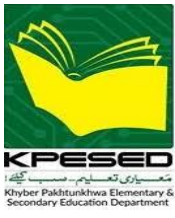


**Government of Khyber Pakhtunkhwa,**  
Elementary & Secondary Education Department

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*e-Transfer Web Portal*  
**User Manual for DEOs**

Version 1.0



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## 1 INTRODUCTION

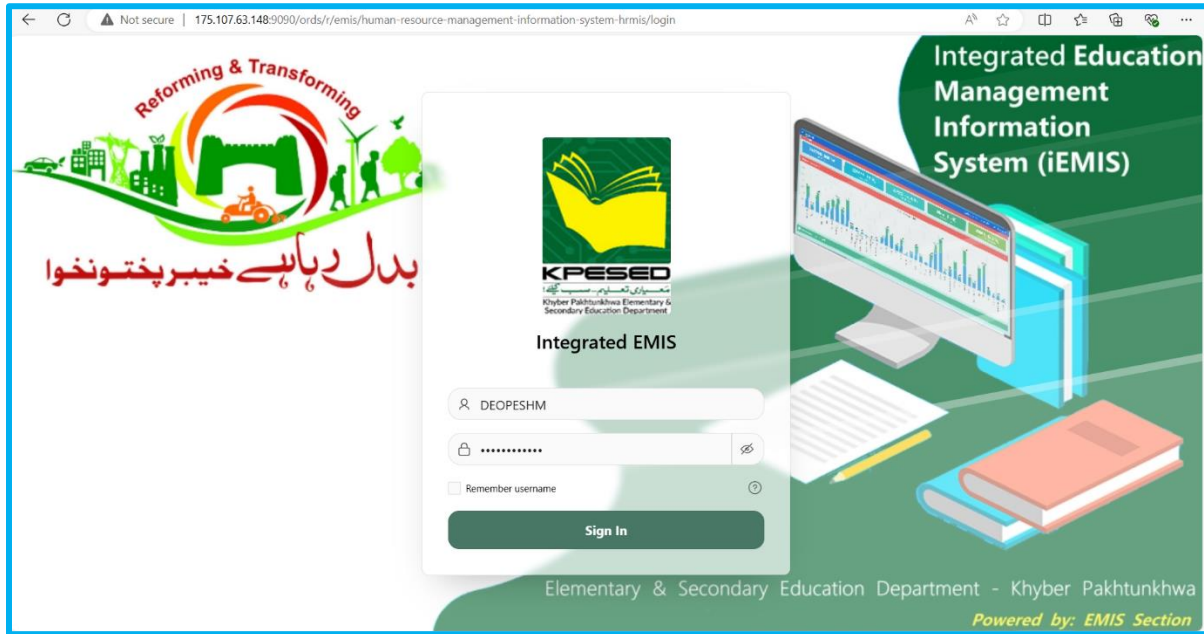
Government of Khyber Pakhtunkhwa, Elementary & Secondary Department has announced e-Transfer Policy for transfer / posting of the teaching staff throughout the province. The policy has been implemented through online application which is available on Link: <https://kpesed.gov.pk/etransfer>.

### 1.1 PREREQUISITES

You should have a good computer with at least 4 Mbps speed internet connection and latest Chrome / Opera / Firefox web browser installed.

