# Public Health Department

Govt. Of Maharashtra

Manual for Transfer Process Software

1) This software is designed and developed for conducting transfer process of employee based on the transfer priority and seniority of the employee as per the preferences given by the employee as mentioned in the Maharashtra Government Resolution शासन निर्णय क्रमांक : एसआरव्ही-2017/प्र.क्र.415/कायासन 12 dated 09 April 2018.

2) Below is Login Screen of the Software :
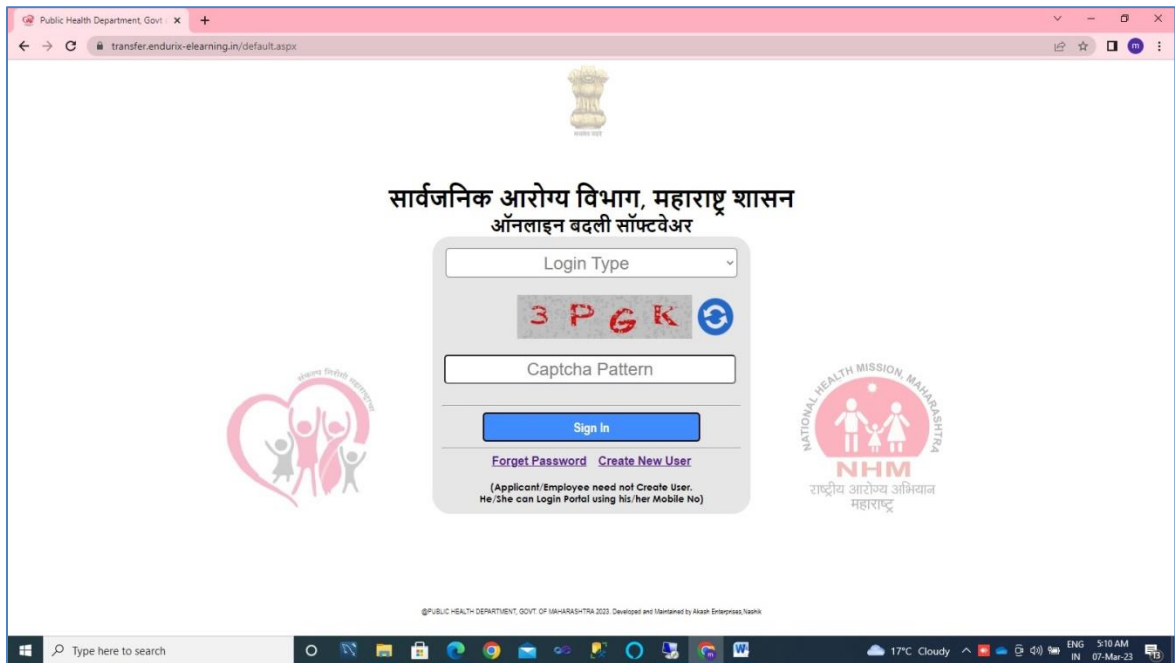
This page contains Login Type, Captcha Pattern, Forget Password and Create New User. When user click on Login Type, various types of Login Type appeared for selection as mentioned below.
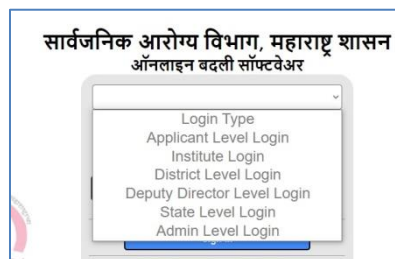
When user selects Applicant Level Login, system will ask for Applicant Mobile no and OTP and for other Login Type, system will ask for Username and Password of User.
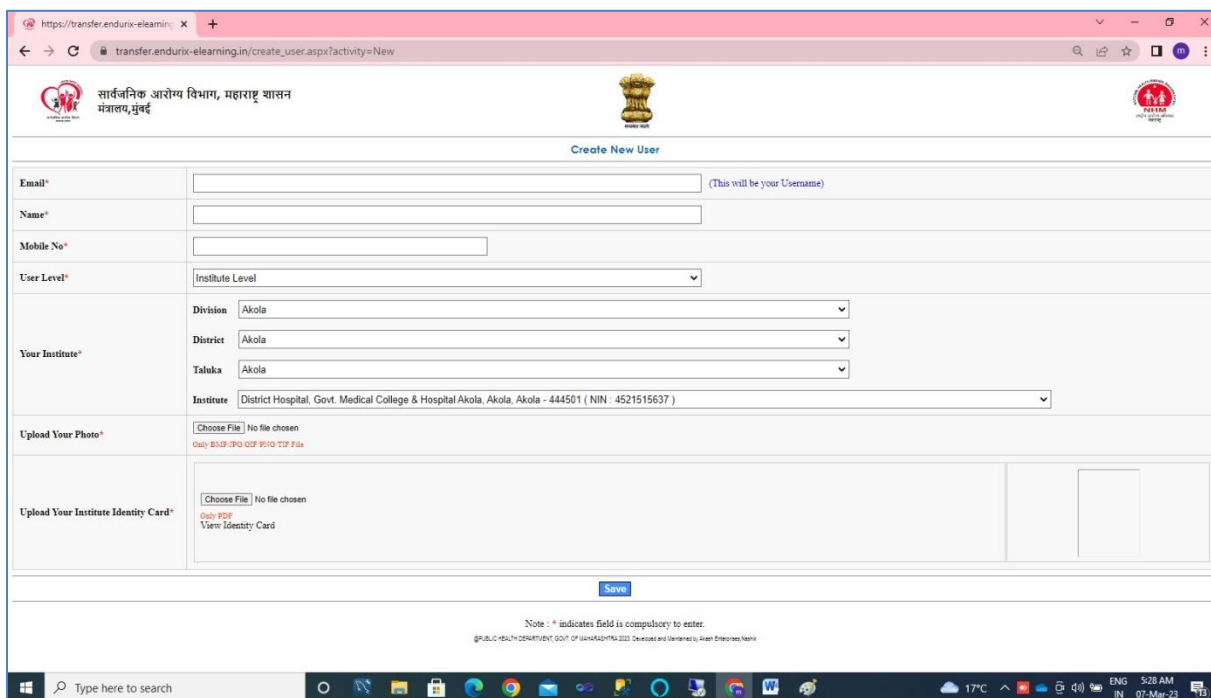

Applicant need not create new user to access the portal. Applicant can access portal by providing mobile no and OTP received on mobile. Rest all user need to create new user, register them into the portal and then by providing username and password, he/she can access portal.

Below is screen for New User Registration:

For new registration, user need to enter email, mail, mobile, user level and institute. User also needs to upload his photo and identity card given by his institute. Based on

the user registration information, Institute Level / District Level User can be verify at Deputy Director Level, Deputy Director Level User can be verify at State Level and State Level User can be verify at Admin Level.

Based on the user level, User can view data in his jurisdiction i.e. Institute Level user can view only applicant data and institute data pertains to its institute. District level user can view only applicant data and institute data pertains to its District. Deputy Director Level user can view only applicant data and institute data pertains to its Division and State/Admin Level user can view all applicant data and all institute.

