

**User Manual**  
**For**  
***e-Transfer Application System (For District Level)***  
**(Version 1.0)**

**Under**  
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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.**

**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.

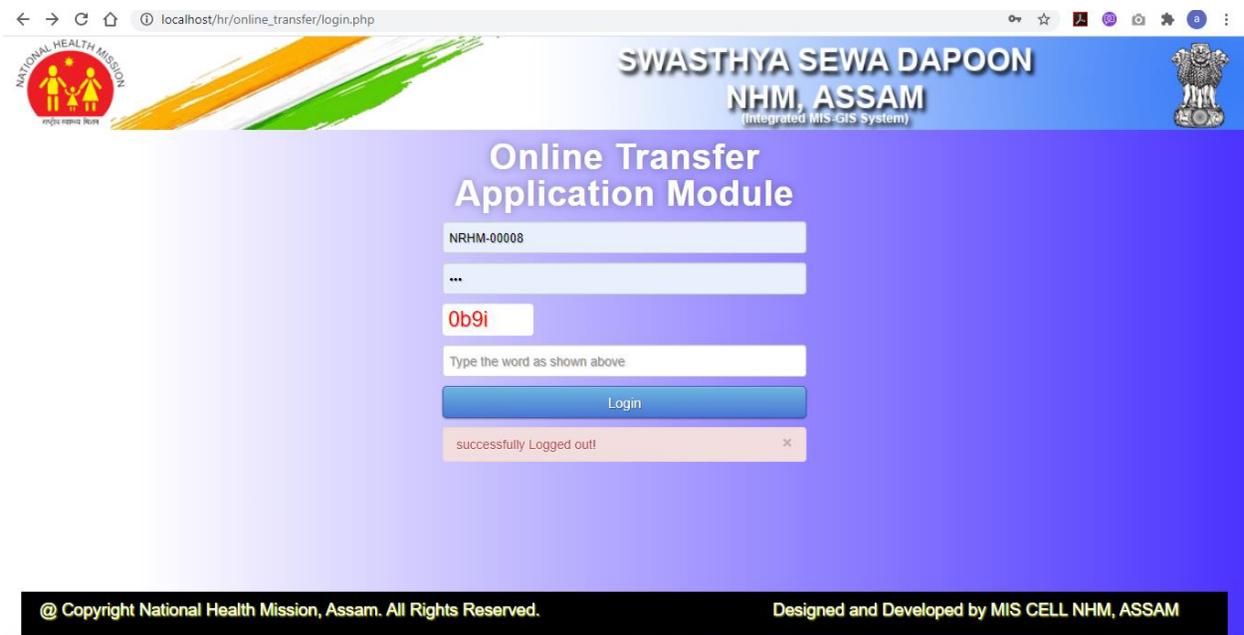


Figure 4

**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).



Figure 5

After successful login to the system, the following home page will open as show in Figure 6.

