

Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa



E-Transfer

DOCUMENT NAME: **USER MANUAL**

(eTransfer Web Portal)

Version 1.0

Dated: 6th Aug, 2019

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Chapter # 1

1. Introduction

KP Elementary & Secondary Education Department has announced E-Transfer Policy for transfer/posting of Teaching staff the province. The policy has been implemented through an online application available online at <http://etransfer.kpese.gov.pk>

1.1 eTransfer Web Portal: URL/ Address

Enter the Application URL in the browser using the following Address:

E.g. <http://etransfer.kpese.gov.pk/Login.aspx> (It will be provided by your office's IT staff)

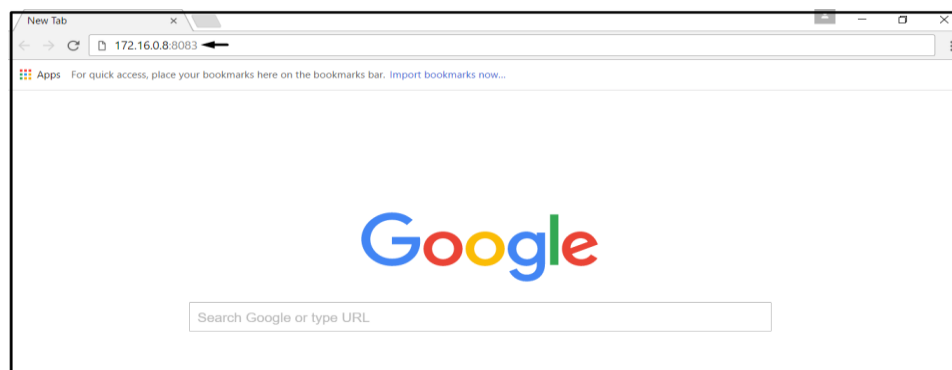


Figure:1. URL

1.2 How to Log In

Web & Android based CMS Management Portal

When you enter the **URL**, you will get a login window as below

- Enter **User Name**.
- Enter **Password**.
- Click on **sign in** button.