### 1.2 ACCESS & LOGIN

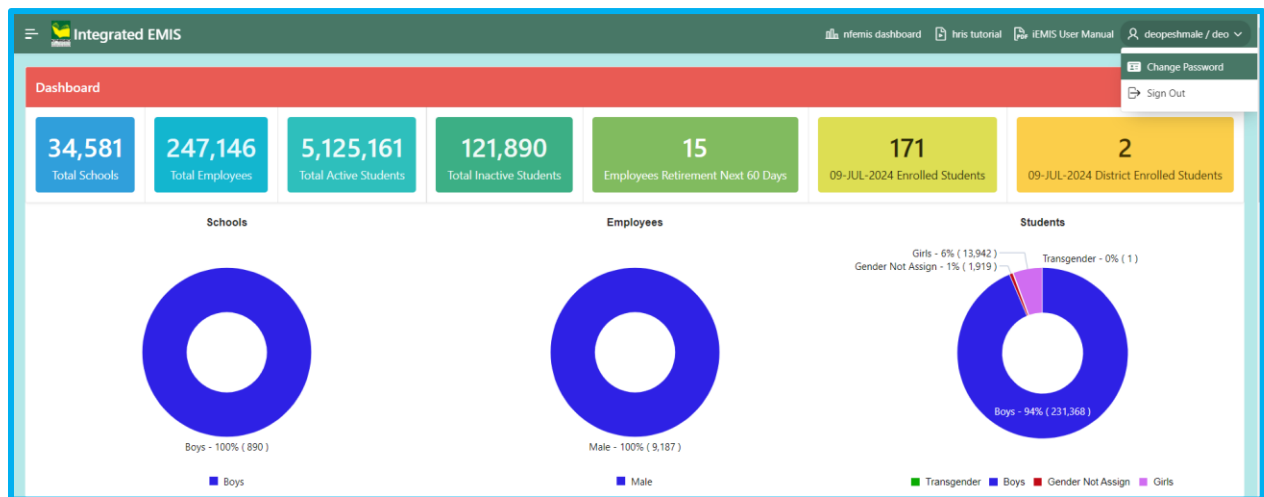
Open web browser, and enter the following URL into browser's address bar <http://175.107.63.148:9090/ords/r/emis/human-resource-management-information-system-hrmis/login>. The following login page will appear, enter your username and password and click on **Sign In** button.



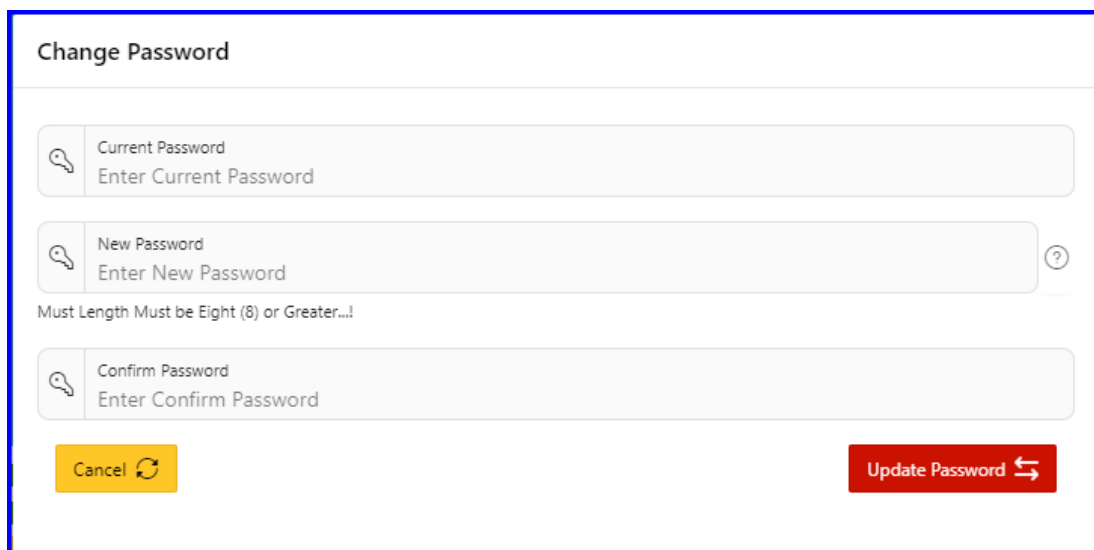
### 1.3 HOW TO CHANGE PASSWORD?

After login you will see the following dashboard. It is recommended to change your password. To change password, follow the following steps

- At the top right corner, you will see your username with arrow-down icon.
- Click on your name, a dropdown menu will appear with **“Change Password”** option.
- Click on **“Change Password”** option.



- A pop up will appear, enter your current password, new password and re-enter new password to confirm.



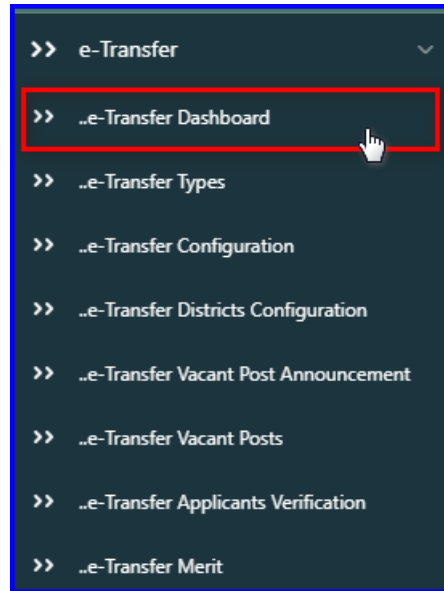
The screenshot shows the Change Password form with the following fields and buttons:

