e-Transfer Web Portal

User Manual for DEOs

Version 1.0

Table of Contents

1 INTRODUCTION 3
1.1 PREREQUISITES 3
1.2 ACCESS & LOGIN 3
1.3 HOW TO CHANGE PASSWORD? 4
2 e-TRANSFER DASHBOARD 5
3 VACANT POSTS ANNOUNCEMENT 7
4 e-TRANSFER VACANT POSTS AND NO. OF APPLICANTS 8
5 e-TRANSFER APPLICANTS VERIFICATION 9

1 INTRODUCTION

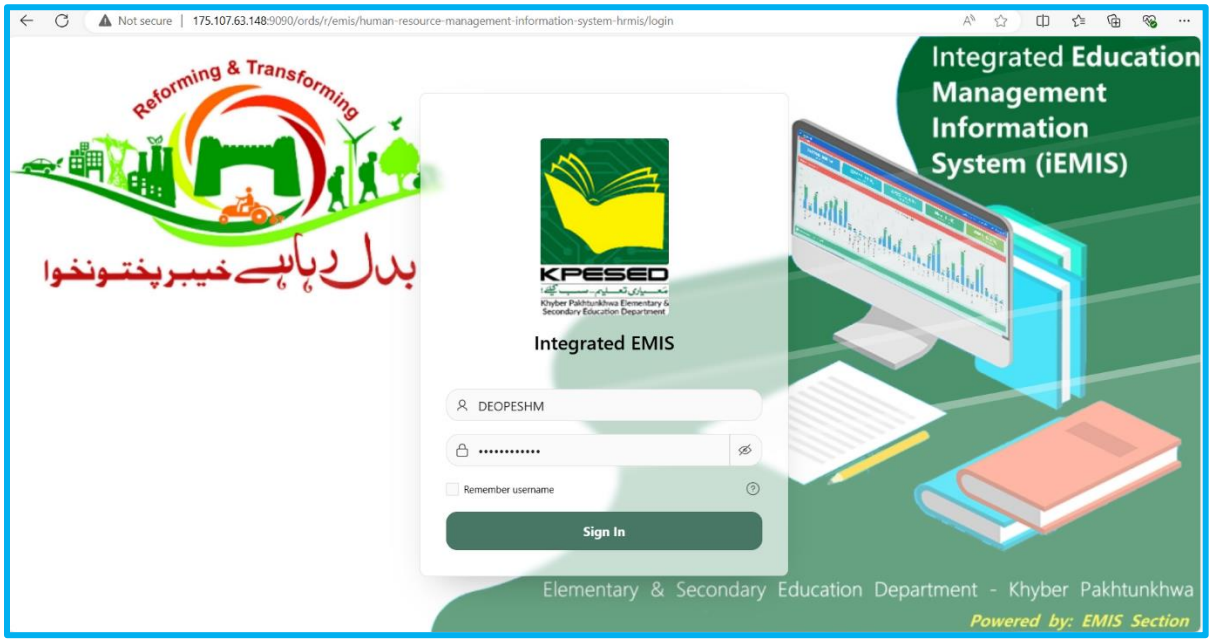
Government of Khyber Pakhtunkhwa, Elementary & Secondary Department has announced *e*-Transfer Policy for transfer / posting of the teaching staff throughout the province. The policy has been implemented through online application which is available on Link: https://kpese.gov.pk/etransfer.