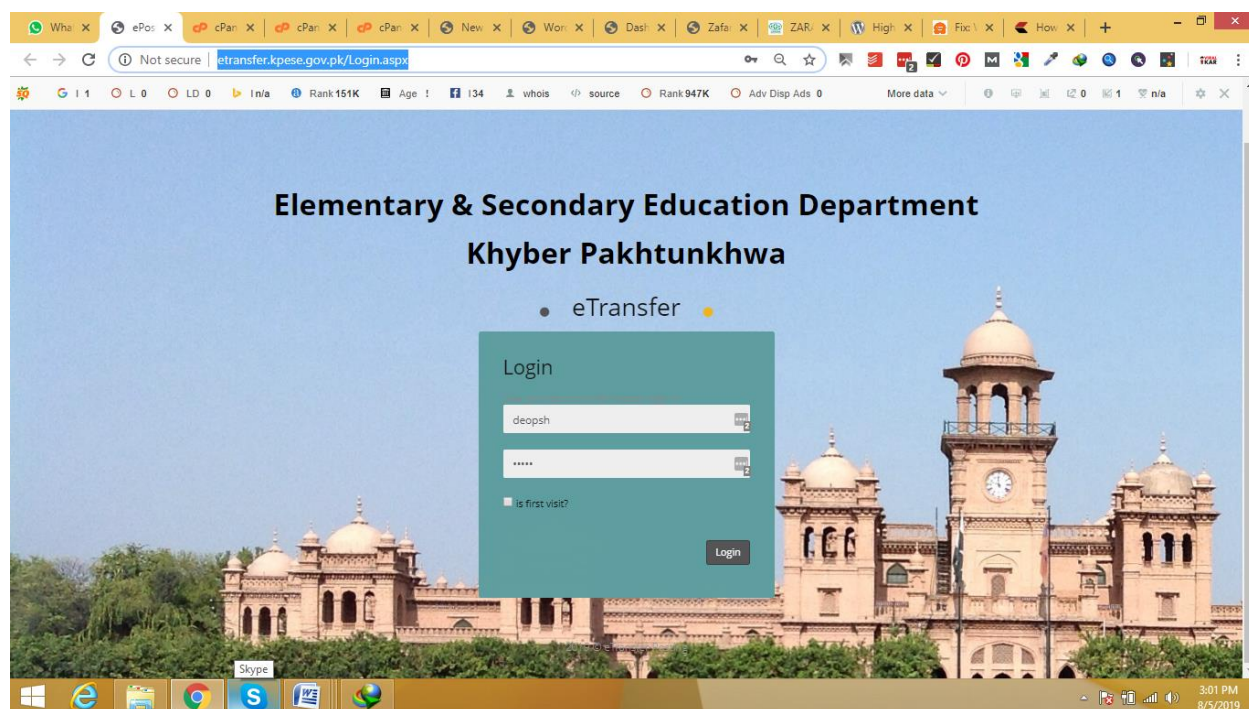


Figure:2 Login

1.3 Management Portal

Once login is done Clicking on the sign in button will take you to the CMS Home page and start using with the Application.

CMS Interface consist of the following options:

Dashboard: An index page showing summary of transfer application received per school.

1. **Sanction Post:** Shows a list of vacant posts added/announced by the concerned DEO.
 - **Posts:** Shows the list of posts in the list
 - **School:** Shows list of schools.
2. **Applications:** Shows merit list of the applications received. Merit list can be narrow down to school and post level by filtering through the search form.
3. **Transfer Order:** Show a list of applications eligible for transfer and a generate button to generate the order in pdf format.

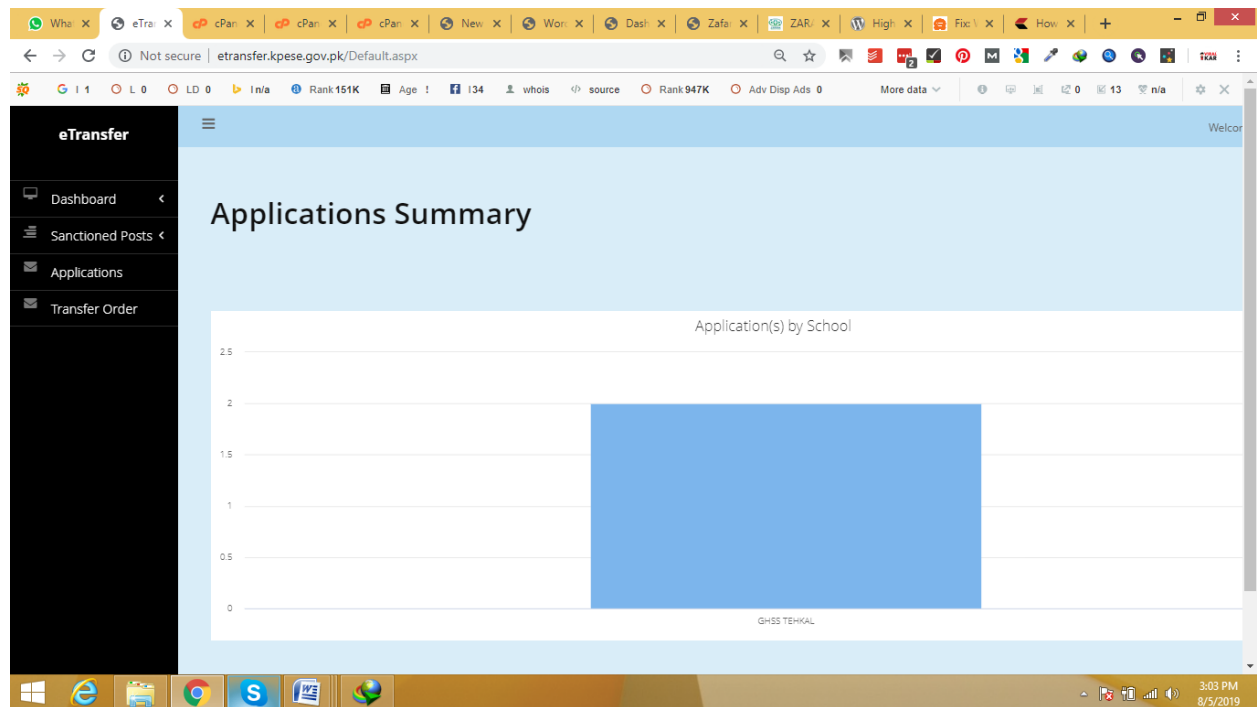


Figure 3 .CMS Management Portal

1.4 Change password:

The system has the ability for admins to change their password.

eTransfer- Change Password

Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Change Password"/>	

Figure.4. Change password

Chapter # 2

2.1 Sanctioned Post(s)

This page shows a list of all the vacant posts added/announced by the concerned DEO, a form to filter down results to school / post level and an “Add More” to add new vacant post(s).