- Current Password:** Enter Current Password
- New Password:** Enter New Password (Must Length Must be Eight (8) or Greater...!)
- Confirm Password:** Enter Confirm Password
- Buttons:** Cancel, Update Password

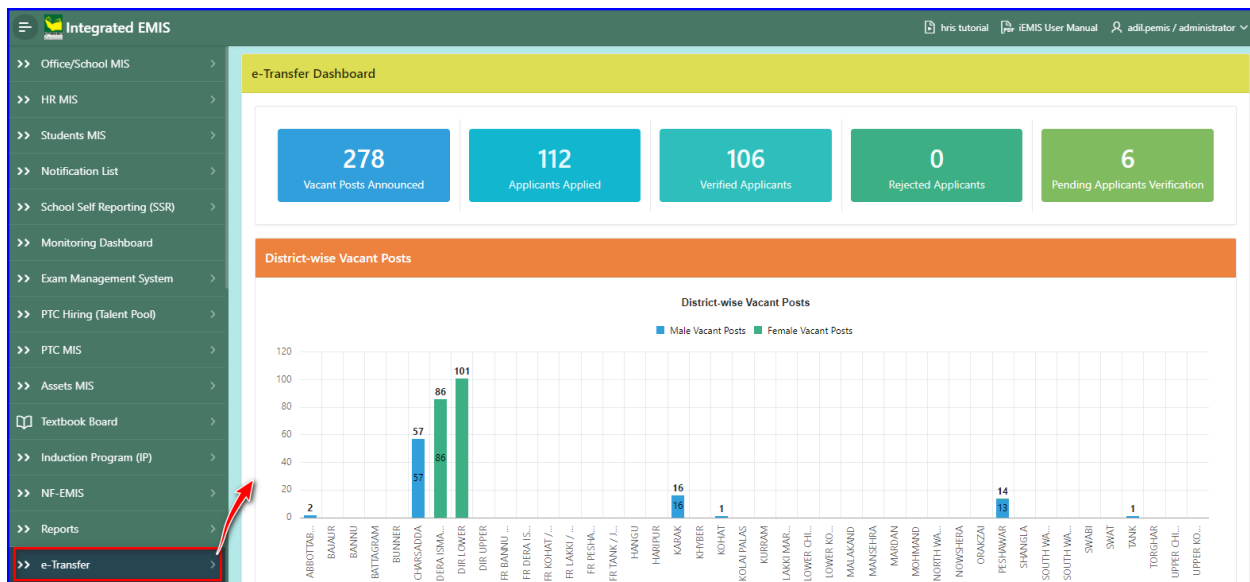
- Click on the Update Password button to save the new password.

## 2 e-TRANSFER DASHBOARD

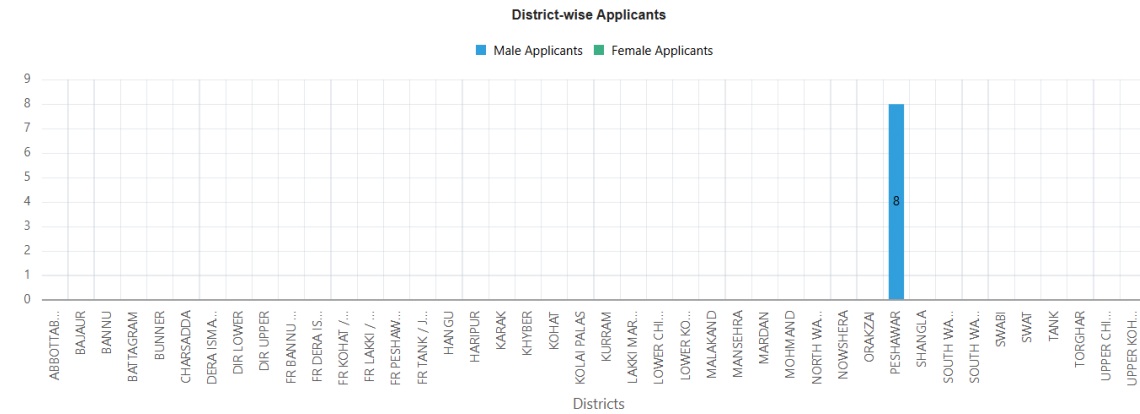
On the left sidebar, you'll see the e-Transfer menu, clicking on it will expand the sub-menus as shown in the pic below.



