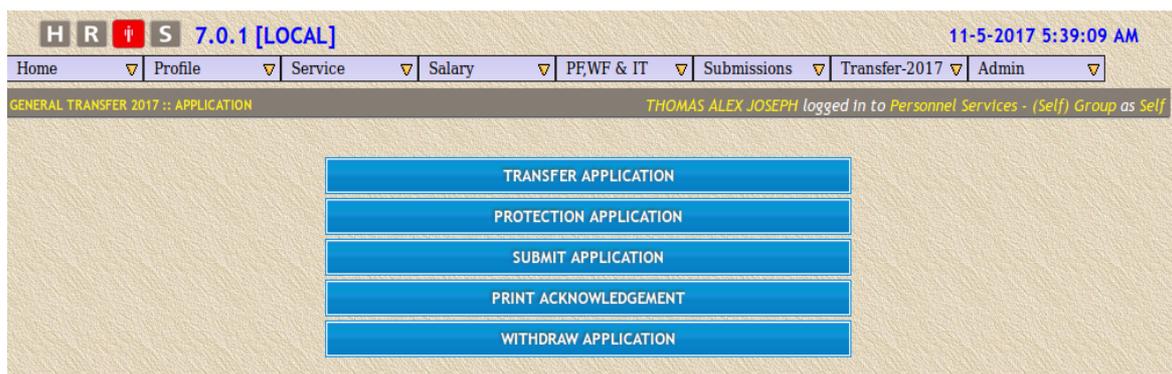
STEP 2 - MOBILE NUMBER REGISTRATION.

Mobile number registration is mandatory for all workmen and officers. Various steps of the transfer process is secured through mobile OTP. The system also provides SMS alerts of various stages of transfer process, increasing the transparency of the process

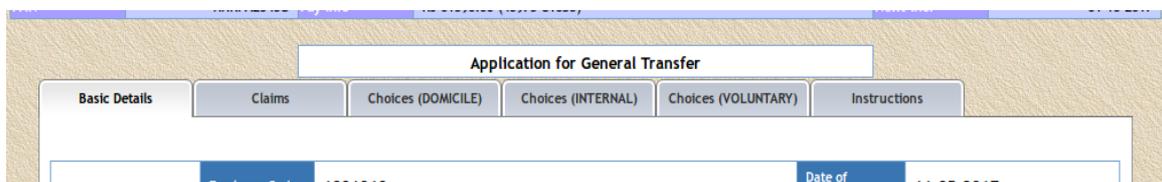
1. Login to HRIS Self Role.
2. Choose 'My Mobile' from the profile Top Menu
3. Enter your 10 digit mobile number (do not prefix +91 or 0) and click submit
4. You will receive a 4 digit OTP in your mobile
5. Enter the OTP in the column provided and click submit to get finish the registration process
6. Separate buttons are provided for OTP RESEND and CHANGE MOBILE

STEP 3 - TRANSFER APPLICATION

Choose 'APPLY' from the 'Transfer – 2017' Top Menu
The System will display the following Menu on screen.



Click on TRANSFER APPLICATION to display the online application format.
The format basically has 6 tabs



BASIC DETAIL TAB : Which shows the basic details of the incumbent. A sample view is provided below.

Application for General Transfer						
Basic Details		Claims	Choices (DOMICILE)	Choices (INTERNAL)	Choices (VOLUNTARY)	Instructions
	Employee Code	1091919	Date of Application	11-05-2017		
	Name	THOMAS ALEX JOSEPH	Sex	Male		
	Designation	Sub Engineer (Electrical)	Date of Birth (Age)	01-06-1979 (37Y 11M 10D)		
	Date of Superannuation	31-05-2035	Place of Domicile	Ezhukone Electrical Section		
	Domicile Station	Chathannoor-Kollam-Kundara	Domicile District	KOLLAM		
	Personal Mobile Number	1000051587	Email Id			

CLAIMS : Shows the list of claims as notified in the guideline from which the applicant can choose one or more. If none of the claims are applicable please do not select any. The application will be accepted even without a claim based upon the distance from place of domicile criteria and based upon the cut-off dates.