The screenshot shows a web browser window displaying the 'eTransfer- All Post(s)' page. The page has a header with the title 'eTransfer- All Post(s)' and a sub-header 'Sanctioned Post(s)'. Below the sub-header, there are two dropdown menus: 'All Posts' and 'Select School', followed by a 'Search' button and an 'Add More' button. The main content is a table with the following columns: SERIAL #, EMISCODE, SCHOOL NAME, DISTRICT, GENDER, LEVEL, DESIGNATION, BPS, NO OF POST(S), and ACTION(S). The table contains 7 rows of data, all with 'Announced' in the ACTION(S) column.

SERIAL #	EMISCODE	SCHOOL NAME	DISTRICT	GENDER	LEVEL	DESIGNATION	BPS	NO OF POST(S)	ACTION(S)
1	20628	GPS AFGHAN COLONY NO.1	PESHAWAR	Boys	Primary	C.T	14	1	Announced
2	20630	GPS AFRIDI ABAD PHANDU ROAD	PESHAWAR	Boys	Primary	PST	12	3	Announced
3	34234	GHSS HARYANA BALA	PESHAWAR	Boys	Higher Secondary	C.T	15	1	Announced
4	36095	GCMHSS PESHAWAR CITY	PESHAWAR	Boys	Higher Secondary	C.T	15	1	Announced
5	36128	GHSS GHARI SHERDAD	PESHAWAR	Boys	Higher Secondary	T.T.	15	1	Announced
6	36660	GHSS TEHKAL	PESHAWAR	Boys	Higher Secondary	T.T.	15	1	Announced
7	39710	GMS SARKHANA	PESHAWAR	Boys	Middle	T.T.	15	1	Announced

Figure 5. Sanction Role

2.2 Adding Vacant post

The concern DEOs will enter new post from their list of vacant posts.

Here they will select school, post Designation, BPs, and No of post which he/She want to create.

Figure. 6. ADD Vacant Post

2.3 Applications

Shows merit list of the applications received. Merit list can be narrow down to school and post level by filtering through the search form.

SERIAL #	TEACHER NAME	CNIC	PERSONAL NO	SCHOOL NAME	EMIS CODE	POST APPLIED FOR	SCORE	STATUS	ACTION(S)
1	Ataullah shah	1730165792971	731399	GHSS TEHKAL	36660	T.T.	40.000	Verified	View
2	ARSHAD HUSSAIN	1730178572859	739985	GHSS TEHKAL	36660	T.T.	30.000	Verified	View

Figure 7 View Application.

The highlighted Status shows

- Status: shows whether the application is verified or not by the concerned DEO, by default this will be “not verified”. The DEO can change it to verify after receiving attested copy of the application in hard form.
- Action button DEOs can View the selected teacher application.

2.4 Search application from the list

In DEO can filter the search by the School and post

- **School wise**
- **Post wise.**

We select option will related school application or related post application or both from the list from database.