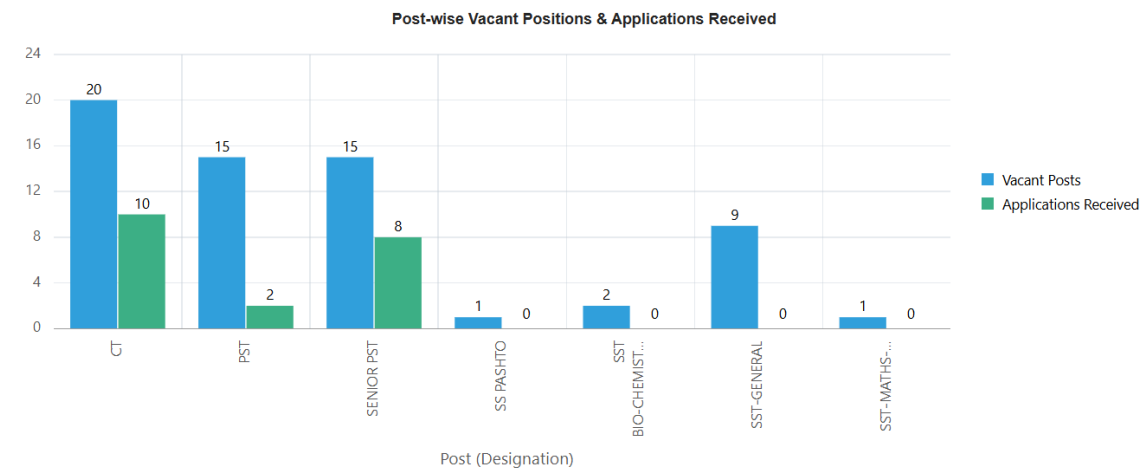
Click on the **e-Transfer Dashboard** sub-menu, a new page will appear showing dashboard consisting of e-Transfer statistics, bar charts, and graphs of respective district, as shown in the pic below.



## District-wise Applicants

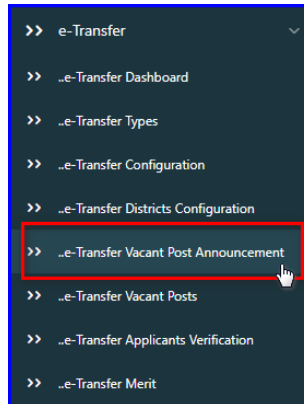


## Post-wise Vacant Positions & Applications Received



### 3 VACANT POSTS ANNOUNCEMENT

Click on the **e-Transfer Vacant Posts Announcement** sub-menu, a new page will appear, as shown in the pic below.



**Vacant Posts Announcement by DEOs**

Select Post name to be announce

eTransfer Type: General (09-AUG-2024 - 30-AUG-2024) | District: PESHAWAR | Gender: MALE | Designation: CT-IT (BPS-12) | Save

Search: All Text Columns | Go | Primary Report | Actions | Edit | Reset

Desig Title	Emis Code	Off Name	School Gender	Sanctioned Posts	Working Posts	Vacant	Etransfer Posts	Remarks
CT-IT	36084	GHS P.A.F. SHAHEEN CAMP	MALE	1	0	1		
CT-IT	36660	GHSS TEHKAL	MALE	1	0	1		
CT-IT	36101	GHSS CHAGHAR MATTI	MALE	1	0	1		
CT-IT	36078	GOVERNMENT SHAHEED SYED AF...	MALE	1	0	1		
CT-IT	36082	GOVERNMENT SHAHEED AHMAD ...	MALE	1	0	1		
CT-IT	36128	GHSS GHARI SHERDAD	MALE	1	0	1		
CT-IT	36086	GHS GULSHAN REHMAN COLONY	MALE	1	0	1		
CT-IT	36094	GHSS HAYAT ABAD	MALE	1	0	1		
CT-IT	36097	GHS NOTHIA QADEEM	MALE	1	0	1		

