



Government of Khyber Pakhtunkhwa,
Elementary & Secondary Education Department

e-Transfer Web Portal
User Manual for DEOs
Version 1.0



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

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://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.



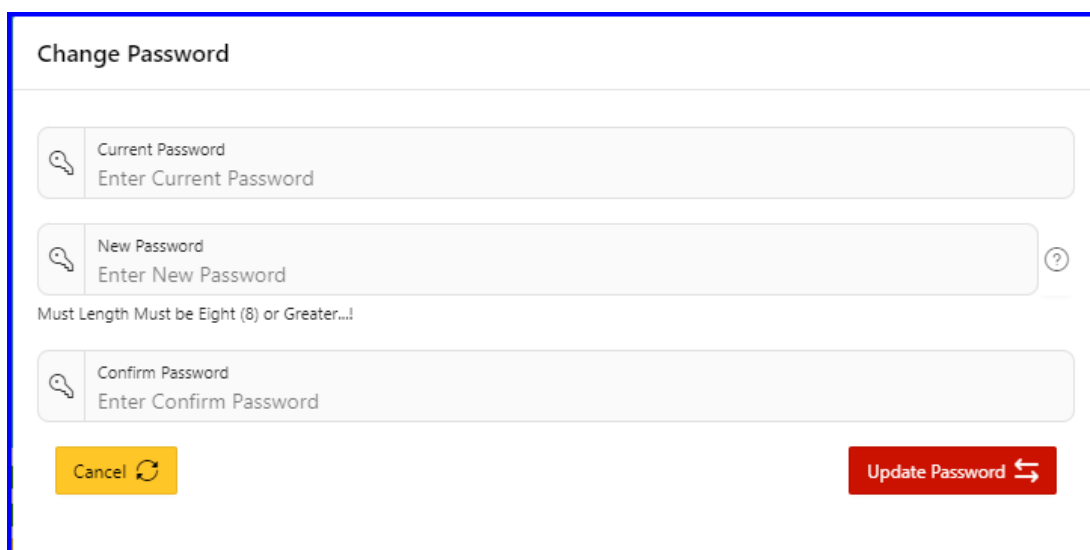
1.3 HOW TO CHANGE PASSWORD?

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.



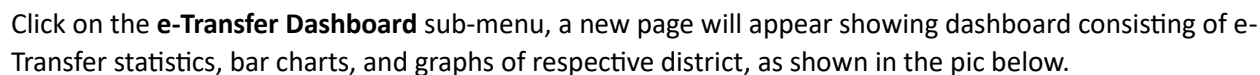
- A pop up will appear, enter your current password, new password and re-enter new password to confirm.