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

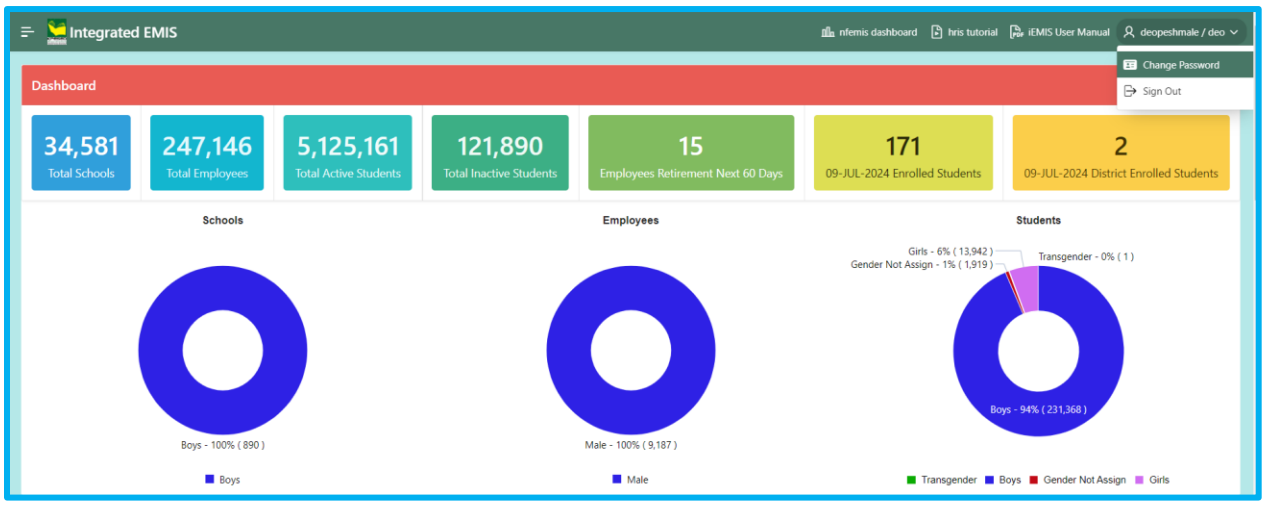
Open web browser, and enter the following URL into browser's address bar http://175.107.63.148:9090/ords/r/emis/human-resource-management-information-system-hrmis/login. The following login page will appear, enter your username and password and click on **Sign In** button.



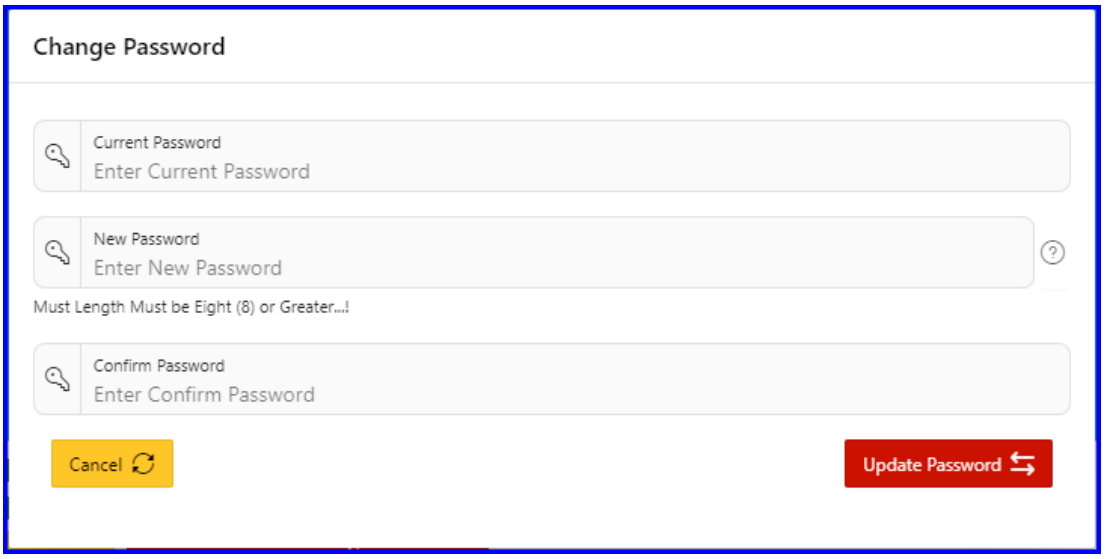
1.3 HOW TO CHANGE PASSWORD?

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.