Enter number of posts to be announce

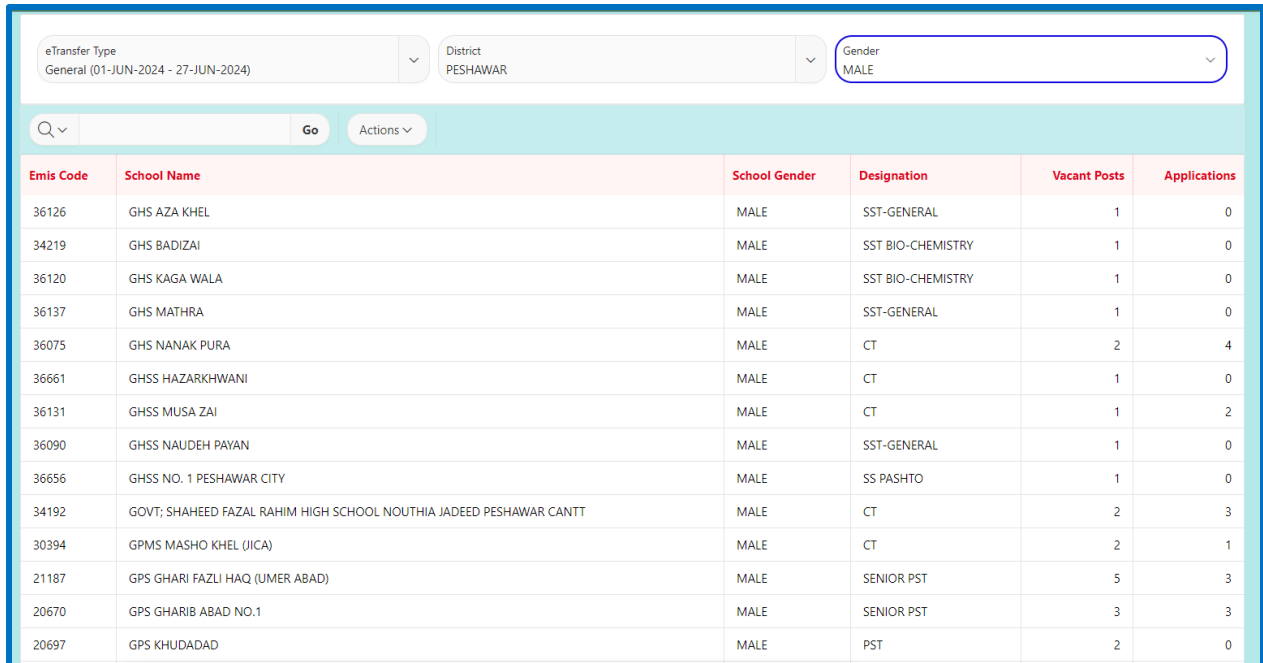
- The page consists of two regions, 1. Filters and 2. Interactive Grid.
- To announce a vacant post of a specific designation e.g., **PST**, click on the designation dropdown, a dropdown list will be opened showing only those designations whose posts are lying vacant in the respective district.
- Select any designation from the dropdown list.
- Selecting a designation from the dropdown list will show the interactive grid consisting of the columns (**EMIS Code, School Name, School Gender, Post (Designation), Sanctioned Posts, Working Posts, Vacant Posts, Posts for eTransfer and Remarks**)
- Only the last two columns (**Posts for eTransfer and Remarks**) columns are editable.
- To announce a post in a desired school, click on the **Posts for eTransfer** cell against that school row, and enter the **No. of posts** to be announced.

- When the announced **No. of Posts for eTransfer** is less than the vacant posts, then enter the reason in the **Remarks** column as well.

Note: No. of Posts for eTransfer must be less than or equal to the No. of Vacant posts.

#### 4 e-TRANSFER VACANT POSTS AND NO. OF APPLICANTS

Click on the **e-Transfer Vacant Posts** sub-menu, a new page will appear, as shown in the pic below.



The screenshot shows a web interface for viewing e-transfer vacant posts. At the top, there are three filter dropdowns: 'eTransfer Type' (General (01-JUN-2024 - 27-JUN-2024)), 'District' (PESHAWAR), and 'Gender' (MALE). Below the filters is a search bar with a 'Go' button and an 'Actions' dropdown menu. The main content is a table with the following columns: Emis Code, School Name, School Gender, Designation, Vacant Posts, and Applications.