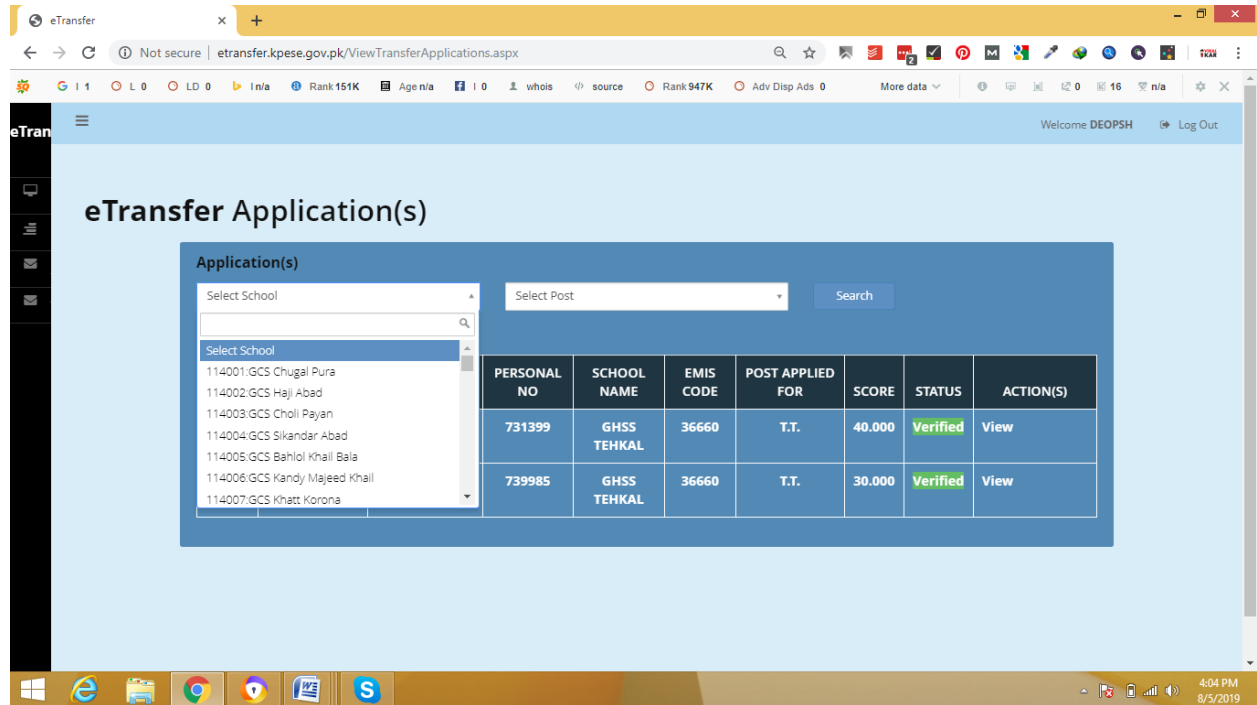


Figure. 8 search Applications

2.5 Generate Transfer order automatically.

Show a list of applications eligible for transfer and a generate button to generate the order in pdf format.