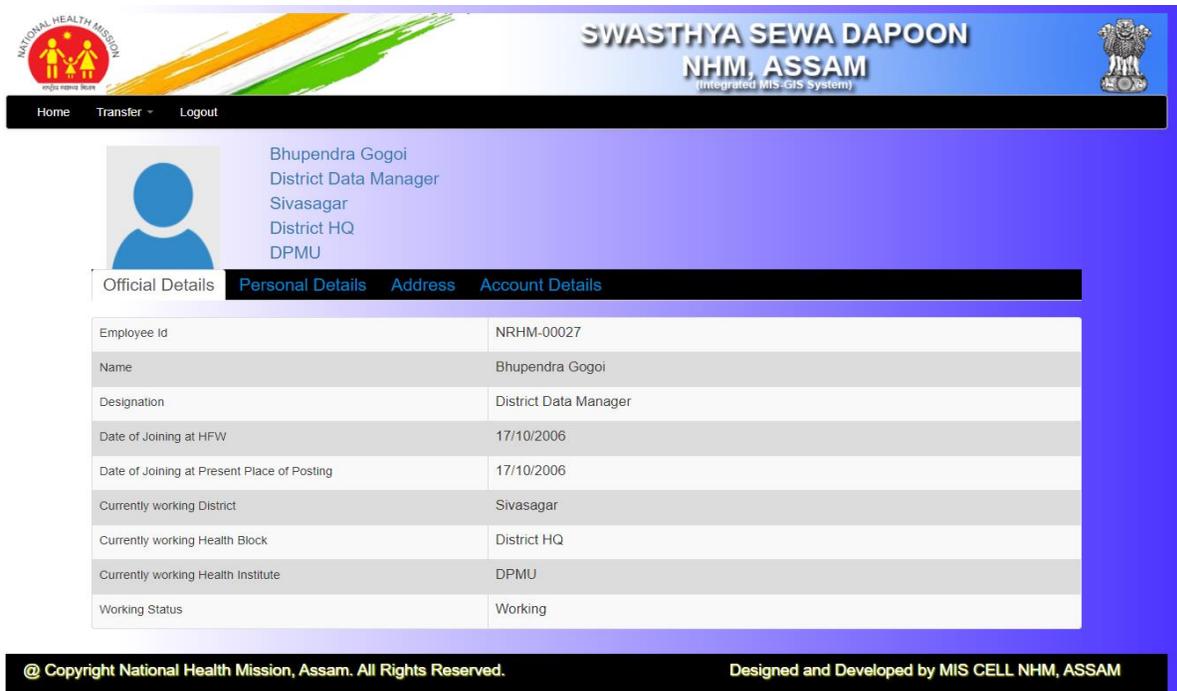


Figure 6

### 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

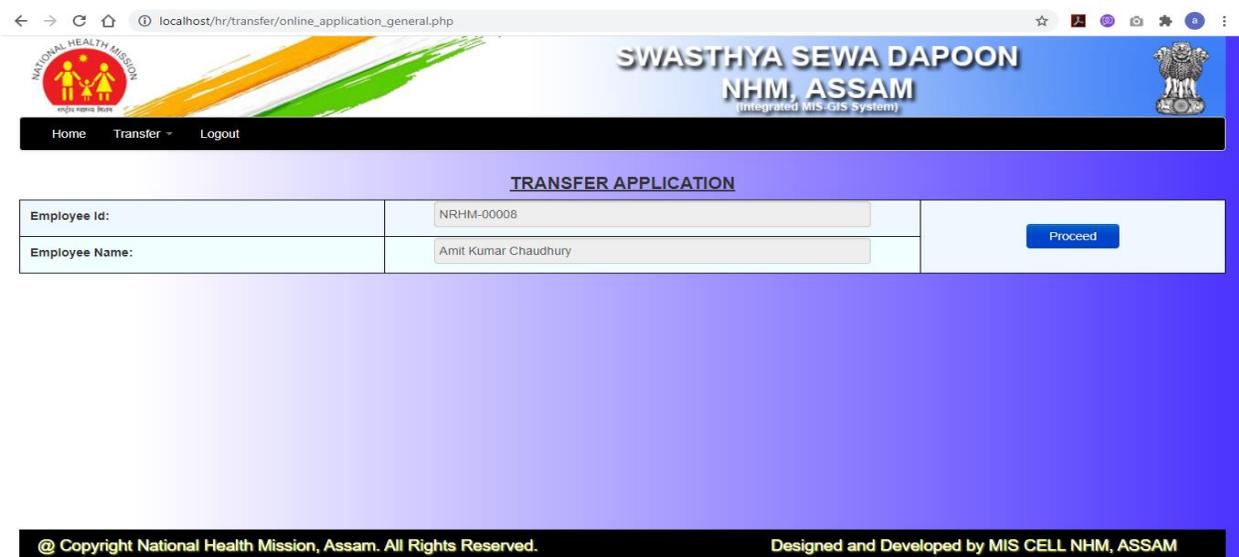


Figure 7

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



**SWASTHYA SEWA DAPOON**  
**NHM, ASSAM**  
(Integrated MIS-GIS System)



Home
Transfer
Logout

**TRANSFER APPLICATION**

Employee Id:	NRHM-00008	<input type="button" value="Proceed"/>
Employee Name:	Amit Kumar Chaudhury	