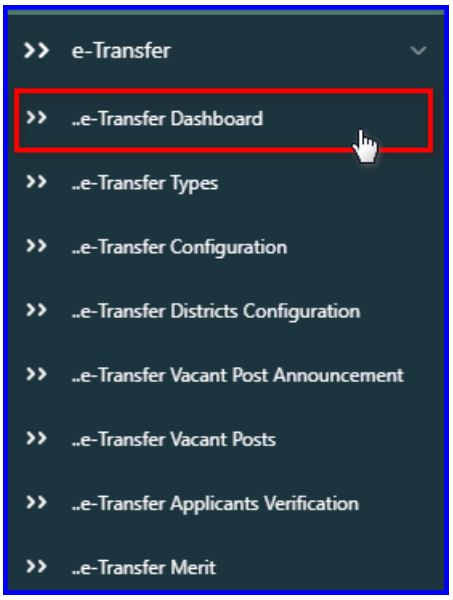
- A pop up will appear, enter your current password, new password and re-enter new password to confirm.



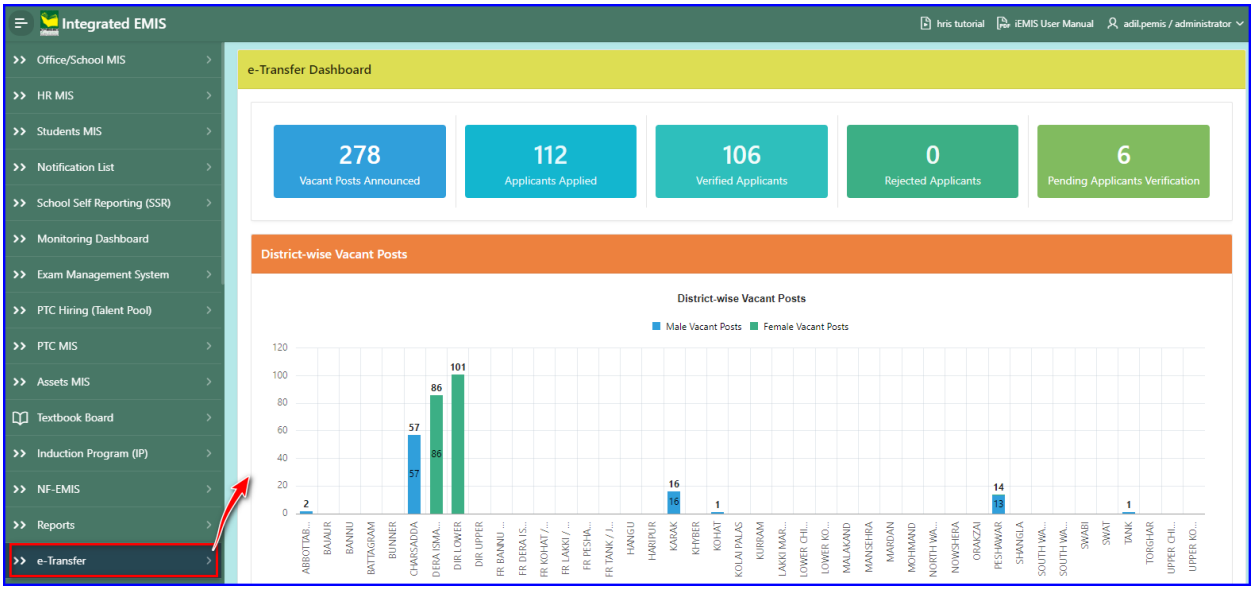
- Click on the Update Password button to save the new password.

