### **User Manual**

For

e-Transfer Application System (For District Level)

(Version 1.0)

Under

Swasthya Sewa Dapoon

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National Health Mission Department of Health & Family Welfare Govt. of Assam

# For District Level, Block Level and Health Institution Level Employees.

Page 2

#### Step1: Write 118.185.73.226 in address bar of web browser. (Google Chrome id preferable)

The following page will open as shown in Figure 1.



Figure: 1

Now click on the arrow on right top of the page as show in the Figure 2 below.



Figure: 2

#### The following page will open as shown in Figure 3



Figure: 3

Now click on the Transfer module tab as shown in Figure 3.

After clicking on the above tab, Transfer Module Login page will open as shown in Figure 4.

← → C ① localhost/hr/online_transfer/login.php		🕶 🕁 💹 🐵 🖄 🏞 🍓	
NUMERAL HARD	SWASTFIYAS NHM,	EWA DAPOON	
	Online Transfer Application Module		
	NRHM-00008		
	0b9i		
	Type the word as shown above		
	Login		
	successfully Logged out!		
@ Copyright National Health Mission, Assam. All Rig	hts Reserved. Desig	gned and Developed by MIS CELL NHM, ASSAM	
	Figure 4		

#### Step2: Login to the Online Transfer Module.

Enter NHM Assam Employee Id as User Id and same for the password also for the first time to login to the System. (If you have already changed the password then you can use the changed password).

The following page will display as shown in Figure 5 for the first time to change password after login to the system (If you have already changed the password then it will not come).

Home Transfer - Logout		SWASTHYA SEWA DAPOOI NHM, ASSAM (menjaded hils of system)	V 🍂
	CHANGE	PASSWORD	
	Old Password		
	New Paasword		
	Re Enter Password		
	Change	Password	
@ Copyright National Health Mission, Assar	n. All Rights Reserved.	Designed and Developed by M	IS CELL NHM, ASSAM

Figure 5

eTransfer Application System After successful login to the system, the following home page will open as show in Figure 6. SWASTHYA SEWA DAPOON NHMI, ASSAM Bhupendra Gogoi District Data Manager Sivasagar District HQ DPMU Official Details NRHM-00027 Employee Id Name Bhupendra Gogoi Designation District Data Manager Date of Joining at HFW 17/10/2006 Date of Joining at Present Place of Posting 17/10/2006 Currently working District Sivasagar District HQ Currently working Health Block DPMU Currently working Health Institute Working Status Working @ Copyright National Health Mission, Assam. All Rights Reserved. Designed and Developed by MIS CELL NHM, ASSAM

Figure 6

#### Step 3:. Apply transfer for General Employees

Click on the Application Menu and click on General Employees menu options as shown in the figure below

	_application_general.php		☆	٨	0	Ô	* 📵	:
NUM HEALTH AND		SWASTHYA SEWA DAPOO NHMI, ASSAMI Integrated Miscols System)	N					
Home Transfer - Logout								
	TRANSF	ER APPLICATION						
Employee ld:	NRHM-00008							٦
Employee Name:	Amit Kumar Chaudhury			roceet	<u> </u>			
@ Copyright National Health Mission	n, Assam. All Rights Reserved.	Designed and Developed by N	AIS CEL	LNH	IM, A	ASS/	AM	

Figure 7

After clicking on the proceed button the following page will appear as shown in Figure 8.

Heat Transfer - Logout		× .	SWA	/3711 11 11	(A SEWA DAP) IM, ASSAM graded MS-GIS System)	DON	
		TRAN	SFER APPLIC	ATION			
Employee Id:	NRH	1M-00008					
Employee Name:	Amit	t Kumar Chaudhur	Ŋ			Proceed	
Employee Level:*			District		4		
Employee Name:*			Amit Kumar Chauc	ihury	4		
Designation:*			District Data Mana	ger	4		
Date of Joining AI HFW:*			23-11-2011		1		
Date of Joining Present Place of Posting:*			16-03-2018		4		
Home District:					1		
		DDFO		STING	<b>X</b>		
District Name:		PRES	Baksa	STING			
			Barama		4		
BPHC Name:			Darama		4		
HI Name:			NOTIONAL SC 3(N	NSC)	4		
		APPL	YING FOR TRANSF	ER TO			
	District Name:		Select District	*			
Preference 1 <sup>st</sup>	BPHC Name:		Select Block	Ŧ			
	HIName		Select HI	*			
	District Name:		Select District	*			
Preterence 2"	BPHC Name:		Select Block	*			
	Hi Name		Select HI	*			
Preference 3rd	BBHC Name:		Select District	*			
Therefore 0	HI Name		Select Block	*			
	District Name:		Select District				
Preference 4th	BPHC Name:		Select Block				
	HI Name		Select HI				
	District Name:		Select District	Ŧ			
Preference 5 <sup>th</sup>	BPHC Name:		Select Block	~			
	HI Name		Select HI	*			
If transferred earlier (Give details):							
Have you applied for transfer in the last 6 months (Y/N):							
Supportign Document1			Choose File No file chosen				
Supportign Document2			Choose File No f	ile chosen			
Supportign Document3			Choose File No f	ile chosen			
□The facts state am liable for any activ	d above are true	to the best on the best of the	of my knowled	dge and b	pelief. In case of any fals	se statement, I	
ann habio for any doli	and additionty I	nay aboin ii	Submit				
@ Copyright National Health Mission,	Assam. All Rights F	Reserved.			Designed and Developed	I by MIS CELL NHM, ASSAM	