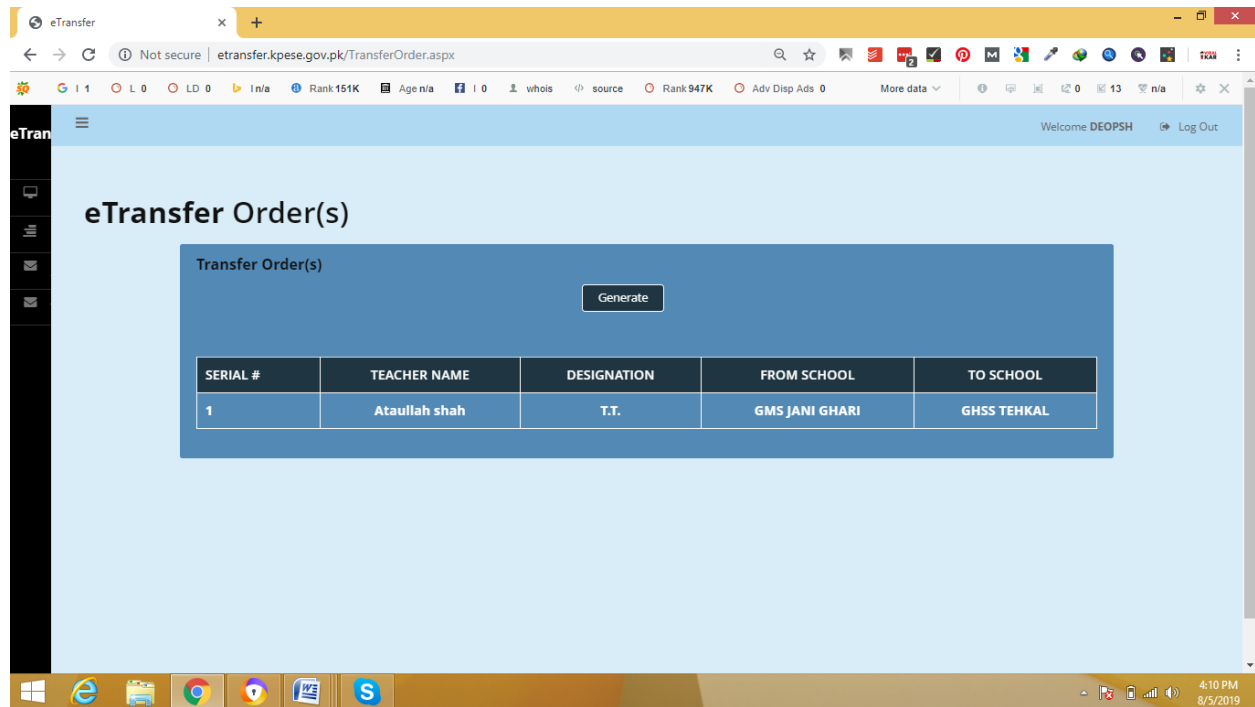


Figure9.device to server

Chapter # 3

3.1 Applicant/Teacher login

The Applicant/Teacher will use his/her CNIC as a login name and will use his/her entered password for the first time and can change password after login.

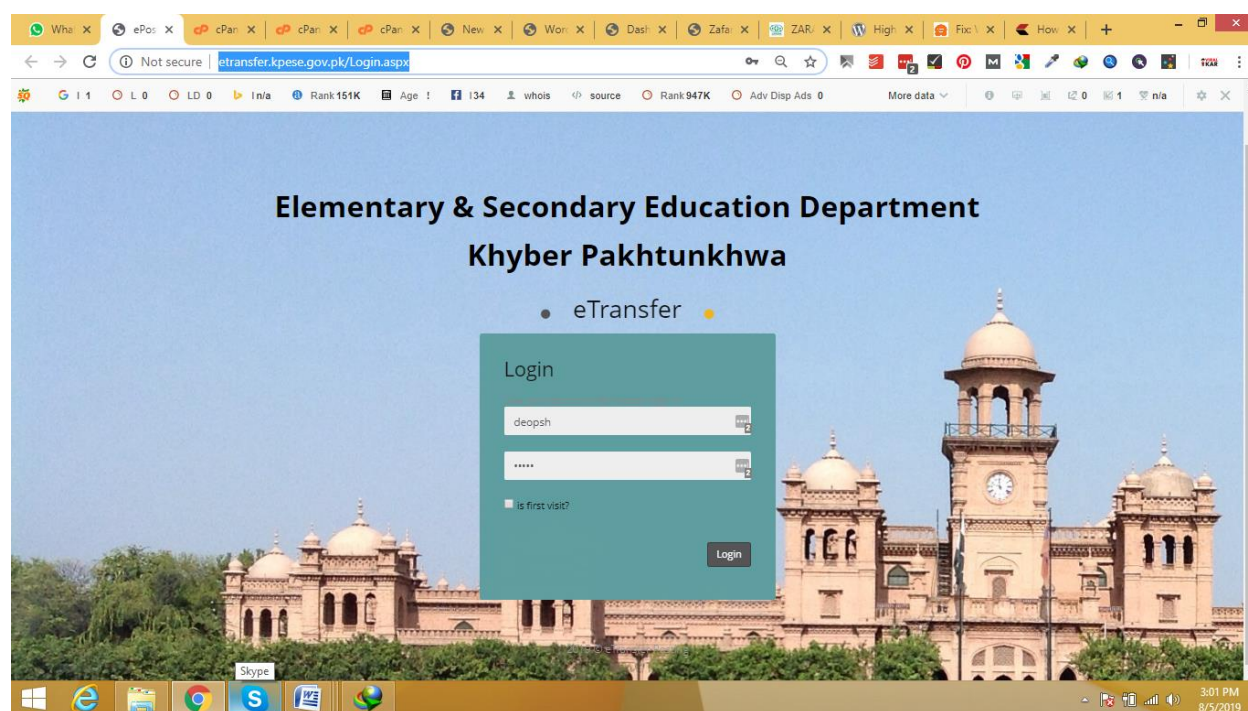


Figure 10. Applicant Login

3.2 Change password:

The Applicant can change the password after his/her first login.

eTransfer- Change Password

A screenshot of the 'Change Password' form. The form is titled 'Change Password' and is set against a blue background. It contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a button labeled 'Change Password'.