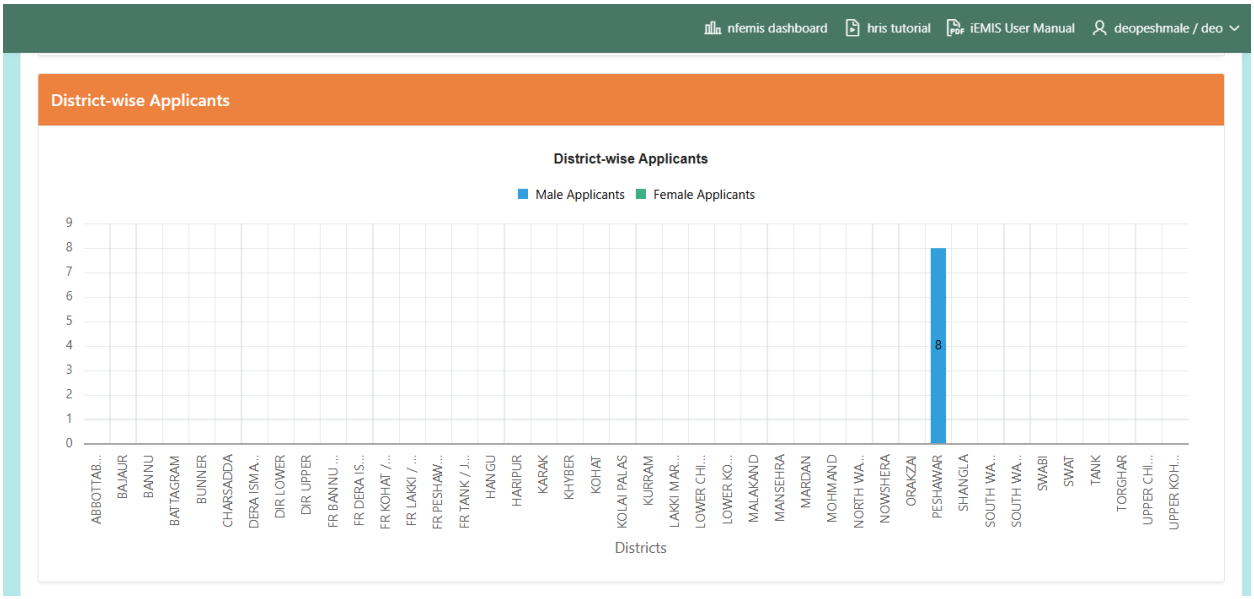
2 e-TRANSFER DASHBOARD

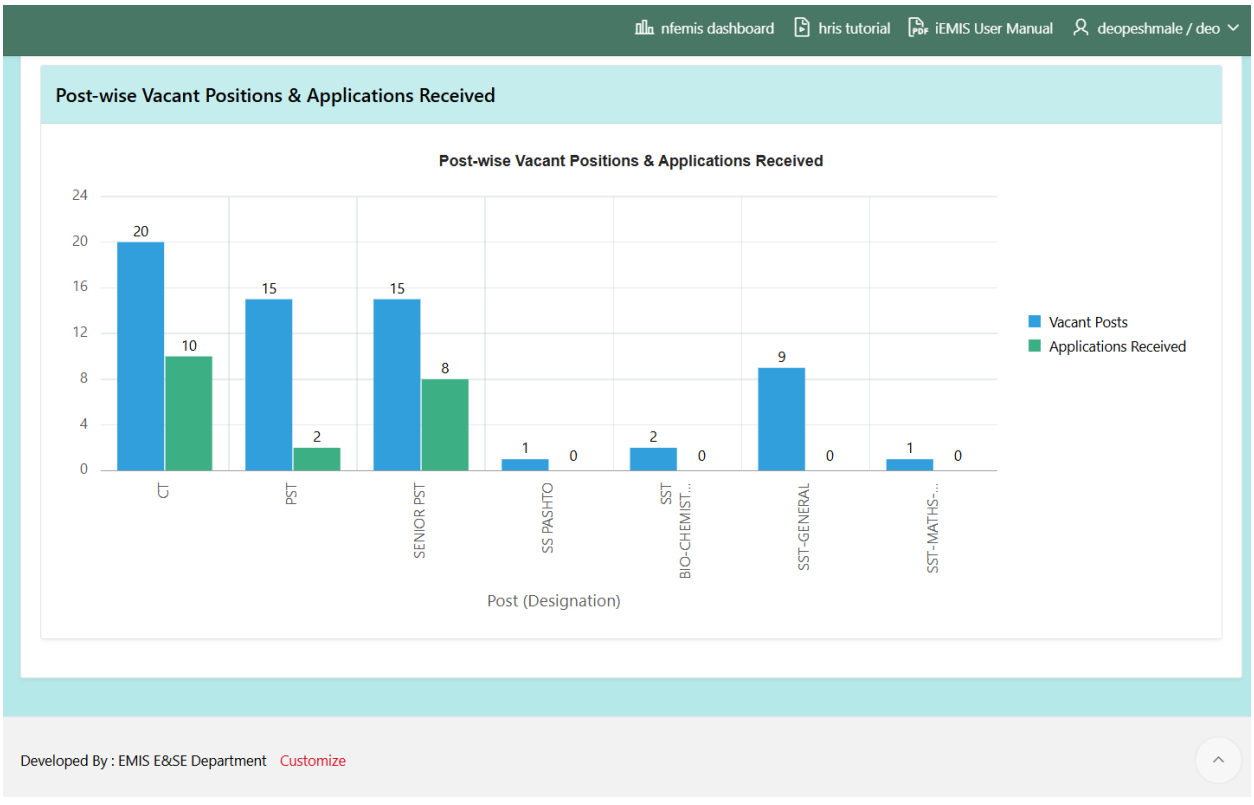
On the left sidebar, you'll see the e-Transfer menu, clicking on it will expand the sub-menus as shown in the pic below.