3) Registered user can retrieve password through his/her email and mobile using following module of the portal by providing email to the portal
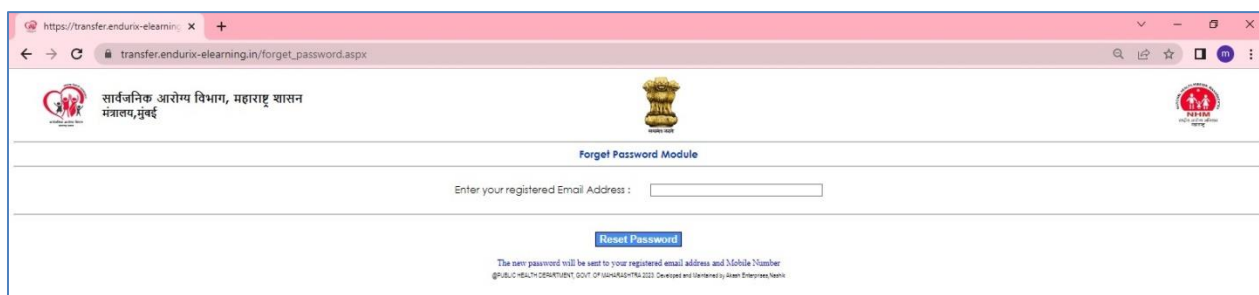
4) After successful login into the portal, main dashboard of the system will appear based on the level of the user. Main dashboard screen consist of left and right menu at to top.
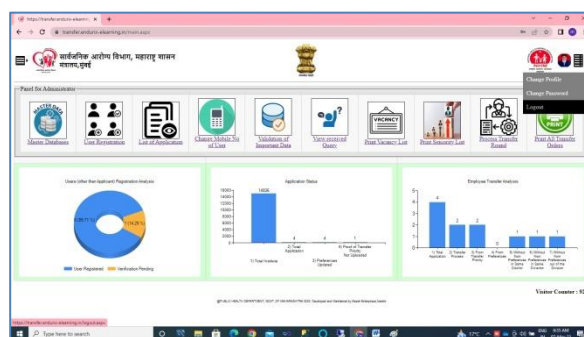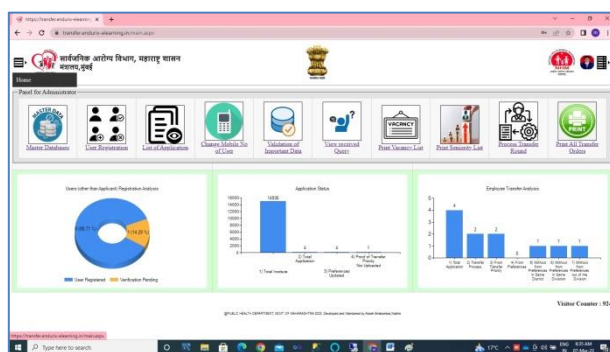
Left hand side menu is use to move to main dashboard and right side menu is use for change profile of user, change password and logout.

User can change his/her profile from below screen:

User can change password from below screen:

Admin Dashboard will appear as below:
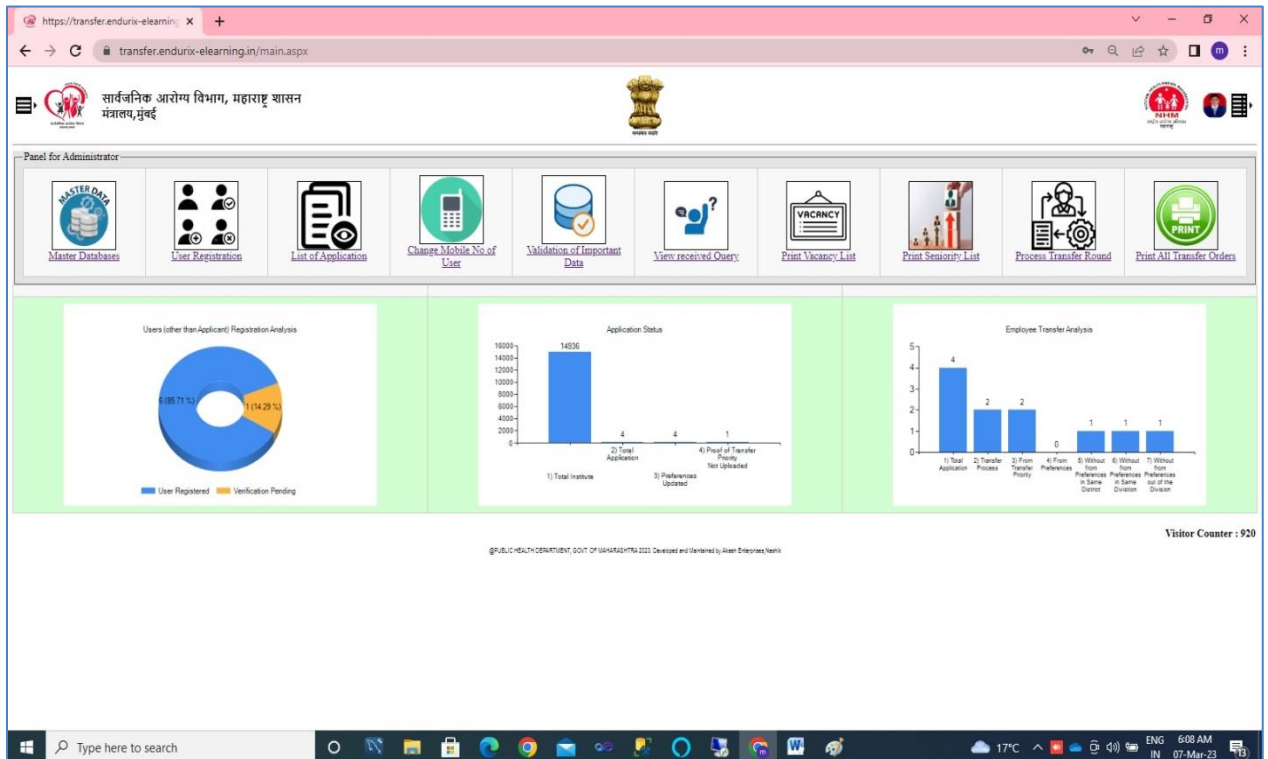
Admin dashboard consist of modules like Master Database, User Registration, List of Applicants, Changes Mobile no of User, Validation of Important Data, View received Query, Print Vacancy List, Print Seniority List, Process Transfer Round and Print All Transfer Orders.

Dashboard also consist graphical Analysis of

a) Users (other than Applicant) Registration Analysis which includes no of user registered and Verification Pending for registered user.

b) Application Status which includes Total Institutes, Total Application, No of Applicant whose preferences updated and no of applicants whose proof of transfer priorities not uploaded.

c) Employee Transfer Analysis which includes no of Application, no of Application whose transfer process carried out, no of Application whose transfer carried within his/her priorities, no of Application whose transfer carried out without preferences outside his/her priorities within same District of his/her Institute, no of Application whose transfer carried out without preferences outside his/her priorities within same

Division of his/her Institute and no of Application whose transfer carried out without preferences outside his/her priorities outside Division of his/her Institute

Master Database Tab:

Master database tab includes modules like Organization Master, Set Parameters, Set Support System Date, User Level Master, Post Master and Institute Master

Master Database - > Organisation Master:

Organisation Master is used to set various information like Name of Organisation, logo, Database Server, Email Server and SMS Gateway information is will be going to use in the Portal.

