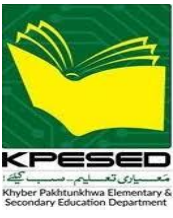


*e-Transfer for Newly Recruited/ Promoted Teachers*  
Through Web Portal

**User Manual for Teachers**

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, user manuals Mobile App link and other relevant material is available at the Link: [www.kpese.gov.pk/etransfer](http://www.kpese.gov.pk/etransfer)

### 1.1 PREREQUISITES

You should have good computer with at least 4 Mbps speed internet connection, latest Chrome / Opera web browser installed. Your iEMIS Profile should be updated.

### 1.2 ACCESS & LOGIN

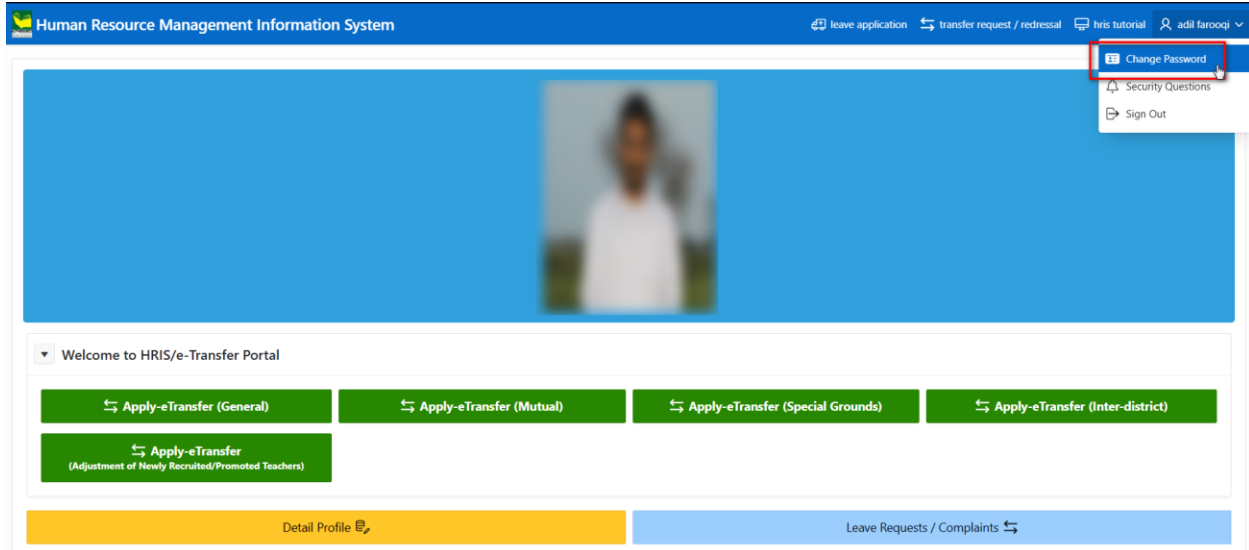
Open web browser, Enter URL Address: [www.kpese.gov.pk/hris](http://www.kpese.gov.pk/hris). The following login page will appear, enter your CNIC # (without dashes), password and click on Sign In button.



### 1.3 HOW TO CHANGE PASSWORD?

After login you will see the following dashboard. Before applying for e-Transfer it is recommended to change your password.

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



- A pop will appear, enter your current password.
- Add & re-enter to confirm your New Password. Remember it.

**Change Password**

Current Password  
Enter Current Password

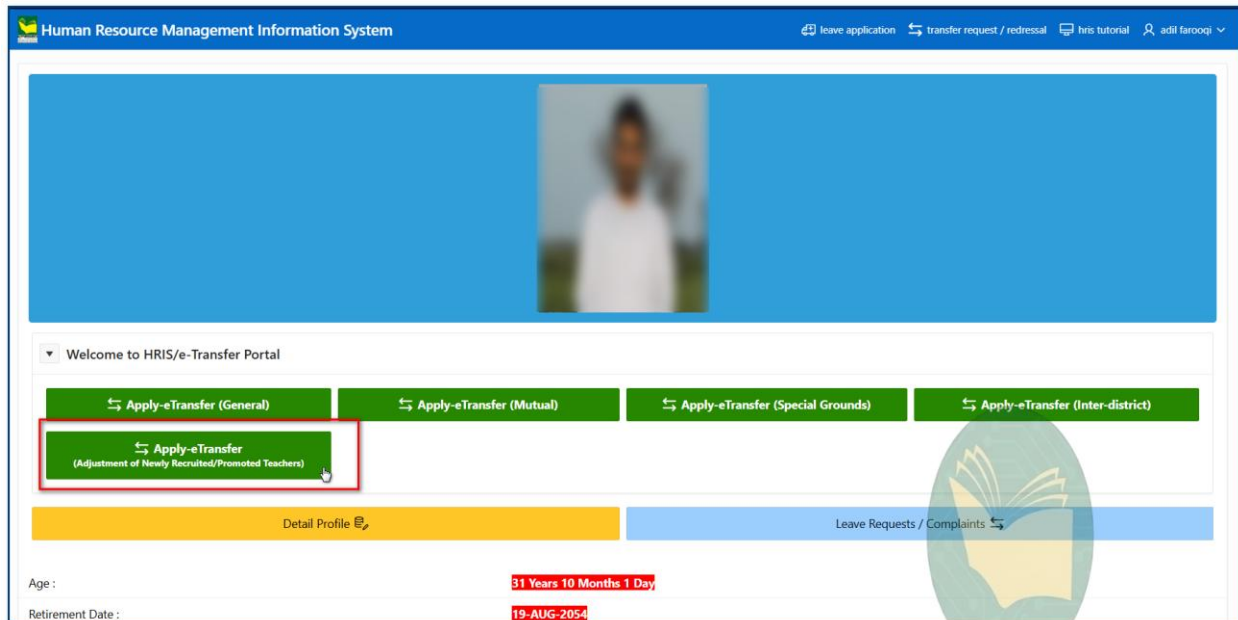
New Password  
Enter New Password ?  
Must Length Must be Eight (8) or Greater...