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.



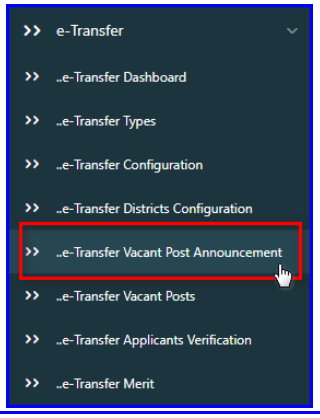


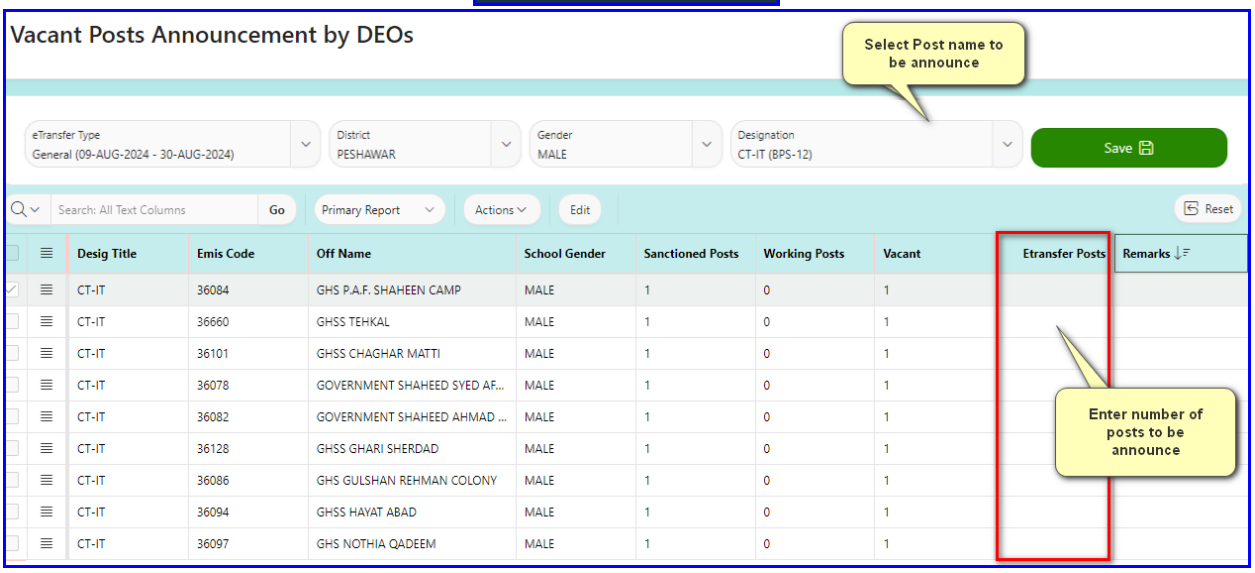


Developed By : EMIS E&SE Department Customize

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.