Application for General Transfer					
Basic Details	Claims	Choices (DOMICILE)	Choices (INTERNAL)	Choices (VOLUNTARY)	Instructions
Claims to choose					
Guideline clause	Documents Required	Remarks			
<input type="checkbox"/> Domicile Queue [VI(a)] Previous general transfer posting not obtained in domicile station for want of vacancy		Quote previous year's Transfer Order number and date in the Additional Remarks column below the Claim list [Transfer order date later than 27-10-2003]			
<input type="checkbox"/> Accident victim [VI(b)] Victim of accident occurred during the course and out of employment while the employee is working away from domicile station	Accident Report in Form 44A (Attested copy to be submitted) OR Site Mahasar (Attested copy to be submitted) OR Detailed Accident Report [prepared by Controlling Officer] (Attested copy to be submitted) OR FIR [Police] (Attested copy to be submitted) AND Medical Certificate showing disability percentage(LATEST) (Original to be submitted)	The date of Accident occurrence shall be later than 27-10-2003 [while the incumbent is working away from the domicile station]			
<input type="checkbox"/> Self Illness [VI(b)] Severe illness of employee while working away from domicile station	Medical Certificate(LATEST) (Original to be submitted)	Illness occurred later than 27-10-2003[while the incumbent is working away from the domicile station]			
<input type="checkbox"/> Wife Illness [VI(b)] Severe illness of wife while employee working away from domicile station	Medical Certificate(LATEST) (Original to be submitted)	Illness occurred later than 27-10-2003[while the incumbent is working away from the domicile station]			
<input type="checkbox"/> Children Illness [VI(b)] Severe illness of children while employee working away from domicile station	Medical Certificate(LATEST) (Original to be submitted)	Illness occurred later than 27-10-2003[while the incumbent is working away from the domicile station]			
<input type="checkbox"/> Widower [VI(b)] Wife expired while employee working away from domicile station	Death Certificate (Attested copy to be submitted) AND Non-Marriage Certificate(LATEST) [issued by Revenue Authorities] (Original to be submitted)	Death occurred later than 27-10-2003[while the incumbent is working away from the domicile station]			
<input type="checkbox"/> Differently abled [VI(e)] Differently abled workmen	Certificate showing the disability [issued by District Medical Board or above] (Attested copy to be submitted)				

Claims can be selected by clicking on the box provided on the left side of the list.

The selected claims will be displayed on the top of the page.

Against each selected claims there is a button to ADD DOCUMENT. Clicking on the button will display the following format on screen.

Application for General Transfer					
Basic Details	Claims	Choices (DOMICILE)	Choices (INTERNAL)	Choices (VOLUNTARY)	Instructions
Added Claims					
SL No	Claim Type / Details of Documents Attached				
1	Accident victim [VI(b)] Victim of accident occurred during the course and out of employment while the employee is working away from domicile station Not added any document	<input type="button" value="Remove"/> <input type="button" value="Add Document"/>			

Fill the details and upload the already scanned document in pdf format by clicking on SAVE DOCUMENT.

Please note that some claims require more than one document (see annexure). In such cases applicant shall add more documents by clicking on the button ADD DOCUMENT

In the bottom of the claim tab there is a column to provide additional information which the applicant wishes to convey.

Guideline clause	Documents Required	Remarks
NA Scheduled Tribe [VI(c)] Employee belonging to Scheduled Tribe	No Objection Certificate [by KSEBL] (Attested copy to be submitted)	Should be entered in the Service Book
NA Scheduled Caste [VI(d)] Employee belonging to Scheduled Caste	Marriage Certificate (Original to be submitted)	Should be entered in the Service Book
NA Retirement [VI(f)] Employees who are to retire from service within two years		

CHOICES (DOMICILE) : Shows list of offices to which incumbent can apply for GENERAL TRANSFER. The incumbent can choose any number of offices of his/her desire. For easiness of office selection a facility to filter the offices according to Generation, Transmission, Distribution & Corporate is also provided.

Choice No	Office Category	Station	Office
1	Distribution	Kundara Electrical Division	Select

In workmen category, this tab is applicable for those incumbents who are working away from their domicile station and they can only select offices in their domicile station, including adjacent stations as notified in guideline. Mazdoor category cannot apply in this choice category.

An applicant can choose any number of office choices

For Officers category, this tab is applicable for all incumbents and they can select any office from any station.

CHOICES (INTERNAL) : Shows list of offices which incumbent can apply for INTERNAL TRANSFER (Offices within the working station). The incumbent can choose any number of office of his/her desire. Internal choices are applicable for adjacent stations wherever notified. For easiness of office selection a facility to filter the offices according to Generation, Transmission, Distribution & Corporate is also provided. An applicant can choose any number of office choice. For Mazdoor category working station is defined as the district in which the incumbent is working.

