



ৰাষ্ট্ৰীয় স্বাস্থ্য অভিযান, অসম

OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005

Website : <https://nhm.assam.gov.in> E mail : [misnrhm.assam@gmail.com](mailto:misnrhm.assam@gmail.com)

No: NHM-31011/1/2019-MIS-NHM/ **7209**  
ECF-107293

Date: 26/06/2019

### **ORDER**

**Sub: Implementation of the e-Transfer Policy for the NHM employees who have completed 5 years or more in the current place of posting in the HRMIS eTransfer Module.**

The **Online Transfer Module for the employees under National Health Mission, Assam** in the HR-MIS Portal has been rolled out already.

For giving opportunity for transfer to a place of posting of their choice as well as to rotate the place of posting of the NHM employees who have already completed 5 years or more in the same place of posting, the following transfer policy is being implemented under National Health Mission.

#### **Background:**

The current system of transfer application is completely offline and applicants come to State HQ to know the status of their applications as well as apply more than once in the offline mode. Moreover many Programme Management personnel have completed more than 5 years of service, some of them even upto 13 years in the same place of posting which may not be suitable for the performance of the employee.

#### **Process for implementation:**

An online module for online application of transfer and online processing of the transfer applications has been prepared by the MIS Cell of NHM, Assam.

- 1) The process for online application is stated as below:
  - a. The applicant who have completed 5 years or more years (as on 1<sup>st</sup> June 2019) in the same place of posting will apply using his or her User ID that is the Employee ID in the HR-MIS Portal. The 5 preferences for the posting stations will be given depending upon the vacancies which are deemed to arise in places where the incumbent have completed 5 years or more.  
  
The vacancies will be calculated cadre wise i.e District Programme Manager/District Data Manager/District Accounts Manager/Block Programme Manager/Block Data Manager, etc.
  - b. In general, all the first preference will be allocated their choice of posting.



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- c. In case 2 or more people apply for the same place of posting then the following algorithm on basis of the following criteria will decide the preferences-
- The applicant who has served the longest in a particular post will be given preference.
  - In case, 2 or more applicants have served equally, then the applicant who has longest serving within NHM will be given next preference.
  - In case that criteria also being the same then the older applicant as per Date of Birth will be given preference.
  - In case of applicants who don't apply within the given time frame of 15 days, it will be deemed that they have no specific preference. Then, the place of posting as per the vacancies will be decided by the HR Rationalization Committee headed by Mission Director, NHM with Executive Director, NHM, Director (Finance & Accounts) as members and HRD Consultant as Member Secretary.

The detailed step by step Manual for submission of Online Application is enclosed herewith for reference. No manual applications will be accepted.

The online applications for transfers shall be submitted by **15<sup>th</sup> July 2019** in the online Swasthya Sewa Dapoon ([www.nhmssd.assam.gov.in](http://www.nhmssd.assam.gov.in)).

In case of any query related to the transfer module, Ms. Niharika Baishya, HR Executive may be contacted at Mobile No. 98641-70240 and for technical issues, Mr Anal Anand Bora, Programmer may be contacted at Mobile No. 87619-89602.

  
(J.V.N. Subramanyam, IAS)  
Mission Director,  
National Health Mission, Assam

No: NHM-31011/1/2019-MIS-NHM/ 7210 - 7223

Date: 26/06/2019

Copy to:

- The Principal Secretary to the Govt. of Assam, Health & FW Deptt., Dispur, Guwahati-6 for kind information.
- The Commissioner & Secretary to the Govt. of Assam, Health & FW Deptt., Dispur, Guwahati-6 for kind information.





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3. The Principal Secretary, (BTAD/DHAC/KAAC) / Deputy Commissioner cum Chairperson, District Health Society, All Districts for kind information.
4. The Executive Director, National Health Mission, Assam.
5. The Director of Health Services, Assam, Hengrabari, Guwahati.
6. The Director of Health Services (FW), Assam, Hengrabari, Guwahati.
7. The Director, Finance & Accounts, NHM, Assam
8. The SPO / SNO / SSO, All Umbrella Programmes, NHM, Assam for information and necessary action.
9. The Joint Director of Health Services cum Member Secretary, District Health Society, NHM, Assam for information and necessary action.
10. The SPMU, NHM, State HQ for information & necessary action.
11. The DPMU, NHM, All Districts for information and necessary action.
12. The BPMU, NHM, All Districts for information and necessary action.
13. P.S. to the Hon'ble Minister, Health & FW Deptt., Assam, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister.
14. Office copy.

  
Mission Director,  
National Health Mission, Assam