Master Database - > Set Parameter Module:

Set parameter module is use to set various parameters like Transfer Order Outward No, Transfer Order Date, Name of Director and Transfer of Which Cadre. All these parameter will be use in Transfer Order.

Master Database - > Set Support System Date:

Set support system date module is use to set date from which support system is going to work and to which date. Support system can also be use in break wise system.

Master Database - > User Level Master Module:
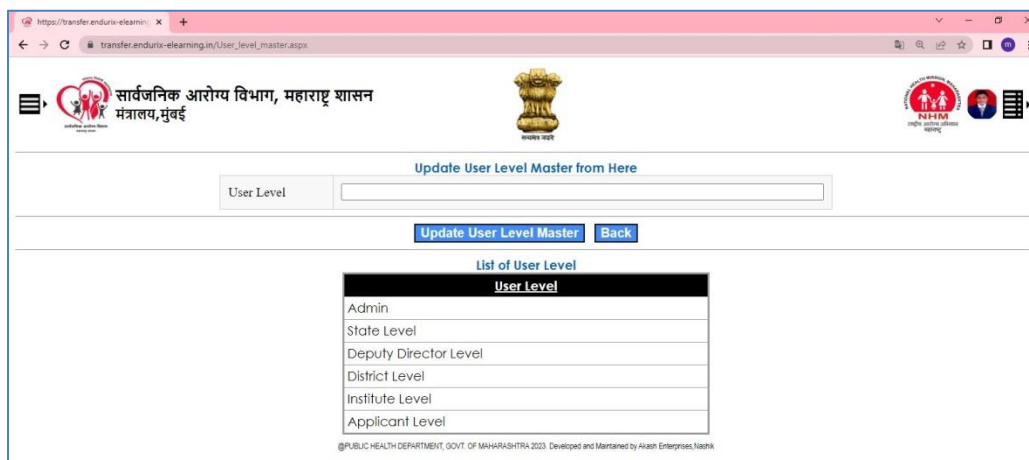
User Level Master Module can be used to maintain various types of user level. These use level further use in the portal

Master Database - > Post Master Module:
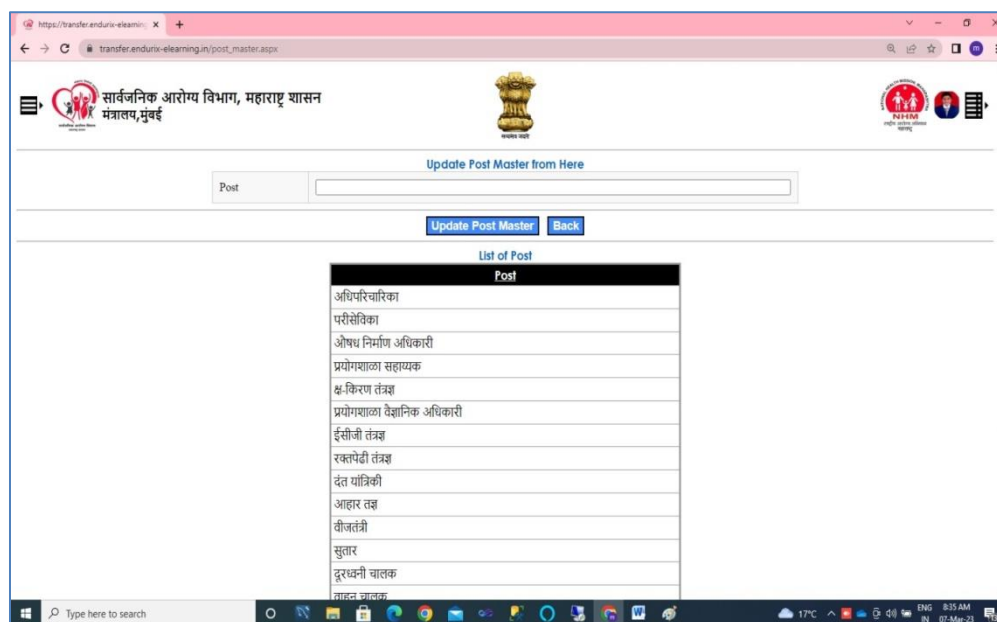
Post master module is used to maintain various posts which will be used in Portal.

Master Database - > Institute Master Module:

Institute Master module is use to maintain various institutes where transfer posting going to carried out. One can view institute details by clicking on view. Institute details can be view as below:

Admin, Deputy Director Level and Institute Level user can update Institute data from their Login.

List of Application Tab will view list of Users who are not verified / Activated till date. User registration tab will view to Admin, State and Deputy Director Level users. Institute and District Level users can be activated / Verify by Deputy Director Level users within their jurisdiction. Deputy Director Level users can be activated / Verify by State Level users and State Level user can be activated / Verify by Admin Level.

Particular user profile can be delete, view or verify by clicking at appropriate link. One can view List of Activated Users by Click link 'List of Activated Users' which is at top. The Screen of 'List of Activated Users' is as below:

One can view user profile or De-activate user by clicking appropriate Link.

List of Application Tab:

List of Application Tab will view total number of Application for Transfer. One can export data in Excel format also. This data will view as per user's jurisdiction. Admin and State Level user will view all data. Deputy Director / District Level user view data in their jurisdiction. Institute will view only their Employee data.

Change Mobile No of Applicant Tab:

This module is used to change Applicant/Employee Mobile no.

Validation of Important Data Tab:

Data validation module is most important module in the process which have access to all Level except Applicant Level. Data validation should be carried out before processing Transfer of Employees and make sure that at data in the portal should be validate as

per requirement of the Transfer process. Data validation module consists of various validations as mentioned below:

a) List of Applicant whose Transfer Priority Selected but Proof not Uploaded

b) List of Users other than Applicant who have not been Verified / Activated till Date

c) List of Users other than Applicant who are Verified but not Uploaded their Identity Card

d) List of Institute which Area is 'Not Available' or Blank

e) List of Institute which have Sanctioned Post but Vacant Post is Blank

f) List of Queries which are un-answer

The screen shot of this module is as below:

सार्वजनिक आरोग्य विभाग, महाराष्ट्र शासन
मंत्रालय, मुंबई

Data Validation Module

(Important Note : Before processing of Transfer Posting, it is mandatory to Clear all Data Validation)

List of Applicant whose Transfer Priority Selected but Proof not Uploaded

Proof of Transfer Priority can be uploaded at Institute Level

Show 10 entries   Search:

Mobile	Name	Designation	Institute	Transfer Priority	Proof Transfer Priority
9890316437	AKASH MADHUKAR BHISE	अधिपरिचारिका	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	Applicant Family member Suffer from Illeness as Notified by Government (सरकारने अधिसूचित कल्यानुसार अर्जदार कुटुंबातील सदस्य आजाराने ग्रस्त)	

Showing 1 to 1 of 1 entries   First Previous **1** Next Last

List of Users other than Applicant who have not been Verified / Activated till Date

Institute Level / District Level User can be verify at Deputy Director Level, Deputy Director Level User can be verify at State Level and State Level User can be verify at Admin Level

Show 10 entries   Search:

Email	Mobile	Name	User Level	Institute	Verify?	Verify Profile	View Profile
test@yahoo.co m	146	abc	Institute Level	Health Sub Centre, Borgaon Kh, Akola, Akola - 444407 (NIN : 4478262456)	N	Verify Profile	View Profile

Showing 1 to 1 of 1 entries   First Previous **1** Next Last

List of Users other than Applicant who are Verified but not Uploaded their Identity Card

List of Users other than Applicant can upload their Identity Card from their own Profile

Show 10 entries   Search: ahm

Email	Mobile	Name	User Level	Institute	Verify?	Identity Card
mpbhise_deputy_director_level@yahoo.com	9766363437	Madhukar Bhise (Deputy Director Level)	Deputy Director Level	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	Y	
mpbhise_district_level@yahoo.com	9766363437	Madhukar Bhise (District Level)	District Level	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	Y	
mpbhise_institute_level@yahoo.com	9766363437	Madhukar Bhise (Institute Level)	Institute Level	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	Y	
mpbhise_state_level@yahoo.com	9766363437	Madhukar Bhise (State Level)	State Level	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	Y	

Showing 1 to 4 of 4 entries (filtered from 5 total entries)   First Previous **1** Next Last

List of Institute which Area is 'Not Available' or Blank

Institute Area can be update from their own Institute Level Login by the Institute

Show 10 entries   Search: nandd

Institute	Institute Division	Institute Area
Health Sub Centre, Wakhari, Nandgaon, Nashik - (NIN : 1118232535)	Nashik	Not Available

Showing 1 to 1 of 1 entries (filtered from 136 total entries)   First Previous **1** Next Last

List of Institute which have Sanctioned Post but Vacant Post is Blank

Institute Vacant Post can be update from their own Institute Level Login by the Institute

Show 10 entries   Search:

Institute	Sanctioned Post	Vacant Post
Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	10	

Showing 1 to 1 of 1 entries   First Previous **1** Next Last

List of Queries which are un-answer

Applicant Queries can be Answer/Resolve only at Institute Level Login by the Institute

Show 10 entries   Search:

Ticket ID	Name	Mobile	Email	Institute	Received Date
1	Akash Madhukar Bhise	9766363437	mpbhise@yahoo.com	Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736)	01-03-2023 05:01 PM
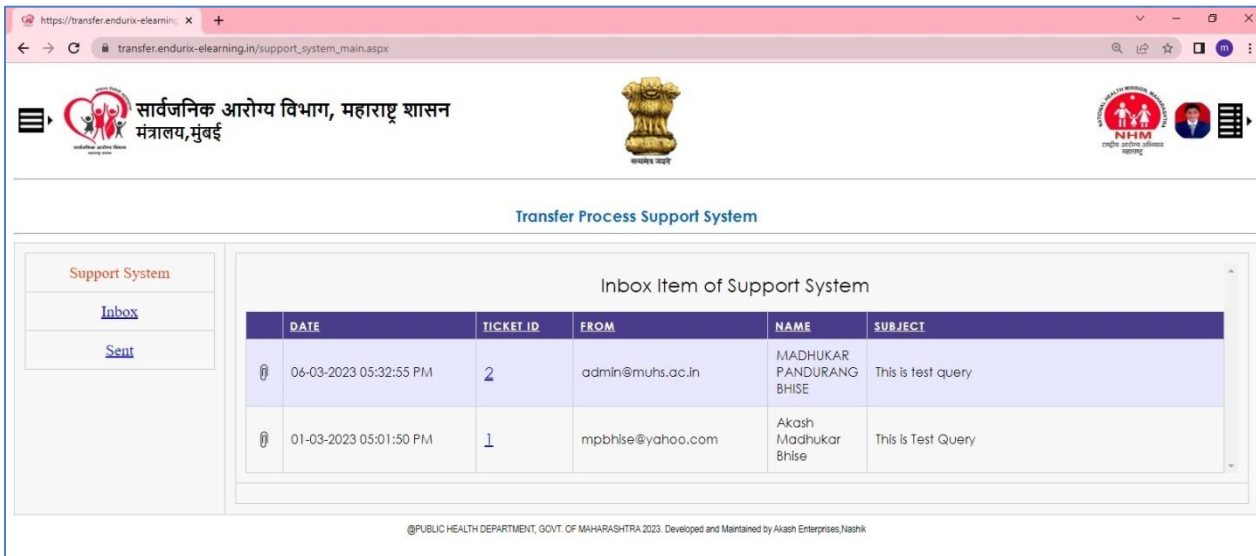
Showing 1 to 1 of 1 entries   First Previous **1** Next Last

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View Received Query Tab:

View Received Query module is use to view queries received to Institute from the Applicant/Employee. The resolution of received query can be done at Institute Level only and other Level can view only Received Query and the action taken by the Institute.

The screen shot of this module is as below:

One can click on Ticket ID to see the details and action taken by the Institute as mentioned shown below:

The facility of Print of Raised Ticket is provided. As reply can only be given by concerned Institute to Applicant/Employee, for other Levels, Reply button is disabled.

Print Vacancy List Tab:

This tab is use to print the Vacancy List. The screen for this Tab is as below:
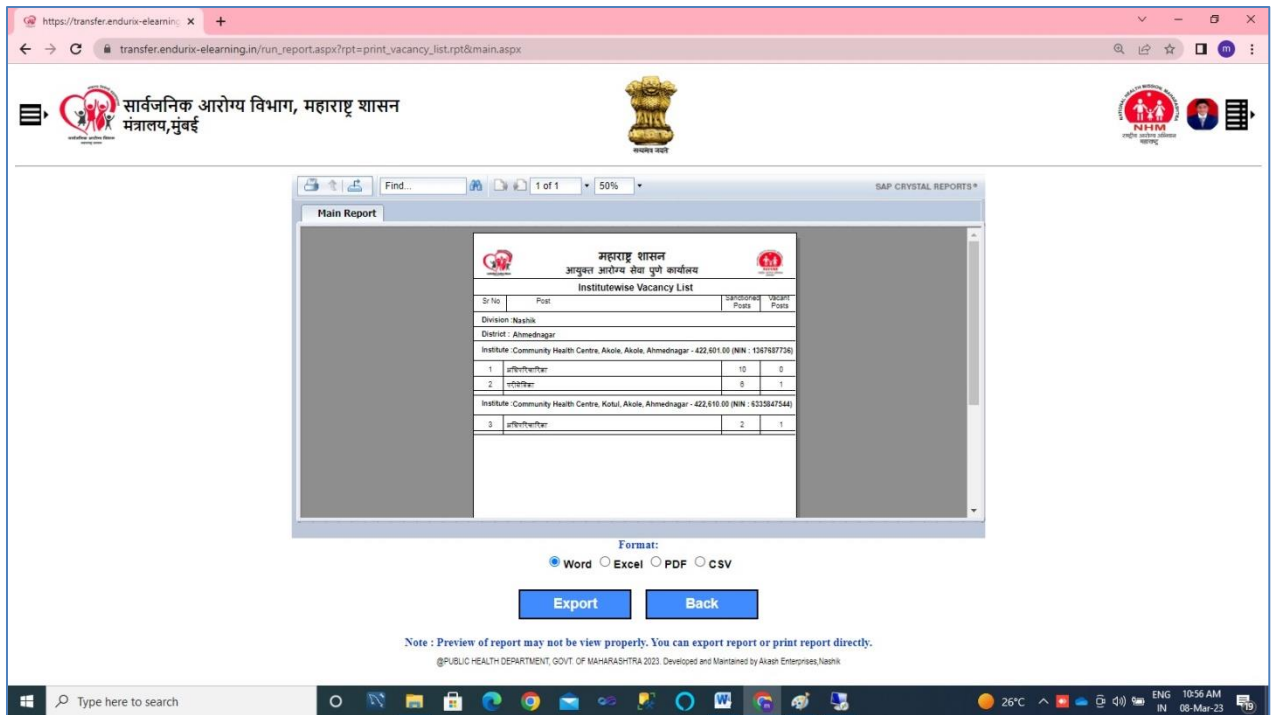
One can export report in PDF, Word, Excel format for regular use also.