Emis Code	School Name	School Gender	Designation	Vacant Posts	Applications
36126	GHS AZA KHEL	MALE	SST-GENERAL	1	0
34219	GHS BADIZAI	MALE	SST BIO-CHEMISTRY	1	0
36120	GHS KAGA WALA	MALE	SST BIO-CHEMISTRY	1	0
36137	GHS MATHRA	MALE	SST-GENERAL	1	0
36075	GHS NANAK PURA	MALE	CT	2	4
36661	GHSS HAZARKHWANI	MALE	CT	1	0
36131	GHSS MUSA ZAI	MALE	CT	1	2
36090	GHSS NAUDEH PAYAN	MALE	SST-GENERAL	1	0
36656	GHSS NO. 1 PESHAWAR CITY	MALE	SS PASHTO	1	0
34192	GOVT; SHAHEED FAZAL RAHIM HIGH SCHOOL NOUTHIA JADEED PESHAWAR CANTT	MALE	CT	2	3
30394	GPMS MASHO KHEL (JICA)	MALE	CT	2	1
21187	GPS GHARI FAZLI HAQ (UMER ABAD)	MALE	SENIOR PST	5	3
20670	GPS GHARIB ABAD NO.1	MALE	SENIOR PST	3	3
20697	GPS KHUDADAD	MALE	PST	2	0

- A page consisting of the filters and Interactive report showing **EMIS Code, School Name, School Gender, Designation, Vacant Posts and Applications** columns, will be displayed.
- To filter report based on School, Gender, or Designation, use the **Actions** button of the Interactive report.



## 5 e-TRANSFER APPLICANTS VERIFICATION

Click on the **e-Transfer Applicants Verification** sub-menu, a new page will appear, as shown in the pic below.

**eTransfer Applicants Data**

eTransfer Type: Select eTransfer Type | District: Select District | Gender: -- Select Gender --

[View & Verify Application here](#) | Actions ▾

Applicant Profile Id	Cnic No	Name Of Applicant	Father Name Of Applicant	Gender	Present Designation Id	Present Bps	Present School	Verification Status	Remarks	School 01	School 02	School 03
79	3430251459681	ABDUS SAMAD	MUHAMMAD SATTAR	MALE	SST-GENERAL (BPS-16)	16	GCMHS CHOKARA	Verified		GHS LATUMBER	GHS TERI, KARAK	
45	321022338409	RUKHSANA BANO	LUTFI MUHAMMAD IBRAHIM	FEMALE	SSS ISLAMIVAT (BPS-18)	18	GGCMHSS NO. 6 CHAH SYED MUNAWAR	Verified		GGHSS NO. 2 KIRI ALIZAI		
19	330225334813	FATIMA ZUHRA	ZIA-UD-DIN	FEMALE	SST-MATHS-PHYSICS (BPS-16)	16	GGCMHSS TIMERGARA	Verified		GGHS KHALL DIR LOWER	GGHS KOHERAY	GGHSS MUNDA
85	321022338409	NOSHEEN TABBASM	MUHAMMAD HAYAT	FEMALE	SENIOR PST (BPS-14)	14	GGCMS BILAL ABAD	Verified		GGPS JHOKE UMRAY WALI	GGPS LAKHRA	GGPS KHIDMAT GARAN
9	321022338409	KALSOOM BIBI	INAYAT UR RAHMAN	FEMALE	PST (BPS-12)	12	GGCMS HAJI ABAD NO.2	Verified		GGPS BANDA MKD	GGPS HUNDAK	GGPS FAZAL ABAD PAYEEN
52	321022338409	REHANA BIBI	ABDUL AHAD	FEMALE	PST (BPS-12)	12	GGCMS MUSAZAI SHARIF	Verified		GGPS GARA PATTI KEHL	GGPS HATHALA	GGPS JOGIAN WALA

- To verify an applicant application, click on the **ICON** displayed in the first column, a pop-up showing detailed application of an applicant will appear, as shown in the pic below.

**e-Transfer Applicant Profile View**

Take Print | Click to take print | Download Disability Proof | download disability proof document | Verify Applicant Data