Figure.11. Change password

3.3 Filling Teacher/Application Form

The Applicant/Teacher are required to fill/edit the below form exactly as per actual record. The Mandatory fields are indicted by asterisk (*). Moreover, the Applicants claiming chronic diseases, physical disability or spouse benefit will have to produce documentary evidence to the verifying and authentication authorities.

Transfer Application

A. Personal Information

Full Name

Syed Irfan Ullah

Father's /Husband Name

Married Female should write their husband name

CNIC

1730150510055

Staff No

842161

Date of Birth

mm/dd/yyyy

Gender

Male

Highest Academic Qualification

a. Level

SSC

b. Major Subject(s)

List of comma seprated values

Marital Information

Marital Stausts

Single

a. If married, then please mention whether your spouse is also a Government Servant?

No

b. If Yes, then please mention Designation, Department, Place & District of posting of your spouse

i.Designation

Designation

ii.Department

Department

iii.Place

Place

iv.District

Select District

Email Address

Mobile No

Domicile District

Select District

Tehsil

TOWN II

UC

Postal Address

B. Service History

Date of 1st Appointment

Designation of 1st Appointment

A.T.

Posting/Transfer History

(Please furnish details of last three Postings, starting from most recent, not current)

Serial #	Post Held	School/Place of Posting	From	To
1	Select			
2	Select			
3	Select			

Present Posting

Designation

A.T.

BPS

Select BPS

School

GPS SAMAR BAGH

Emis Code

21104

Level

Primary

UC

KANKOLA

Tehsil

TOWN II

District

PESHAWAR

Present Posting against present Designation in the School since

dd/mm/yyyy

Total Tenure in the present School from taking over charge including the present posting since

dd/mm/yyyy

C. Marking / Scoring Indicators

Currently working in Plain/Hard Area

☒ Plain Area
 ☐ Hard Area

Tenure at Current School

Number of Years

Chronic Disease (Provide Medical Standing Board Certificate)

☐ Tick only if you have any of chronic disease from the identified list.

Disability (Marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate.)

☐ Tick only if applicable.

D. Selection of School (Priority-wise)

Priority #	Emis Code School Name	Post Requested for Transfer	Distance b/w Station (KMs)
1	Select School	Select	KMs
2	Select School	Select	KMs

Cancel

Submit

11 | Page

Figure. 12. Teacher/Applicant Form

3.4 Submission and printing of application form

After complete filling of the form the applicant/teacher will submit his/her application form and will take print of the submitted form. (Note: after submission and printing of the form no changes in the application form will be allowed.)

The applicant/teacher will sign the printed form and will then verify it from his/her immediate supervisor i.e. head of his/her school or any other where the case may be.

The applicant teacher will submit the verified form in his/her respective DEO office.

Note: *Minimum tenure for eTransfer in Plain Area is 3 years while in Hard Area is 1.5 years.*

Scoring Indicators - Annexures

4.1 Scoring Criteria for Teachers up to BPS 16 except SSTs (Score – 80)

1. **Distance of present school to the desired school (in KM) – 20 marks**
 - a. Within 5 KM – 0 marks
 - b. Within 10 KM – 5 marks
 - c. Within 15 KM – 10 marks
 - d. Within 20 KM – 15 marks
 - e. Greater than 20 KM – 20 marks
2. **Hard Area - 10 marks**
 - a. Normal tenure (within 1.5 years) – 0 marks
 - b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
 - c. Tenure at hard area (from 3 to 5 years) – 7 marks
 - d. Tenure at hard area (more than 5 years) – 10 marks
3. **STR (Total number of Students in the school / Total number of Teachers) - 10 marks**

(IMU data Source)

 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level – 5 marks
 - c. STR at the present school is less than desired school – 10 marks
4. **Chronic Disease – 10 marks**

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.
3. **Disability – 10 marks**