Confirm Password  
Enter Confirm Password

Cancel ↻
Update Password ↻

### 1.4 HOW TO APPLY FOR e-TRANSFER?

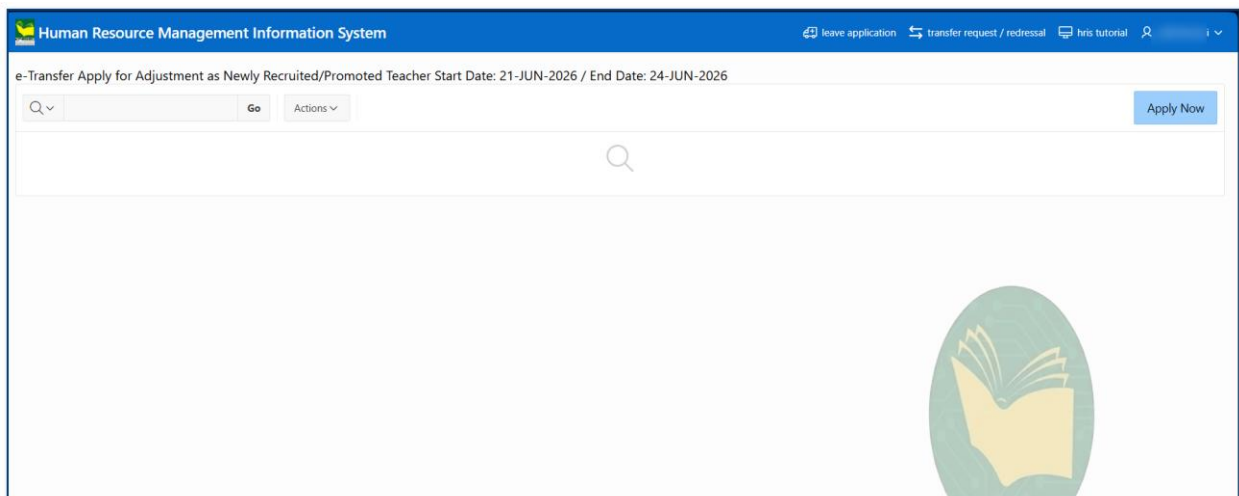
On the main dashboard, you can see a multiple Green Buttons of e-Transfer Apply:



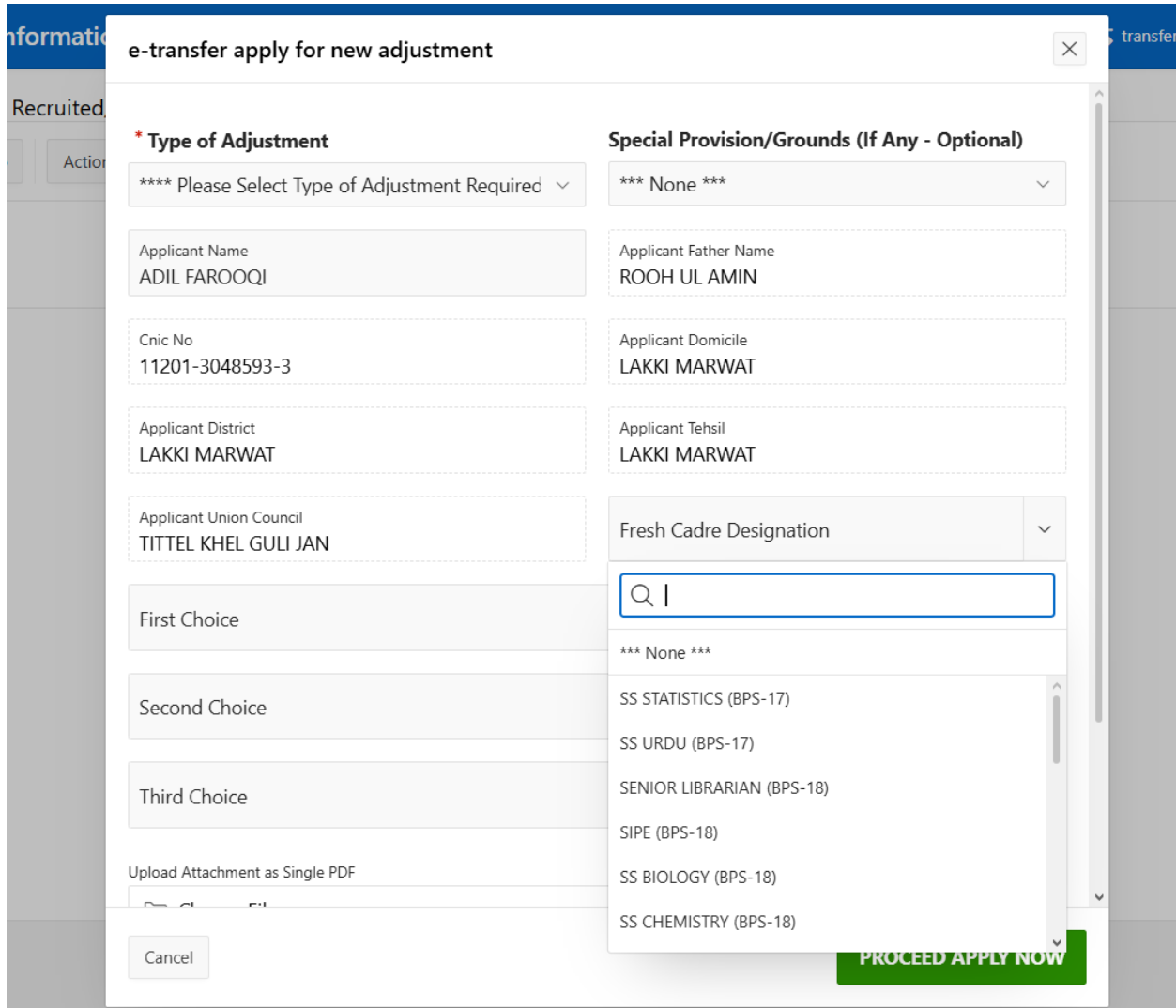
1. See the “Apply e-Transfer (Adjustment of Newly Recruited/Promoted Teachers) button”.
2. Click on that button to apply for transfer against available vacant posts.

### 1.5 STEP FOR E-TRANSFER APPLY:

1. Click on the “**Apply Now**” button to open a pop-up, where you can fill apply form.

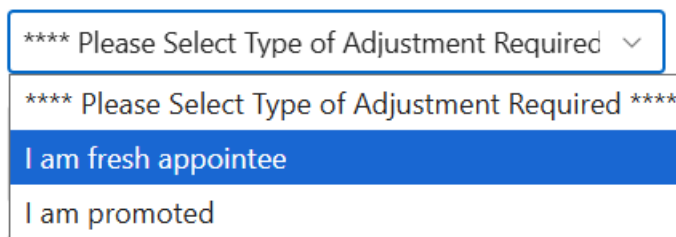


2. Once you click it, the following modal window will appear.



3. Select Type/Category of Adjustment. i.e. Being a fresh appointment or Newly Promoted.

**\* Type of Adjustment**



4. Select, if any special ground of apply. i.e. Medical, divorce etc.

**Special Provision/Grounds (If Any - Optional)**

\*\*\* None \*\*\*

\*\*\* None \*\*\*

Spouse / Wedlock Policy Grounds

**Divorce Grounds**

Widow Grounds

Medical Grounds

Disability Grounds

Security/Enmity (Security/Threat) Grounds

5. Select designation of your new assignment.

Fresh Cadre Designation

Q |

\*\*\* None \*\*\*

SS STATISTICS (BPS-17)

**SS URDU (BPS-17)**

SENIOR LIBRARIAN (BPS-18)

SIPE (BPS-18)

SS BIOLOGY (BPS-18)

SS CHEMISTRY (BPS-18)

6. Select choice up to 03 maximum.

First Choice  
\*\* Find School \*\*

\*\* Find School \*\*

GHSS DOABA, EMIS CODE (36558) / SS CHEMISTRY / HANGU  
GHSS LORA, EMIS CODE (36639) / SS CHEMISTRY / ABBOTTABAD  
GHSS BAIDARA, EMIS CODE (36565) / SS CHEMISTRY / SWAT  
GHSS NAWAGAI, EMIS CODE (36633) / SS CHEMISTRY / BUNNER  
GHSS B/BANDI, EMIS CODE (36544) / SS CHEMISTRY / DIR UPPER

Show More

7. Add attachment as single PDF file if any.

Upload Attachment as Single PDF

8. Add comments or application text here:

Applicant Comments

9. Click to Proceed and submit your online e-transfer application.

**PROCEED APPLY NOW**

For further e-transfer policy & details please visit our official website: <https://kpesed.gov.pk/etransfer>