Print Seniority List Tab:

This tab is use to print the Seniority List. The logic of Seniority in respective Post is maintained in serial manner of Transfer Priority and Date of Joining in the respective Post. The screen for this Tab is as below:
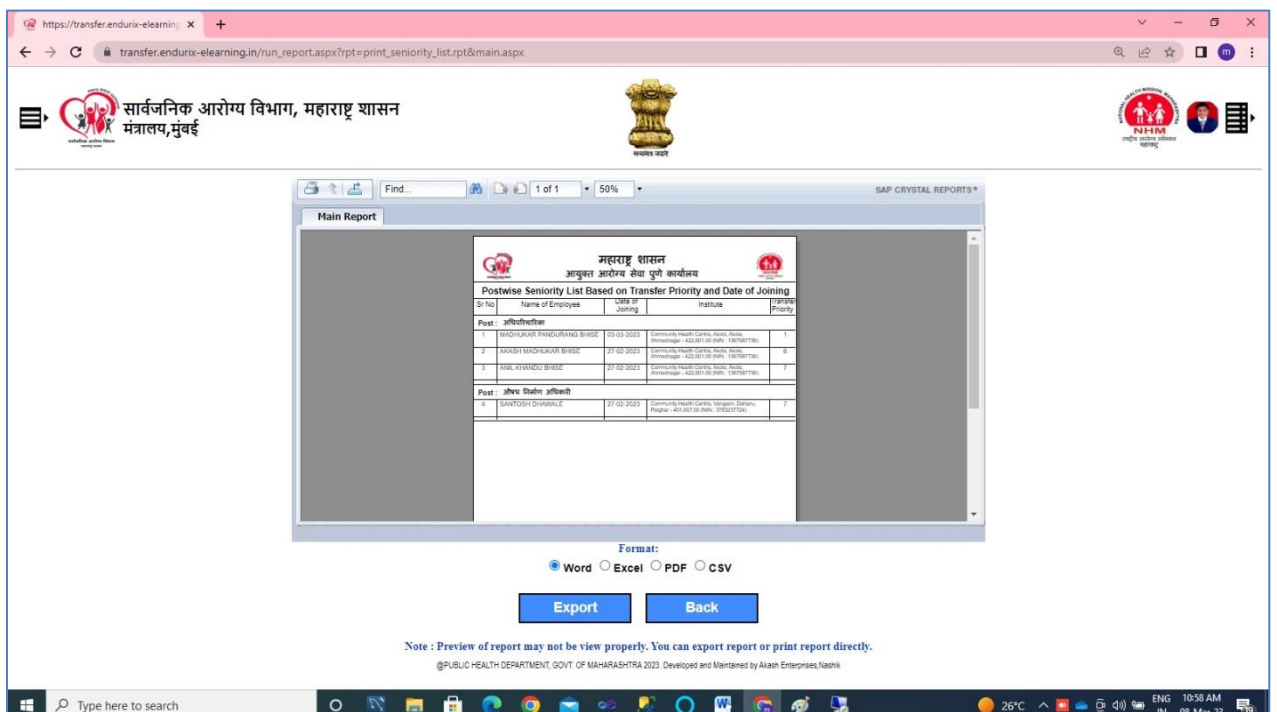
One can export report in PDF, Word, Excel format for regular use also.

Process Transfer Round Tab:

This tab is use to process Transfer of All Eligible Applicant/Employee. The facility of this tab given to Admin and State Level only. The screen for this Tab is as below:
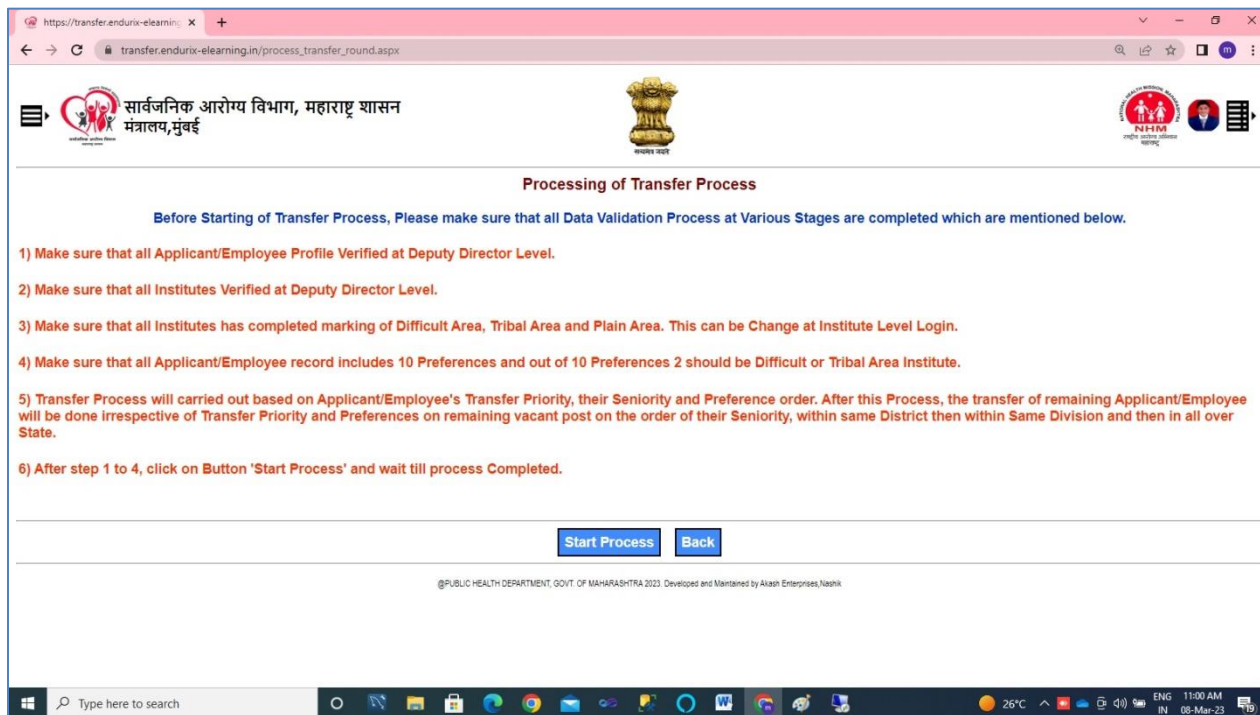
By pressing Start Process, All Applicant/Employee transfer will be process without any manual intervention. The logic for this process is as below:

I. Transfer will be done based on the Transfer Priority and Date of Joining in the respective post and as per Applicant Preferences Given.