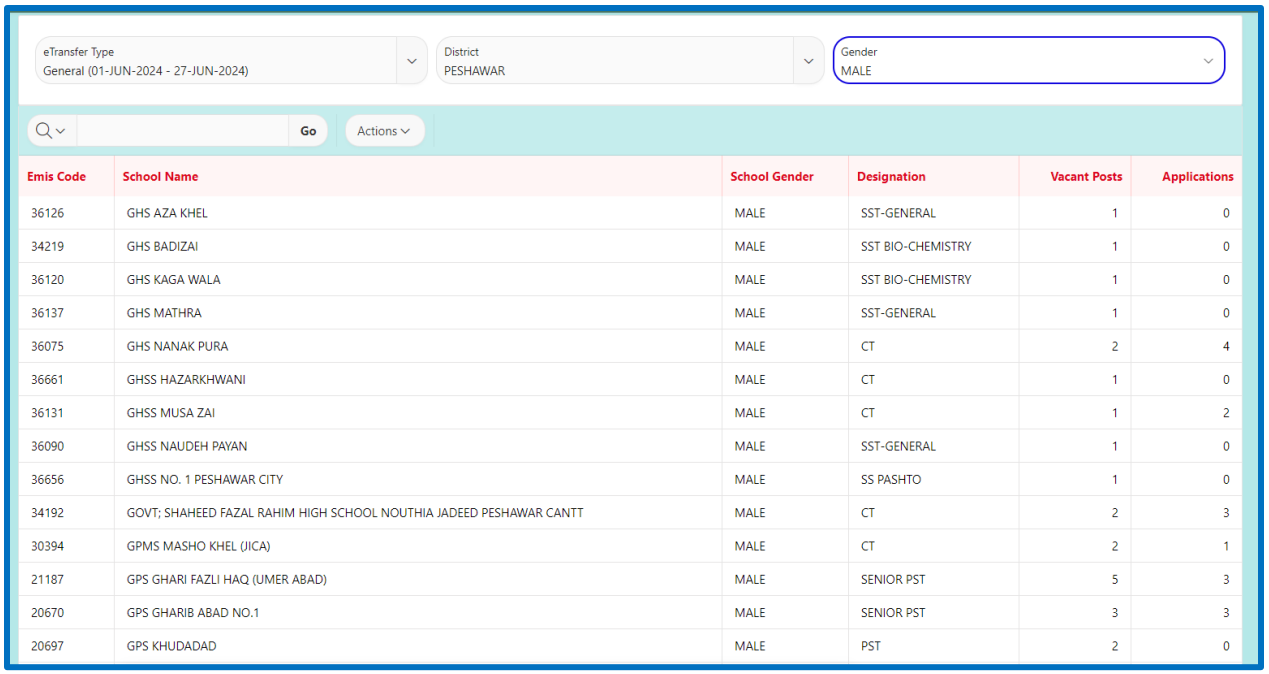
- The page consists of two regions, 1. Filters and 2. Interactive Grid.
- To announce a vacant post of a specific designation e.g., **PST**, click on the designation dropdown, a dropdown list will be opened showing only those designations whose posts are lying vacant in the respective district.
- Select 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.

