

No.EB7/General/Online Transfer/2017

Dated: 10.05.2017.

**NOTE TO ALL ARU HEADS**

Sub:- Online General Transfer for 2017 – Both workmen and Officer Categories –  
Instructions providing of – reg:

- Ref:-
1. BO (FTD) No.848/2017 (PS-1(A)/3879/2016) Thiruvananthapuram dated 31.03.2017.
  2. BO (FTD) No.888 (EB7/General Transfer/Officers/2017) dated 03.04.2017.

The facility for applying transfer/protection through online for General Transfer 2017 will be opened on 11.05.2017 and the same will be closed on 25.05.2017. In this connection, certain instructions have been provided to all employees as follows:

- 1) There are detailed instructions, both in English and in Malayalam in the HRIS window for online transfer.
- 2) For applying online for transfer/protection, mobile number is compulsorily to be registered. It is to be done in a separate window after self log in the module. Those employees who do not provide mobile number, can not get access to the online application rendering module.
- 3) There are three categories of transfer for workmen categories.
  - (a) Transfer to domicile station from outside on eligibility basis (Inter Station transfer).
  - (b) Transfer within the station (Intra station)
  - (c) Voluntary transfer request to Hill/Remote station.
- 4) The documents pertain to claim for transfer or protection from transfer shall be attested, scanned and uploaded by the employee him/her self. The uploading shall be in PDA format. For computer illiterate employees, the concerned Senior Assistant of the Establishment wing of the ARU can help the employee in uploading, only with the consent of the employee.

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- 5) After uploading the application, submit it online. Then an acknowledgement will be received by the employee. Along with the printed acknowledgement all the uploaded supporting documents can be submitted to ARU head.
- 6) The ARU Head, as and when the applications are received online shall verify the application with the Service Book of the incumbent and if found correct, approve it and finally forward it to Chief Engineer (HRM) with out further delay. No advance copy of application is needed.
- 7) Hard copies pf application for transfer and any supporting documents for protection will not be forwarded to the Office of the Chief Engineer (HRM). At the same time, the hard copies shall be safely preserved in the ARU till the next General Transfer and shall be produced as and when required.
- 8) In the case of officer categories the district level medical committees constituted for the purpose will verify the genuineness of the claim and issue proceedings accordingly as insisted in the BO cited as reference (2).
- 9) Further instruction, if any, will be provided in due course of time.

  
✓ CHIEF ENGINEER (HRM)