II. Transfer priority can be are as below:
1) Applicant Differently Able
2) Applicant is Parents of Disabled children as Notified by the Central Government from time to time
3) Applicant Suffer from Illness as Notified by Government
4) Applicant is Widow/abandoned woman
5) Husband-Wife Grouping
6) Applicant Family member Suffer from Illness as Notified by Government
7) Re-appointment of Ex-Servicemen
8) Not Applicable

III. Based on the serial manner of Transfer priority and date of Joining in the respective post, transfer carried out on the preferences given in a serial manner if the Vacancy exists for particular post in the preference institute.

IV. After step III, if still Applicant / Employee transfer is remain, based on the serial manner of transfer priority and date of Joining in the respective post, transfer carried out without preference within same District.

V. After step IV, if still Applicant / Employee transfer is remain, based on the serial manner of transfer priority and date of Joining in the respective post, transfer carried out without preference within same Division.

VI. After step V, if still Applicant / Employee transfer is remain, based on the serial manner of transfer priority and date of Joining in the respective post, transfer carried out outside Division.

Print All Transfer Order Tab:

This tab is use Print all Transfer orders. The facility of this tab given to all level with their jurisdiction. Concerned Applicant/Employee can print his transfer order from his/her login. The screen for this Tab is as below:

State Level Dashboard will appear as below:
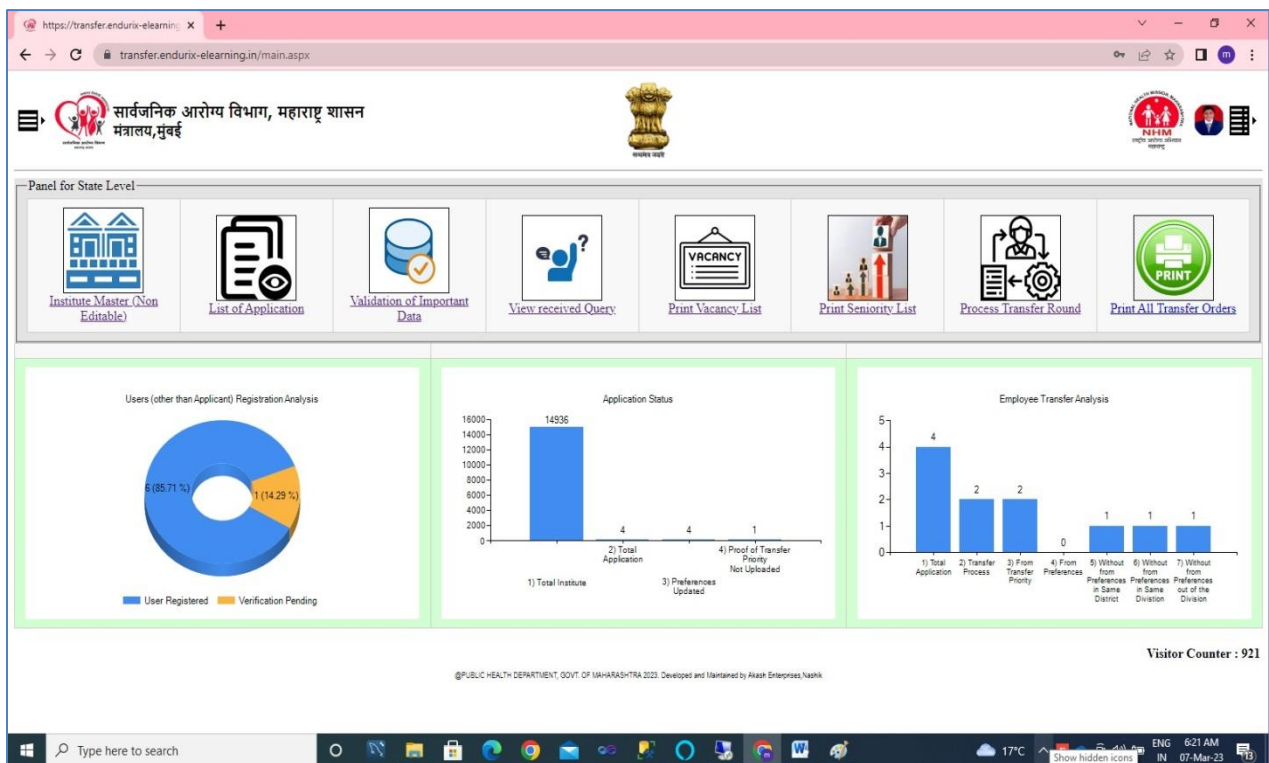
State Level dashboard consist of modules like Institute Master (Non Editable), List of Applicants, Validation of Important Data, View received Query, Print Vacancy List, Print Seniority List, Process Transfer Round and Print All Transfer Orders.

Dashboard also consist graphical Analysis like at Admin Level

Deputy Director Level Dashboard will appear as below:

Deputy Director Level dashboard consist of modules like Institute Master (Editable within the Jurisdiction of Deputy Director), List of Applicants (within the Jurisdiction of Deputy Director), Validation of Important Data, View received Query, Print Vacancy List, Print Seniority List and Print All Transfer Orders (within the Jurisdiction of Deputy Director).

Dashboard also consist graphical Analysis of data like at Admin Level but the analysis of data only within the Jurisdiction of Deputy Director.