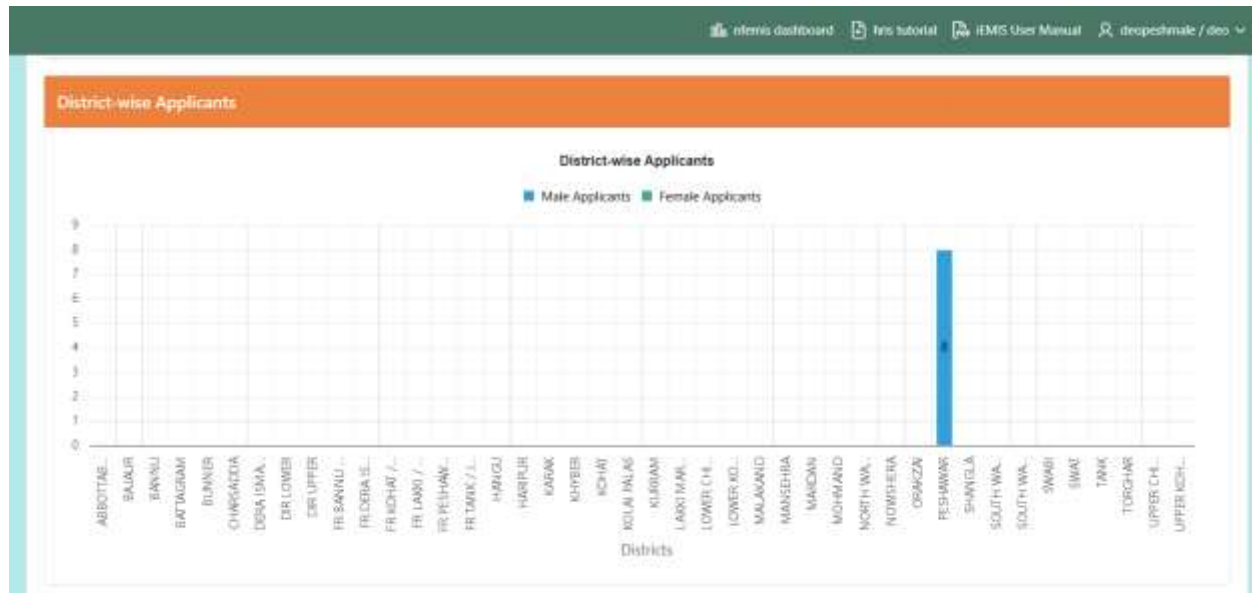


The screenshot shows the 'Change Password' form. It has three input fields: 'Current Password' with the placeholder 'Enter Current Password', 'New Password' with the placeholder 'Enter New Password' and a question mark icon, and 'Confirm Password' with the placeholder 'Enter Confirm Password'. Below the 'New Password' field, there is a note: 'Must Length Must be Eight (8) or Greater...!'. At the bottom left, there is a 'Cancel' button with a circular arrow icon. At the bottom right, there is an 'Update Password' button with a double arrow icon.

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

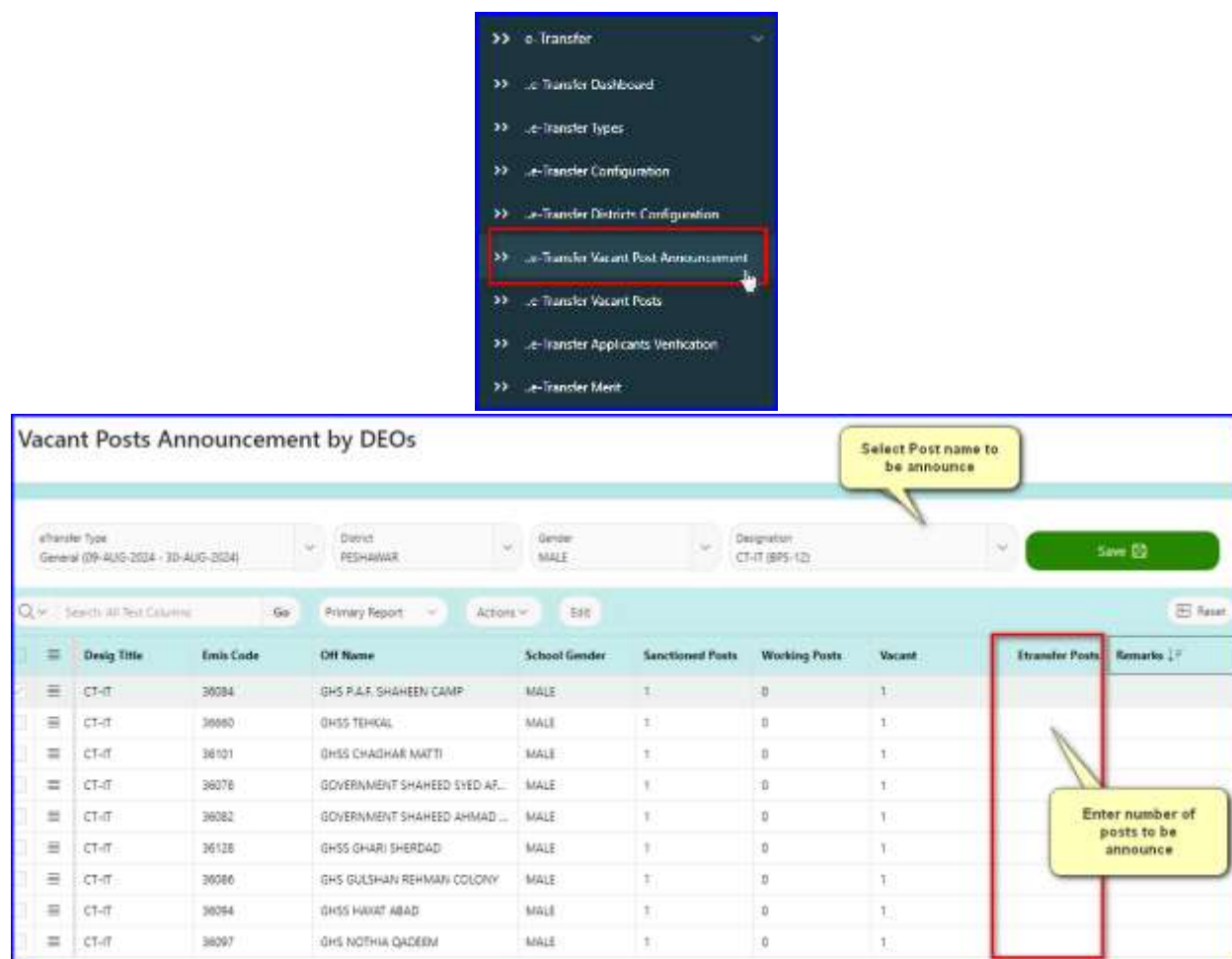
On the left sidebar, you'll see the e-Transfer menu, clicking on it will expand the sub-menus as shown in the pic below.