Employee Level:*	District <input type="text" value="District"/> ✓
Employee Name:*	Amit Kumar Chaudhury ✓
Designation:*	District Data Manager ✓
Date of Joining AI HFW:*	23-11-2011 ✓
Date of Joining Present Place of Posting:*	16-03-2018 ✓
Home District:	<input type="text" value="District"/> ✓

**PRESENT PLACE OF POSTING**

District Name:	Baksa <input type="text" value="Baksa"/> ✓
BPHC Name:	Barama <input type="text" value="Barama"/> ✓
HI Name:	NOTIONAL SC 3(NSC) <input type="text" value="NOTIONAL SC 3(NSC)"/> ✓

**APPLYING FOR TRANSFER TO**

Preference 1 <sup>st</sup>	District Name:	Select District <input type="text" value="Select District"/>
	BPHC Name:	Select Block <input type="text" value="Select Block"/>
	HI Name:	Select HI <input type="text" value="Select HI"/>
Preference 2 <sup>nd</sup>	District Name:	Select District <input type="text" value="Select District"/>
	BPHC Name:	Select Block <input type="text" value="Select Block"/>
	HI Name:	Select HI <input type="text" value="Select HI"/>
Preference 3 <sup>rd</sup>	District Name:	Select District <input type="text" value="Select District"/>
	BPHC Name:	Select Block <input type="text" value="Select Block"/>
	HI Name:	Select HI <input type="text" value="Select HI"/>
Preference 4 <sup>th</sup>	District Name:	Select District <input type="text" value="Select District"/>
	BPHC Name:	Select Block <input type="text" value="Select Block"/>
	HI Name:	Select HI <input type="text" value="Select HI"/>
Preference 5 <sup>th</sup>	District Name:	Select District <input type="text" value="Select District"/>
	BPHC Name:	Select Block <input type="text" value="Select Block"/>
	HI Name:	Select HI <input type="text" value="Select HI"/>

If transferred earlier (Give details):	<input type="text"/>
Have you applied for transfer in the last 6 months (Y/N):	<input type="radio"/> Yes <input type="radio"/> No
Supportign Document1	<input type="button" value="Choose File"/> No file chosen
Supportign Document2	<input type="button" value="Choose File"/> No file chosen
Supportign Document3	<input type="button" value="Choose File"/> No file chosen

The facts stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable for any action the authority may deem fit and proper.

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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.

**TRANSFER APPLICATION**

NRHM-00027		
Bhupendra Gogoi		
Designation:*	District Data Manager	
Date of Joining under NRHM:*	17/10/2006	
Date of Joining Present Place of Posting:*	17/10/2006	
Home Town:	Sivasagar	
<b>PRESENT PLACE OF POSTING</b>		
District Name:	Sivasagar	
BPHC Name:	District HQ	
HI Name:	DPMU(Others)	
<b>APPLYING FOR TRANSFER TO</b>		
Preference 1 <sup>st</sup>	District Name:	Barpeta
	BPHC Name:	Barpeta Road
	HI Name:	BARPETA ROAD(BPHC)
Preference 2 <sup>nd</sup>	District Name:	Nagaon
	BPHC Name:	Buragohaitan
	HI Name:	Khaloigaon(Sub Centre)
Preference 3 <sup>rd</sup>	District Name:	Darrang
	BPHC Name:	KHARUPETIA
	HI Name:	ARIMARI(Sub Centre)
Preference 4 <sup>th</sup>	District Name:	Sonitpur
	BPHC Name:	Bihaguri
	HI Name:	Bahumari(Sub Centre)
Preference 5 <sup>th</sup>	District Name:	Darrang
	BPHC Name:	PATHARIGHAT
	HI Name:	BEHAIGAON(Sub Centre)
Have you applied for transfer in the last 6 months (Y/N):	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Recommendation:	new	
Status:	<b>Pending</b>	
<input checked="" type="checkbox"/> The facts stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable for any action the authority may deem fit and proper.		