District Level Dashboard will appear as below:
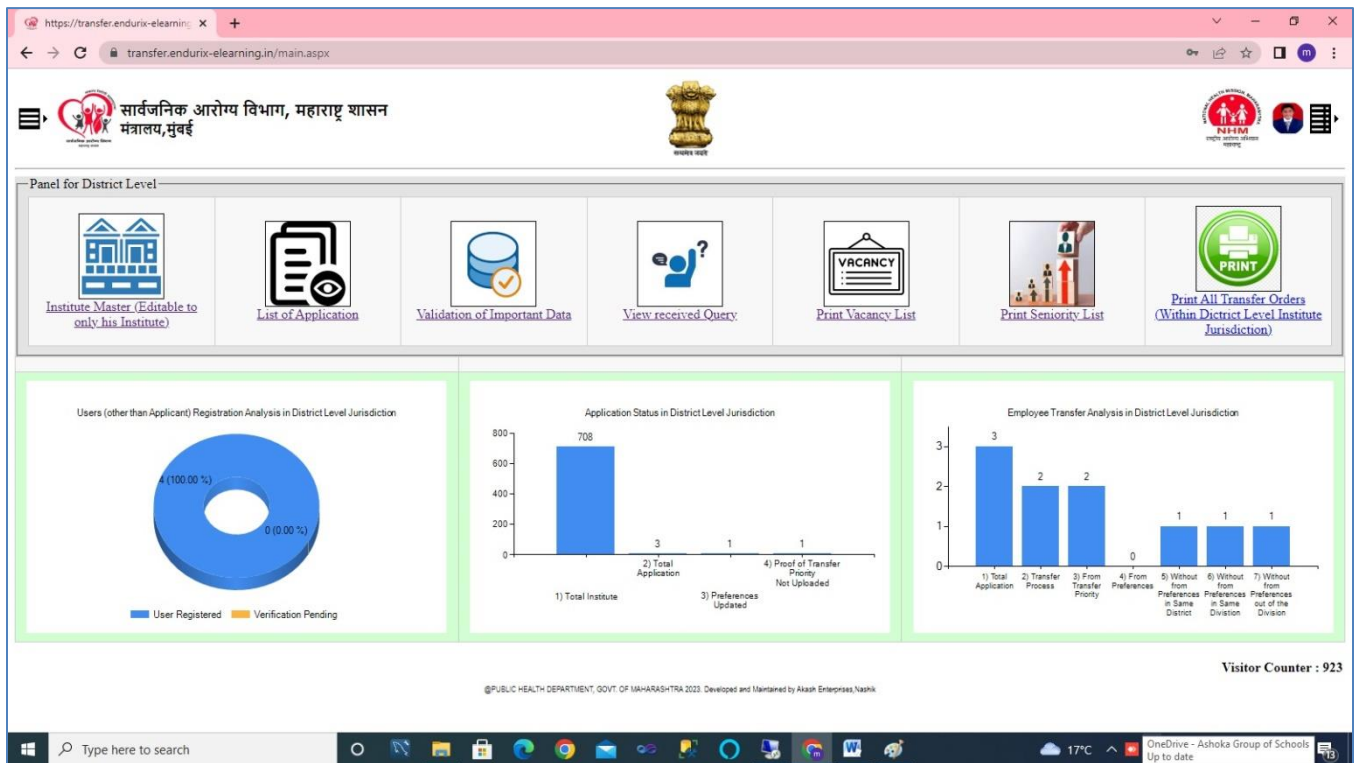
District Level dashboard consist of modules like Institute Master (Editable only his Institute), List of Applicants (within the Jurisdiction of District Level), Validation of Important Data, View received Query, Print Vacancy List, Print Seniority List and Print All Transfer Orders (within the Jurisdiction of District Level).

Dashboard also consist graphical Analysis of data like at Admin Level but the analysis of data only within the Jurisdiction of District Level.
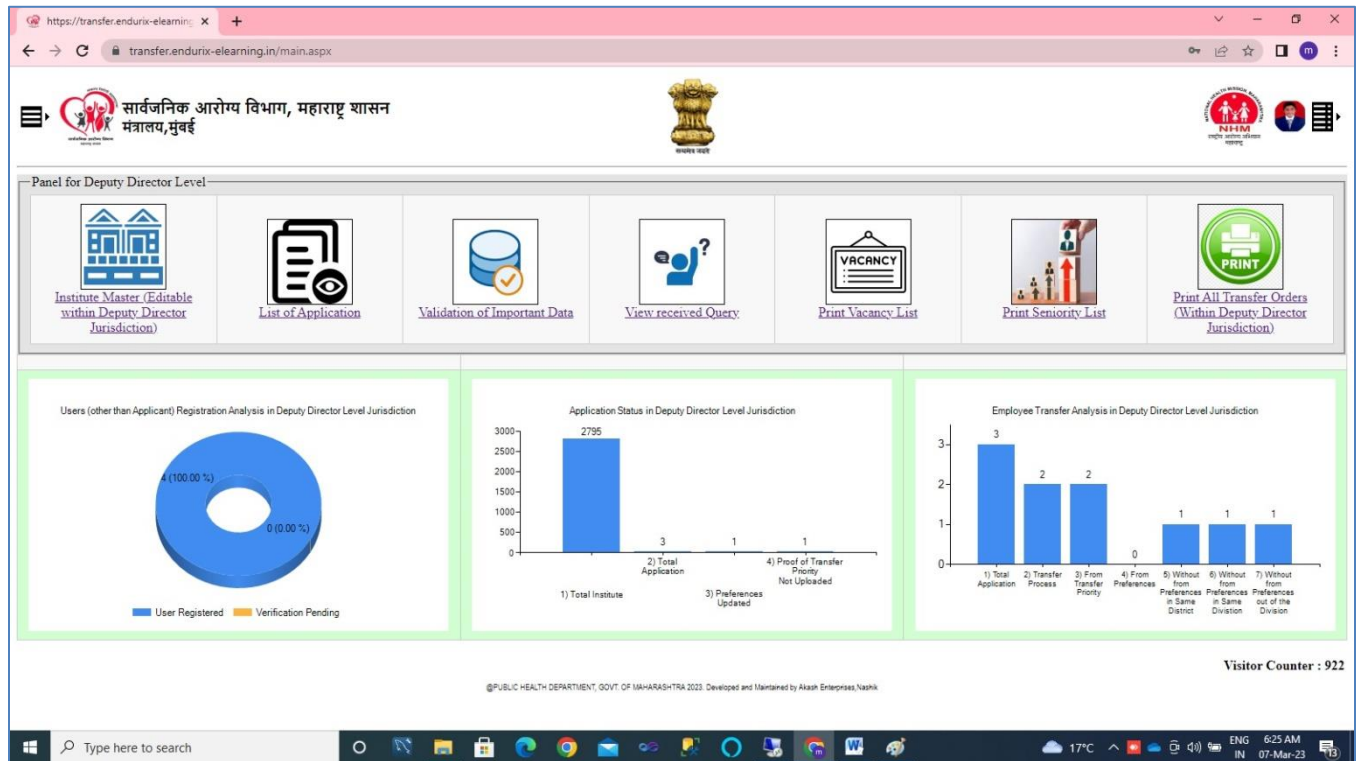
Institute Level Dashboard will appear as below:

Institute Level dashboard consist of modules like Institute Master (Editable only his Institute), **Add New Application of Employee**, List of Applicants (within the Jurisdiction of Institute Level), Validation of Important Data, Change Mobile no of Applicant, View received Query, Print Vacancy List, Print Seniority List and Print All Transfer Orders (within the Jurisdiction of Institute Level).