Figure: 8

Now select all available Preferences, select supporting documents click on Submit Button to apply.

View Application: Click on view print application to view or print application as shown in figure below.

nsfer - Logout	1	(integrated MIS-GIS System)
ply Transfer		
ew Print Application		TRANSFER APPLICATION
ports [List of Applications]		NRHM-00027
		Bhupendra Gogoi
Designation:*		District Data Manager
Date of Joining under N	RHM:*	17/10/2006
Date of Joining Present	Place of Posting:*	17/10/2006
Home Town:		Sivasagar
		PRESENT PLACE OF POSTING
District Name:		Sivasagar
BPHC Name:		District HQ
HI Name:		DPMU(Others)
	1	APPLYING FOR TRANSFER TO
District Name:		Barpeta
Preference 1%	BPHC Name:	Barpeta Road
	HI Name:	BARPETA ROAD(BPHC)
The stand	District Name:	Nagaon
Preference 2 <sup>nd</sup>	BPHC Name:	Buragohaithan
	HI Name:	Khaloigaon(Sub Centre)
Desferrers off	District Name:	Darrang
Preference 3 <sup>rd</sup>	BPHC Name:	KHARUPETIA
	Ri Name.	ARIMARI(Sub Centre)
Breference 4th	District Name:	Sonitpur
Freierence 4***	HI Name:	Binagun
	District Name:	Bahuman(Sub Centre)
Preference 5th	BRHC Name:	
Freierende 5	HI Name:	
Have you applied for tra	insfor in	BEHAIGAUN(Sub Centre)
the last 6 months (Y/N):		Yes No
Recommendation:		new
Status:	(	Pending
The facts stated at	ove are true to the best owny kn	owledge and belief. In case of any false statement, I am liable for any action the authority may deem fit and

Figure 9

In this option, user can see the status of their Applications.

## For State Level Employees (Admin)

NATIONAL HEALTH MISSION, ASSAM

Page 9

eTransfer Application System

#### Step 1: View List of Transfer Applications:

Click on Reports [List of Applications], the following screen will display.

Hom	е Transfer - Lo	gout			(integrated Mis-GIS	System)		1	200
	Reports [List of A Edit Application	pplications]		Select	~		Searc	ch	
SI No	Application ID	HR-MIS ID	Name	Designation	District	BLOCK	Health Institution		View
	22	NRHM-00027	Bhupendra Gogoi	District Data Manager	Sivasagar	District HQ	DPMU(Others)		£
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Figure 10

Step2 : Click on view icon to view the application as shown in above figure.

Transfer Application Details ee ID: NRHM-0 ee ID: ee Name: ee Designa Bhupendra Gogoi District Data Mana of Posting Sivasagar District HQ District: врно DPMU(Others 17/10/2006 17/10/2006 TRANSFER TO ng ate of Joining F NUMERA TO Barpeta Barpeta Road Barpeta Road Barpeta Road Khaloigaon(Sub Cee Nagaon KHARUPETIA ARIMARI(Sub Cent Sontpur nce 1 District Block Health ce 3 Distric Block Bihaguri Bahuma Darrang District lock HM-00027-1.jpg

After clicking on the above icon, following screen will appear.

Figure 11

After view full application, Admin will accept or reject application in the system as shown in the Figure 11

A CONTRACTOR FOR	Transfer - Logout		Transfer A	Iocalhost says Are are sure you want to APPROV Health Institution	/E the request?	Cancel Centre)	DAP(	OON	
			Supporting Docume	ents					
	Select District		NRHM-00027-1.jpg	1					
			NRHM-00027-2.xls	х				_	
SI No	Application ID	HR-MIS	NRHM-00027-3.xls	х				Health Institution	View
		NRHM-	Ap	proval Status:	Pending				
@ Cop	pyright National Heal	th Miss		Accept Re	ect Cancel		) ped	ь by MIS CELL NHM, J	

Figure 12

-----END------END------

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