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

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

Design Title	EMIS Code	Off Name	School Gender	Sanctioned Posts	Working Posts	Vacant	eTransfer Posts	Remarks
CT-IT	36084	GHS P.A.R. SHAHEEN CAMP	MALE	1	0	1		
CT-IT	36080	GHS TEHICAL	MALE	1	0	1		
CT-IT	36101	GHS CHADHAR 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	GHS GHARI SHERDAD	MALE	1	0	1		
CT-IT	36086	GHS GULSHAN REHMAN COLONY	MALE	1	0	1		
CT-IT	36094	GHS HAKAT ABAD	MALE	1	0	1		
CT-IT	36097	GHS NOTHIA QADEEM	MALE	1	0	1		

- 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.

eTransfer Type
General (01-JUN-2024 - 27-JUN-2024)

District
PESHAWAR

Gender
MALE

Go

Actions

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 HAZARKHAWAN	MALE	CT	1	0
36131	GHSS MUSA ZAI	MALE	CT	1	2
36090	GHSS NAULIDEH PIRAN	MALE	SST-GENERAL	1	0
36656	GHSS NO. 1 PESHAWAR CITY	MALE	SS PASHTO	1	0
34192	GOVT SHAHEED FAZAL RAHM HIGH SCHOOL NOUTHA JADEED PESHAWAR CANTT	MALE	CT	2	3
30394	GPMS MASHO KHEL (JICA)	MALE	CT	2	1
21187	GPS GHARI FAZLI HAQ (JMER ABAD)	MALE	SENIOR PST	3	3
20670	GPS GHARB ABAD NO.1	MALE	SENIOR PST	3	3
20687	GPS KHUQADAD	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	Present Tps	Present School	Verification Status	Remarks	School 01	School 02	School 03
79		AEDUS SANAD	MUHAMMAD SATTAR	MALE	SST-GENERAL (BPS-16)	16	GCMHS CHOKARA	Verified		GHS LATUMBER	GHS TERE KARAK	
45		RUD-SANA BANO	LUTFI MUHAMMAD (BRAHMI)	FEMALE	SSS ISLAMISAT (BPS-18)	18	GCMHSS NO. 6-CHAH SYED MUNAWAR	Verified		GCMHSS NO. 2 KORI AUZAI		
19		FATIMA ZUHRA	ZIA-UO-DIN	FEMALE	SST-MATHS-PHYSICS (BPS-16)	16	GCMHSS-TIMERGARA	Verified		GHS KHALL DIR LOWER	GHS KOHERAY	GCMHS MUNDIA
85		NOSHEEN TABBASM	MUHAMMAD HAYAT	FEMALE	SENIOR PST (BPS-14)	14	GCMHS BILAL ABAD	Verified		GGPS JHOKE UNRAY WALI	GGPS LAKHRA	GGPS KHIDMAT GARAN
9		KALSOOM BIBI	INAYAT UR RAHMAN	FEMALE	PST (BPS-12)	12	GGCMS HAJI ABAD NO.2	Verified		GGPS BANDA NKD	GGPS HUNDAK	GGPS FAZAL ABAD PAKSEEN
52		REHANA BIBI	ABDUL AHAD	FEMALE	PST (BPS-12)	12	GCMHS MUSAZAI SHARIF	Verified		GGPS GARA PAITI KEHL	GGPS HATHALA	GGPS JOGIAN WILA

- 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](#) [Download Disability Proof](#) [Verify Applicant Data](#)

PERSONAL INFORMATION

Submitted On: 28-05-2024 11:23:14 AM Policy Form: A

Name: ABDUR RAZIQ Father Name:

Job Status: Regular CNIC No:

Personal No: 794546 DDO Code: 6083

Date of Birth: 20-MAR-1983 Age (as per DOB): 41.48 years

Gender: MALE Domicile: CHARSADDA

Tehsil: TANGI Union Council: DAKK

Postal Address: Village and p/o amt abad(psd) tehsil tangi distt charsadde Mobile No:

Disability: Yes Marital Status: MARRIED

Spouse (In Service): No

PRESENT CADRE START DATE & DESIGNATION

Date & Designation: Started as CT (BPS-15), dated: 24-JUN-2016

PRESENT POSTING

SCORING CRITERIA

Domicile: CHARSADDA

Tenure: 8.10

Disability: Yes

Present School - STR: 19.13

Priority 1 - STR: 27.78

Priority 2 - STR: 24.78

Priority 3 - STR: 0

Your Score

Priority 1: Tenure Score: 20, Disability Score: 10, Domicile Score: 3, Spouse Score: 0, STR Score: 20

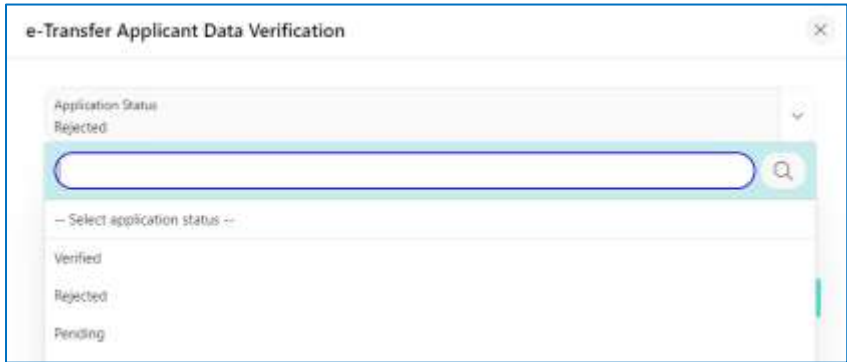
Awarded Score

Score will be awarded based on this criteria

click it to verify, if all the particulars are correct

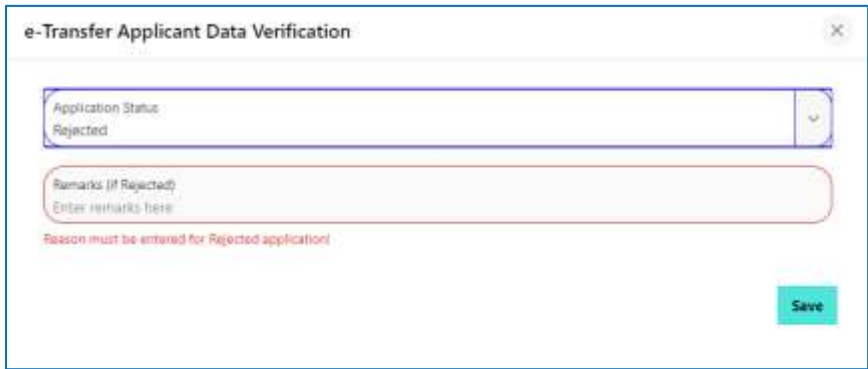
- Review the particulars of the application and verify by clicking on the top green button “**Verify Applicant Data**”.

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



The pop-up window titled "e-Transfer Applicant Data Verification" contains a dropdown menu for "Application Status" which is currently set to "Rejected". Below the dropdown is a search bar with a magnifying glass icon. Underneath the search bar is a list of options: "Verified", "Rejected", and "Pending".

- 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.



This version of the pop-up window includes a "Remarks (If Rejected)" text area with the placeholder "Enter remarks here". Below the text area, a red error message states "Reason must be entered for Rejected application". A green "Save" button is located at the bottom right of the window.

- 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

Transfer Type: General (21-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 Rate	Present School	Verification Status	Remarks	Verification
	7	3501010000000000000	ABDUL GHAFFAR	MUSA KHAN	MALE	SENIOR PST (BPS-14)	14	GPS NAGER GHARI	Verified		Verify
	1	3501010000000000000	ANWAR ALI	ANWAR ALI	MALE	CT (BPS-15)	15	GHS RASHEED GHANI	Rejected	Tenure is less than 2 years.	Verify
	8	3501010000000000000	ASAD ALI	AHMAD ALI	MALE	CT (BPS-15)	15	GHS SAFWAN	Verified		Verify
	2	3501010000000000000	AAMIR SHAHZAD	ROUSAF MASHI	MALE	CT (BPS-15)	15	GHS ARHOON ASAD	Verified		Verify