CHOICES (VOLUNTARY) : Shows the list of remote and hilly area offices as notified in the transfer guideline to which any employee except Mazdoor category can apply. The incumbent can choose any number of offices of his/her desire.

While moving between the tabs, please use 'SAVE APPLICATION' button to save the application. Even after saving the application, the incumbents can change the claims or office choice till the application is submitted.

<input type="checkbox"/>	degree/diploma, CA/ICWAI	No Objection Certificate [by KSEBL] (Attested copy to be submitted)	academic year
<input type="checkbox"/>	Wife in KSEBL [IV] Wife also a KSEBL employee	Marriage Certificate (Original to be submitted)	Furnish wife's employee code in the Additional Remarks column shown below the Claim list
Claims not eligible			
	Guideline clause	Documents Required	Remarks
NA	Scheduled Tribe [VI(c)] Employee belonging to Scheduled Tribe		Should be entered in the Service Book
NA	Scheduled Caste [VI(d)] Employee belonging to Scheduled Caste		Should be entered in the Service Book
NA	Retirement [VI(f)] Employees who are to retire from service within two years		
Additional Remarks (If any)			
SAVE APPLICATION			

STEP 3 - PROTECTION APPLICATION

Choose 'APPLY' from the 'Transfer – 2017' Top Menu

Click on PROTECTION APPLICATION to display the online format.

The format basically has 3 tabs

BASIC DETAIL TAB : Which shows the basic details of the incumbent

CLAIMS : Shows the list of claims as notified in the guideline applicable for protection request

from which the applicant can choose one or more. Atleast one claim is mandatory for submitting the protection request.

Claims can be selected by clicking on the box provided on the left side of the list.

The selected claims will be displayed on the top of the page.

Against each selected claims there is a button to add document. Clicking on the button will display the following format on screen.

Fill the details and upload the already scanned document in pdf format by clicking on SAVE DOCUMENT.

Please note that some claims require more than one document (see annexure). In such cases applicant shall add more documents by clicking on the button ADD DOCUMENT

STEP 4 - SUBMIT APPLICATION

This step is to be carried out after filling and saving the TRANSFER / PROTECTION application. BEFORE SUBMITTING THE APPLICATION PLEASE ENSURE THAT ALL DETAILS ARE CORRECT.

1. Choose 'APPLY' from the 'Transfer – 2017' Top Menu
2. Click on SUBMIT APPLICATION to display the online application format.
3. System displays the application in following format
4. After verifying the correctness of the details furnished click on 'SUBMIT' button.
5. The system will send a 4 digit OTP to your registered mobile
6. Enter the OTP in the column provided and click 'VERIFY'
7. The application will get submitted to the Salary EB and a confirmation message will be send to your mobile

STEP 5 - ACKNOWLEDGEMENT PRINT

1. This process is to be done after submitting the application
2. Choose 'APPLY' from the 'Transfer – 2017' Top Menu
3. Click on ACKNOWLEDGMENT PRINT which will display your submitted application
4. Click on 'PRINT' button to print the acknowledgement
5. The printout will contain the list of documents against each claim.
6. Submit the printout along with the documents to the Salary EB.

7. Salary EB will cross check the submitted documents with the uploaded ones
8. Salary EB shall sign the tear-off portion and hand over the same to the incumbent as a token of receipt of the documents.

STEP 6 – APPLICATION WITHDRAWAL

1. This facility is provided for applicants to withdraw the application (if required) even after submitting the application.
2. Applicants can withdraw their application upto the last date of submission.
3. After withdrawing the application, applicants can change the claim or office choice and then re-submit after following the procedures of the new application
4. Choose 'APPLY' from the 'Transfer – 2017' Top Menu
5. Click on WITHDRAW APPLICATION which will display your submitted application
6. Click on the 'WITHDRAW' button, the system will send an OTP to the registered mobile. Enter the OTP in the space provided and click proceed.
7. A confirmation message will be send to the registered mobile regarding the withdrawl.

THE STATUS OF THE APPLICATION WILL BE INTIMATED THROUGH SMS AT EACH STAGE OF PROCESS

For further queries and error reporting (if any), please contact our help desk

(from 10am to 5pm) 9496012184, 0471-2514216, hris@kseb.in

Team HRIS

11-05-2017