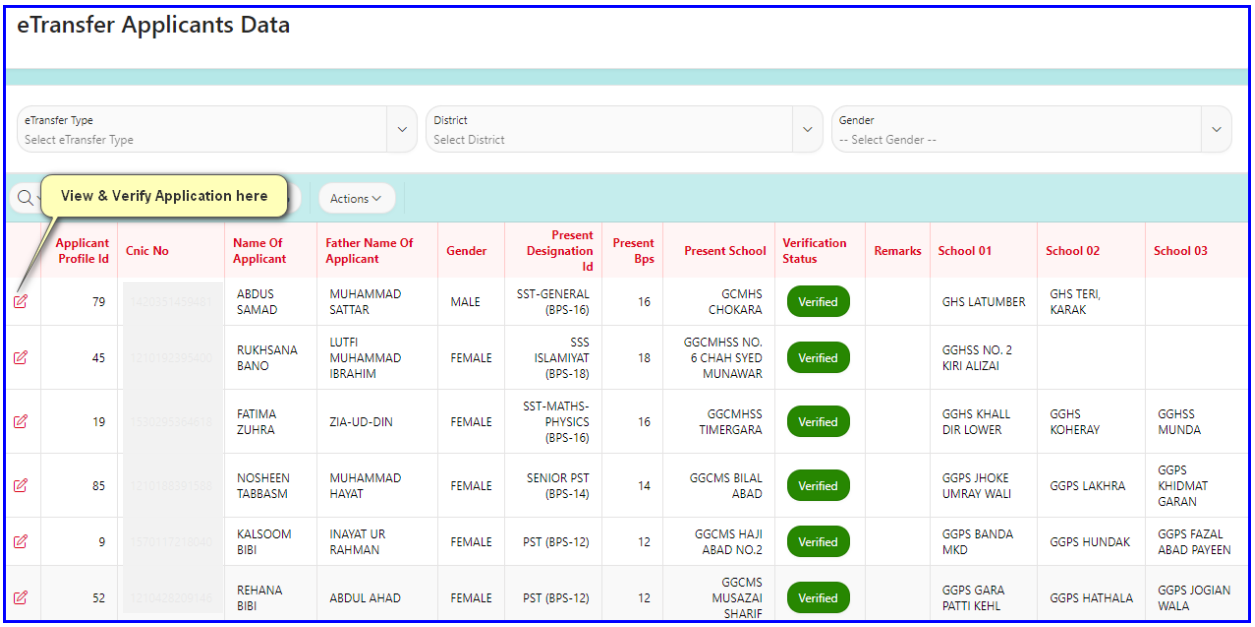


Emis Code	School Name	School Gender	Designation	Vacant Posts	Applications
36126	GHS AZA KHEL	MALE	SST-GENERAL	1	0
34219	GHS BADIZAI	MALE	SST BIO-CHEMISTRY	1	0
36120	GHS KAGA WALA	MALE	SST BIO-CHEMISTRY	1	0
36137	GHS MATHRA	MALE	SST-GENERAL	1	0
36075	GHS NANAK PURA	MALE	CT	2	4
36661	GHSS HAZARKHWANI	MALE	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

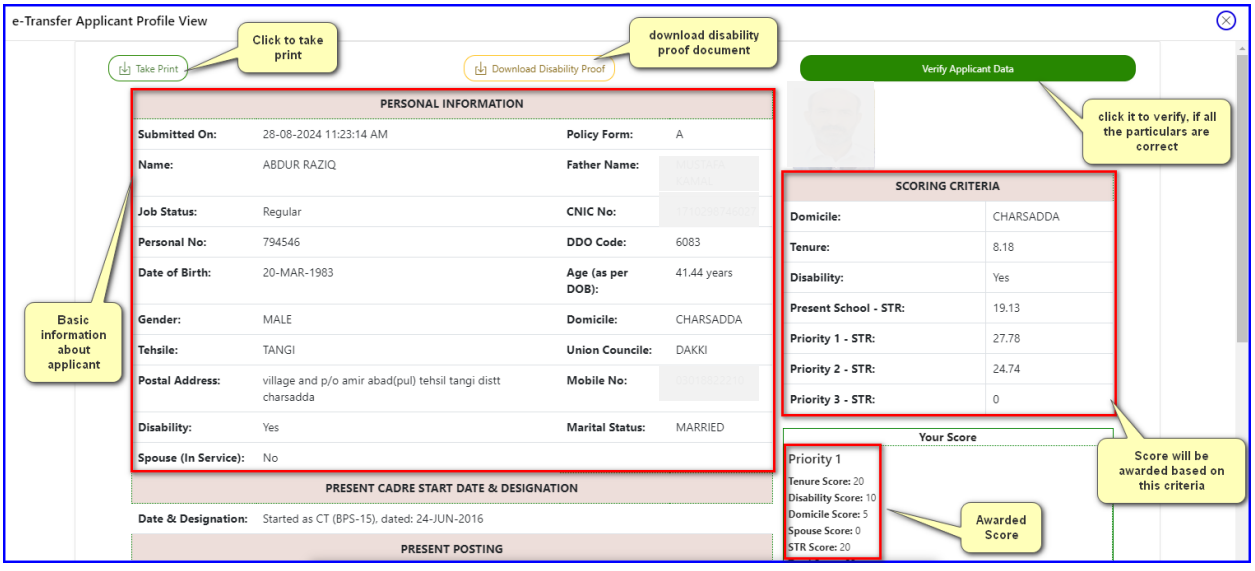
- A page consisting of the filters and Interactive report showing **EMIS Code, School Name, School Gender, Designation, Vacant Posts and Applications** columns, will be displayed.
- To filter report based on School, Gender, or Designation, use the **Actions** button of the Interactive report.