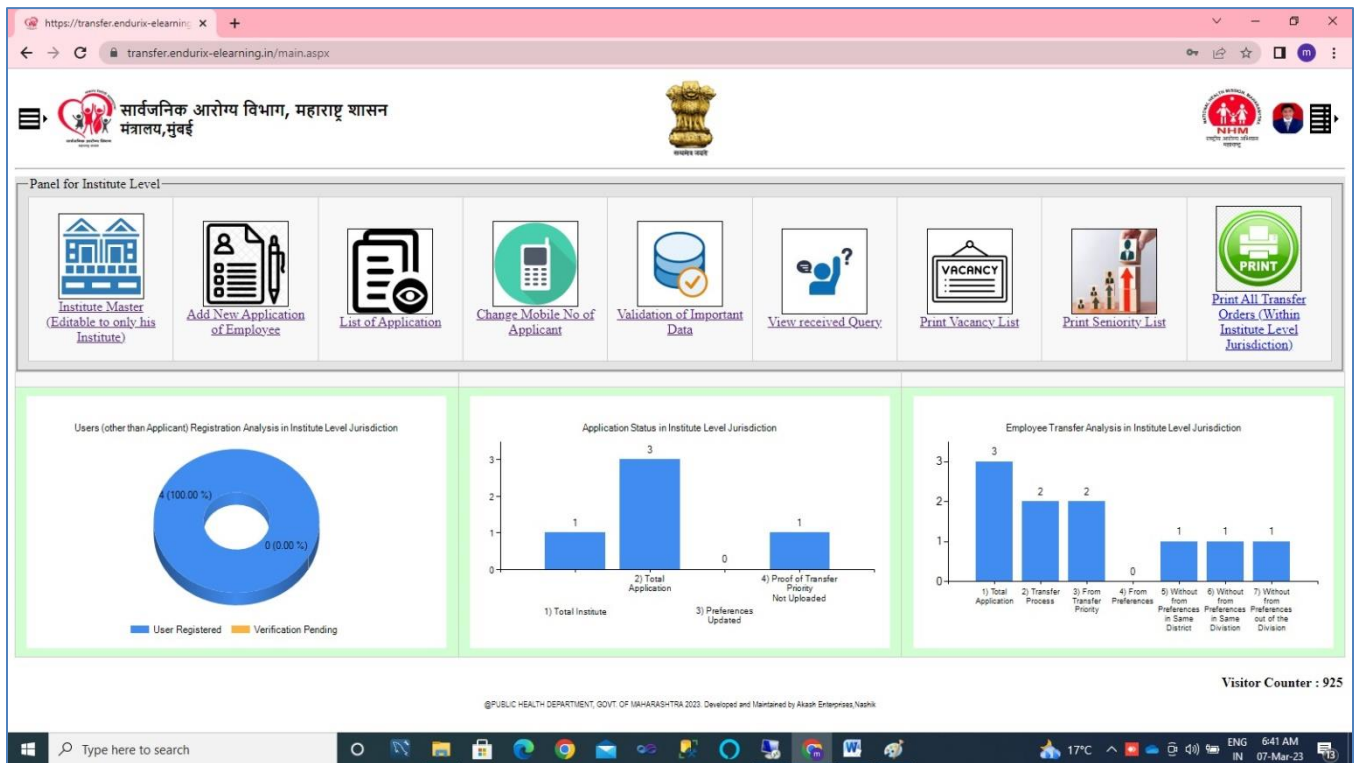Dashboard also consist graphical Analysis of data like at Admin Level but the analysis of data only within the Jurisdiction of Institute Level.

The important point at Institute Level is Institute has to enter Employee Application details from Institute Login and all raised query by Applicant shall be clear at institute level only. Further, Institute have to enter Institute data like institute level, institute area, institute email, institute phone, sanctioned posts and vacant posts. Other all above level users only view raised query, answer/cleared query by institute, institute data etc.

Add new Application of Employee module is as below:

सार्वजनिक आरोग्य विभाग, महाराष्ट्र शासन
मंत्रालय,मुंबई

Online Application for Transfer

Note : * means mandatory

General Information of Applicant

Name in Applicant	MADHUKAR PANDURANG BHISE * (Full Name Like Firstname Middlename Lastname)
Gender	Male
Date of Birth (DD-MM-YYYY Format)	05-03-1999 *
Email ID	admin@muhs.ac.in *
Mobile No	9766363437 *
Correspondence Address	Nashik *
Present Designation	अधिपरिचारिका *
Present Place of Posting	Division Nashik * District Ahmednagar * Taluka Akole * Institute Community Health Centre, Akole, Akole, Ahmednagar - 422601 (NIN : 1367687736) *
Date of Transfer/Posting on Present Post (DD-MM-YYYY Format)	01-03-2023 *
Date of Joining on Present Post (DD-MM-YYYY Format)	03-03-2023 *
Whether the Applicant is eligible for exemption from transfer ?	No If Yes, please mention Reason
Applicant eligible in the Trasnfer Priority List	Applicant Differently Able (अर्जदार अपंग आहे) (शासन निर्णय क्रमांक : एसआरव्ही-2017/प्र.क्र.415/कायासन 12 मधील पृष्ठ क्रमांक १४ पहावे) (gr_doc/badali%20gr.pdf) Please Upload relavant Proof as mentioned at Page 14 of Above GR Choose File No file chosen Only PDF File View Uploaded Proof (proof_transfer_priority/9766363437.pdf)

[Update] [Details of Previous Posting] [Preferences of Trasnfer Posting] [Back]

Information of Previous Posting of Applicant

[Add New Previous Posting of Applicant]

Show 10 entries   Search:

Post	Institute	From Date	To Date	Modify	Delete
दंत यांत्रिकी	Health Sub Centre, Ambasan, Baglan, Nashik - 423204 (NIN : 6342724470)	01-01-2023	06-03-2023	Edit	Delete
दंत यांत्रिकी	Community Health Centre, Killari, Ausa, Latur - 413516 (NIN : 4747231688)	01-11-2022	16-12-2022	Edit	Delete

Showing 1 to 2 of 2 entries   First Previous 1 Next Last

Information of Trasnfer Preferences of Applicant

(Note : Transfer Process will carried out based on Applicant/Employee's Transfer Priority, their Seniority and Preference order. After this Process, the transfer of remaining Applicant/Employee will be done irrespective of Transfer Priority and Preferences on remaining vacant post on the order of their Seniority, within same District then within Same Division and then in all over State.)

[Add New Transfer Preference]

Show 10 entries   Search:

Preference No	Institute	Delete
1	District Hospital, B. J. Medical College & Sassoon General Hospital, Pune City, Pune - 411001 (NIN : 8472145864) (Area : Plain Area)	Delete
2	Health Sub Centre, Bordi 1 TR, Dahanu, Palghar - 401701 (NIN : 7315163126) (Area : Tribal Area)	Delete

Showing 1 to 2 of 2 entries   First Previous 1 Next Last

(Note : Please Select Maximum 10 Preferences and out of 10 preferences, 2 Preferences should be in Difficult or Tribal Area.)

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Employee has to submit his Application in Pre-printed form to his/her Institute. Transfer priority can be are as below:

1) Applicant Differently Able
2) Applicant is Parents of Disabled children as Notified by the Central Government from time to time
3) Applicant Suffer from Illness as Notified by Government
4) Applicant is Widow/abandoned woman
5) Husband-Wife Grouping
6) Applicant Family member Suffer from Illness as Notified by Government
7) Re-appointment of Ex-Servicemen
8) Not Applicable

Transfer process can be carried out based on the Transfer priority, date of joining and preferences given by the employee. As per GR, employees have to submit 10 institutes priorities and out of 10 institutes, 2 institutes should be from Difficult / Tribal Area.

Most important aspect is, the preference list will not populate list of institutes if Institutes meets following condition

a) Applicant Current Institute
b) Institutes which have not vacant position of Applicant/Employee Designation / Post

Institute can update Institute Data from below Screen:

Institute need to update data like Institute Level, Institute Area, email, phone , sanctioned post, vacant post etc. from his/her Institute Level Login.

Applicant Level Dashboard will appear as below:

Applicant Level dashboard consists of modules like View your Application, Raise Query, Print Vacancy List, Print Seniority List and Print Your Transfer. Applicant can print transfer order from his/her login.

View Your Application Tab:

Applicant only views his/her Application. He/she does not have facility to edit or change data of application. If he/she wants to change data in the application, he/she can raise query to institute.

Raise Query Tab:

Applicant can raise query to his institute by verifying his mobile no and email address. Reply of Institute on raised query will be received on applicant mobile and email.