[Print](#)

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Figure 9

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

# For State Level Employees (Admin)

## eTransfer Application System

Step 1: View List of Transfer Applications:

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

The screenshot shows the 'LIST OF APPLICATIONS' page. At the top, there is a navigation bar with 'Home', 'Transfer', and 'Logout'. A dropdown menu is open under 'Transfer', showing options: 'Apply Transfer', 'View Print Application', 'Reports [List of Applications]', and 'Edit Application'. Below the navigation is a search bar with a 'Select' dropdown and a 'Search' button. The main content is a table with the following data:

Sl No	Application ID	HR-MIS ID	Name	Designation	District	BLOCK	Health Institution	View
1	22	NRHM-00027	Bhupendra Gogoi	District Data Manager	Sivasagar	District HQ	DPMU(Others)	

At the bottom of the page, there is a footer with the text: '@ Copyright National Health Mission, Assam. All Rights Reserved. Designed and Developed by MIS CELL NHM, ASSAM'.

Figure 10

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

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

The screenshot shows the 'Transfer Application Details' form. The form is divided into several sections:

- Employee Information:**
  - Employee ID: NRHM-00027
  - Employee Name: Bhupendra Gogoi
  - Employee Designation: District Data Manager
- Place of Posting:**
  - District: Sivasagar
  - BPHC: District HQ
  - Health Institution: DPMU(Others)
  - Date of Joining HFW: 17/10/2006
  - Date of Joining Present Place of Posting: 17/10/2006
- APPLYING FOR TRANSFER TO:**

Preference	District	Block	Health Institution
Preference 1	Barpeta	Barpeta Road	BARPETA ROAD(BPHC)
Preference 2	Nagaon	Barpeta Road	Khaloigaon(Sub Centre)
Preference 3	Nagaon	KHARUPETIA	ARIMARI(Sub Centre)
Preference 4	Sontipur	Bihaguri	Bahumari(Sub Centre)
Preference 5	Darrang	PATHARIGHAT	BEHAIGAON(Sub Centre)
- Supporting Documents:**
  - NRHM-00027-1.jpg
  - NRHM-00027-2.xlsx
  - NRHM-00027-3.xlsx
- Approval Status:** Pending

At the bottom of the form, there are three buttons: 'Accept', 'Reject', and 'Cancel'.

Figure 11

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

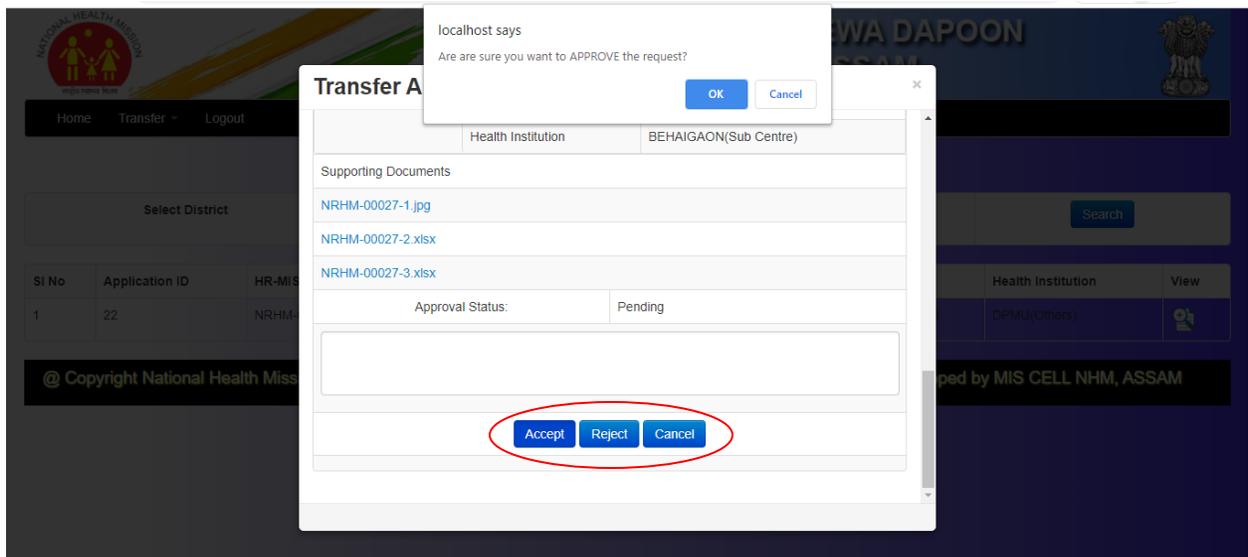


Figure 12

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