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.

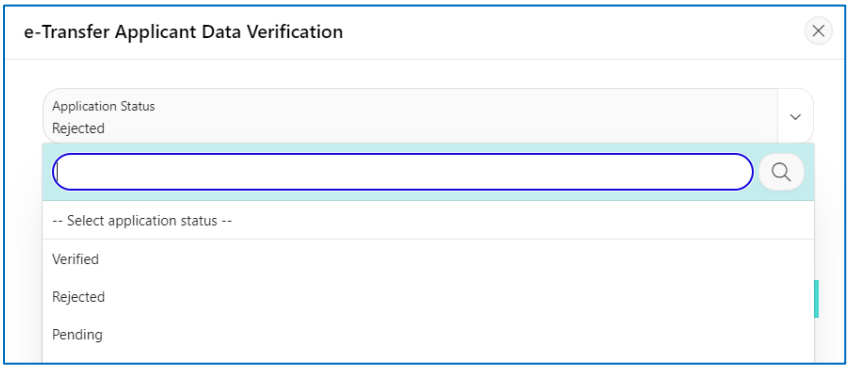


- To verify an applicant application, click on the **ICON** displayed in the first column, a pop-up showing detailed application of an applicant will appear, as shown in the pic below.

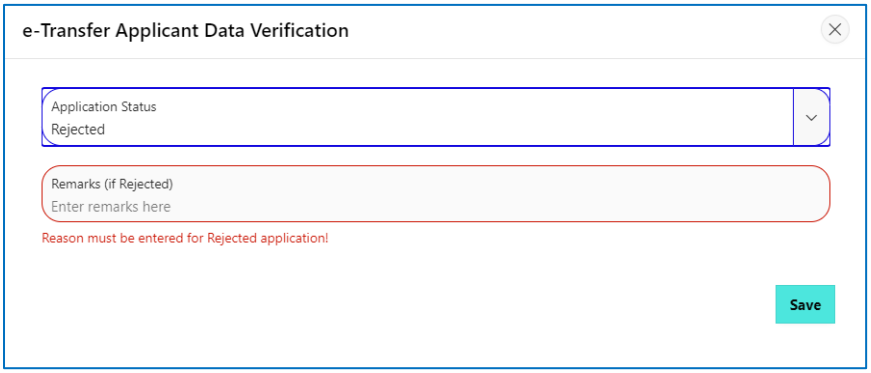


- Review the particulars of the application and verify by clicking on the top green button "**Verify Applicant Data**".

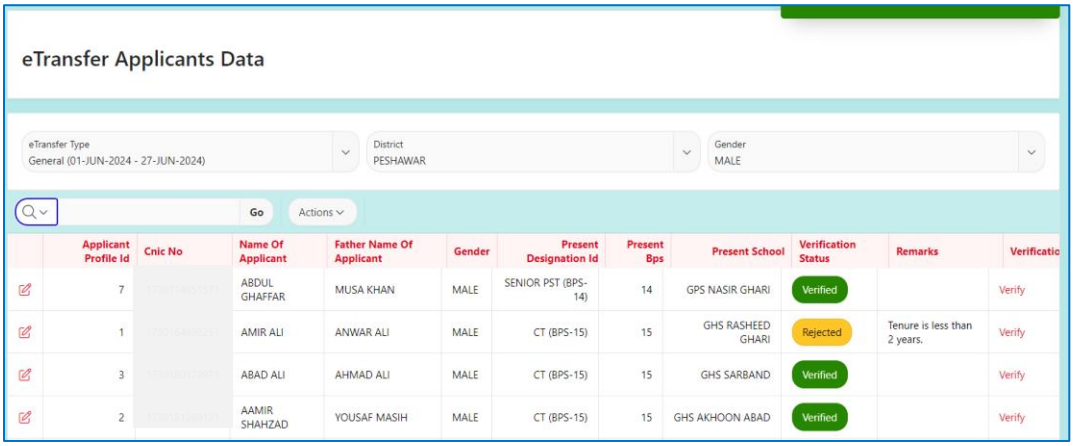
- A new pop-up will appear, as shown in the pic below.



- 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.



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