Basic information about applicant

click it to verify, if all the particulars are correct

Score will be awarded based on this criteria

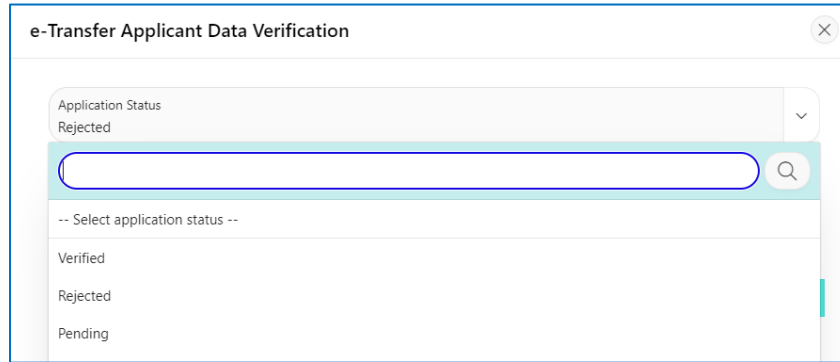
Awarded Score

PERSONAL INFORMATION	
Submitted On:	28-08-2024 11:23:14 AM
Name:	ABDUR RAZIQ
Job Status:	Regular
Personal No:	794546
Date of Birth:	20-MAR-1983
Gender:	MALE
Tehsile:	TANGI
Postal Address:	village and p/o amir abad(pul) tehsil tangi distt charsadda
Disability:	Yes
Spouse (In Service):	No
Policy Form:	A
Father Name:	MUHAMMAD SATTAR
CNIC No:	3430251459681
DDO Code:	6083
Age (as per DOB):	41.44 years
Domicile:	CHARSADDA
Union Council:	DAKKI
Marital Status:	MARRIED
PRESENT CADRE START DATE & DESIGNATION	
Date & Designation:	Started as CT (BPS-15), dated: 24-JUN-2016
PRESENT POSTING	

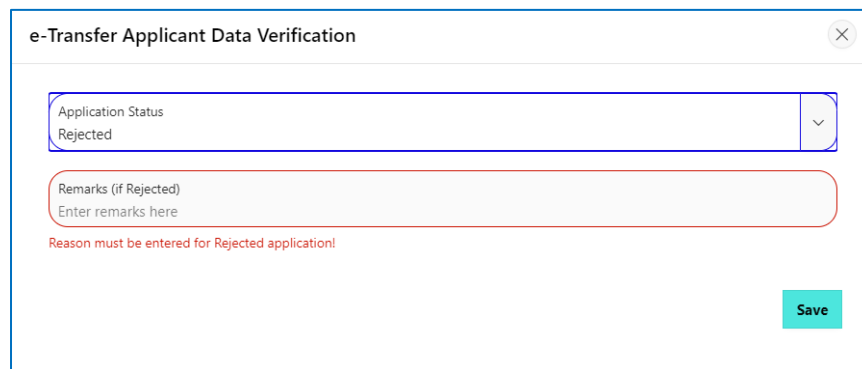
SCORING CRITERIA	
Domicile:	CHARSADDA
Tenure:	8.18
Disability:	Yes
Present School - STR:	19.13
Priority 1 - STR:	27.78
Priority 2 - STR:	24.74
Priority 3 - STR:	0
Your Score	
Priority 1	Tenure Score: 20
	Disability Score: 10
	Domicile Score: 5
	Spouse Score: 0
	STR Score: 20

- Review the particulars of the application and verify by clicking on the top green button **“Verify Applicant Data”**.

- A new pop-up will appear, as shown in the pic below.



- You have the options to Verify, Reject or keep the application pending. In case the application is rejected, you'll be required to mention the reason as well, as shown in the pic below.



- After selecting the option, click on **“Save”** button. The verification status of the applicant in the interactive report will be updated, as shown in the pic below.

eTransfer Applicants Data											
eTransfer Type General (01-JUN-2024 - 27-JUN-2024)			District PESHAWAR			Gender MALE					
Applicant Profile id	Cnic No	Name Of Applicant	Father Name Of Applicant	Gender	Present Designation Id	Present Bps	Present School	Verification Status	Remarks	Verificatio	
7	7200114321171	ABDUL GHAFAR	MUSA KHAN	MALE	SENIOR PST (BPS-14)	14	GPS NASIR GHARI	Verified		Verify	
1	7200114321171	AMIR ALI	ANWAR ALI	MALE	CT (BPS-15)	15	GHS RASHEED GHARI	Rejected	Tenure is less than 2 years.	Verify	
3	7200114321171	ABAD ALI	AHMAD ALI	MALE	CT (BPS-15)	15	GHS SARBAND	Verified		Verify	
2	7200114321171	AAMIR SHAHZAD	YOUSAF MASIH	MALE	CT (BPS-15)	15	GHS AKHOON ABAD	Verified		Verify	

**Note:** Please review the e-Transfer Policy 2024 thoroughly and ensure that all applicant details are accurately verified before approving the application.