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate
6. **Domicile -10 marks**

10 marks will be awarded to those when the desired school is in his/her district of domicile
7. **Spouse – 10 marks**

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

4.2 For Secondary School Teachers (SSTs) (Score – 100)

1. Distance of present school to the desired school (in KM) – 20 marks

- Within 5 KM – 0 marks
- Within 10 KM – 5 marks
- Within 15 KM – 10 marks
- Within 20 KM – 15 marks
- Greater than 20 KM – 20 marks

2. Hard Area - 10 marks

- Normal tenure (within 1.5 years) – 0 marks
- Tenure at hard area (from 1.5 to 3 years) – 4 marks
- Tenure at hard area (from 3 to 5 years) – 7 marks
- Tenure at hard area (more than 5 years) – 10 marks

3. STR (Total Number of Students in Class 9 & 10 / Number of SST) - 10 marks (IMU data Source)

- STR at present school is greater than the Desired school - 0 marks
- STR at present and the desired school are equal or at the same level – 5 marks
- STR at the present school is less than desired school – 10 marks

4. Chronic Disease – 10 marks

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.

5. Disability – 10 marks

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate

6. Domicile -10 marks

10 marks will be awarded to those when the desired school is in his/her district of domicile.

7. Spouse – 10 marks

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

8. Annual SSC Result (of the subjects taught by the teacher) working in High/Higher Secondary Schools – 20 Marks

- 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.

OR

For SSTs (General) working in Middle/Primary Schools – 20 Marks

Overall Students Attendance Rate Percentage as per IMU data

- 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.

4.3 For Subject Specialists (SS) (Score – 100)

1. Distance of present school to the desired school (in KM) – 20 marks

- a. Within 5 KM – 0 marks
- b. Within 10 KM – 5 marks
- c. Within 15 KM – 10 marks
- d. Within 20 KM – 15 marks
- e. Greater than 20 KM – 20 marks

2. Hard Area - 10 marks

- a. Normal tenure (within 1.5 years) – 0 marks
- b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
- c. Tenure at hard area (from 3 to 5 years) – 7 marks
- d. Tenure at hard area (more than 5 years) – 10 marks

3. Number of Students in Class-11 & 12 in the relevant subject - 10 marks

- a. Number of Students at present school is greater than the Desired school - 0 marks
- b. Number of Students at present and the desired school are equal or at the same level – 5 marks
- c. Number of Students at the present school is less than desired school – 10 marks

4. Chronic Disease – 10 marks

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.

5. Disability – 10 marks

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate

6. Domicile -10 marks

10 marks will be awarded to those when the desired school is in his/her district of domicile

7. Spouse – 10 marks

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

8. Annual HSSC Result (of the subjects taught by the teacher) – 20 Marks

- a. 90% or above – 20 marks
 - b. 80% to 90% - 15 marks
 - c. 70% to 80% - 10 marks
 - d. 60% to 70% - 5 marks
- Below 60% - 0 marks.

4.4 For Principals / Head Masters of High/Higher Secondary Schools (Score – 120)

1. **Distance of present school to the desired school (in KM) – 20 marks**
 - a. Within 5 KM – 0 marks
 - b. Within 10 KM – 5 marks
 - c. Within 15 KM – 10 marks
 - d. Within 20 KM – 15 marks
 - e. Greater than 20 KM – 20 marks
2. **Hard Area - 10 marks**
 - a. Normal tenure (within 1.5 years) – 0 marks
 - b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
 - c. Tenure at hard area (from 3 to 5 years) – 7 marks
 - d. Tenure at hard area (more than 5 years) – 10 marks
3. **STR (Total number of Students in the school / Total number of Teachers) - 10 marks (IMU data Source)**
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level – 5 marks
 - c. STR at the present school is less than desired school – 10 marks
4. **Chronic Disease – 10 marks**

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.
5. **Disability – 10 marks**

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate
6. **Domicile -10 marks**

10 marks will be awarded to those when the desired school is in his/her district of domicile
7. **Spouse – 10 marks**

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.
8. **Annual SSC & HSSC Result of the School – 20 Marks**
 - a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.
9. **Overall Students Attendance Rate Percentage as IMU data – 20 Marks**
 - a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.