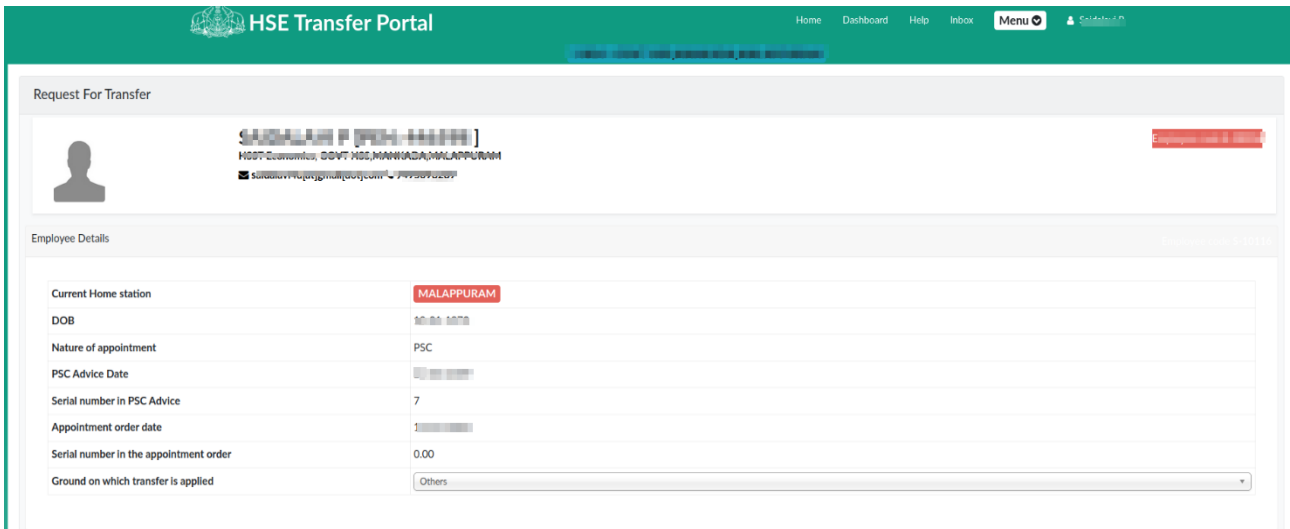
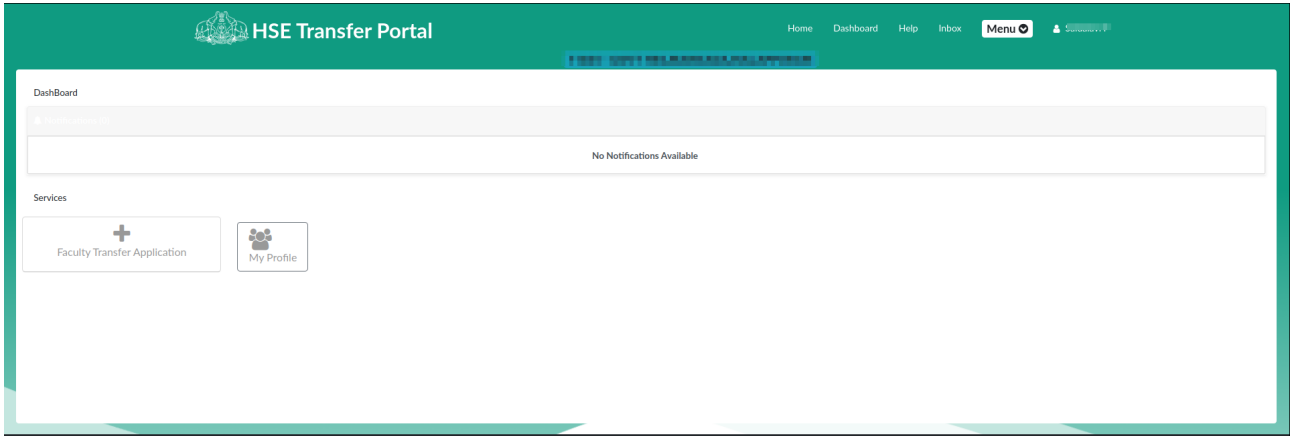


# HSE Transfer - User Manual

User manual briefs the HSE Transfer application procedures.

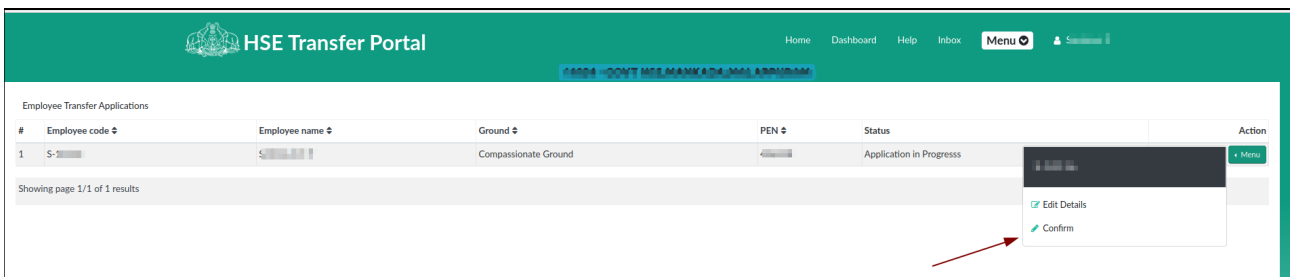
Employee sign-in to the DHSE transfer portal using the credentials provided. From the dashboard, and select '**Faculty Transfer Application**' to apply for the transfer in required Institution(s).



Fill up the transfer application form and click '**Save & Continue**'.

Now, if required, click 'Edit' to modify the saved application.

For final Preview, Confirm and Submit, click the 'Confirm' option as shown below.



In the preview page, Click '**Confirm & Submit**' to confirm and final application submit.

The screenshot shows a web form for an employee transfer application. At the top, there is a header with a profile icon, 'Employee Code', and the name 'DANIELA W. PER. 40098'. Below this is the 'Employee Details' section with a table of fields:

Home station	1000-00000000
Date of birth	10/10/1980
Nature of appointment	PSC
Priority selected	Parents of Children having disability of 50% and above
Ground on which transfer is applied for	Compassionate Ground
Serial number in PSC Advice	7
PSC Advice date	20/01/2020
Serial number in the appointment order	0.00
Appointment order date	20/01/2020

Below the table is the 'Options Selected' section with a table:

Position	Institution code - Institution name
1	C 1000 0000 0000 0000 0000 0000

At the bottom, there is a 'Declaration' section with a checked checkbox and the text: 'I do hereby declare that the details furnished above are true and that I will be personally responsible if they are found to be incorrect.' A red arrow points to the 'Confirm & Submit' button in the bottom right corner.

Submitted applications can be viewed in the employee sign-in page from the '**View Details**' option as shown:

The screenshot shows the 'HSE Transfer Portal' dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Help', 'Inbox', and 'Menu'. Below this is a table titled 'Employee Transfer Applications' with the following data:

#	Employee code	Employee name	Ground	PEN	Status	Action
1	S 1000 0000 0000 0000 0000 0000	DANIELA W. PER. 40098	Compassionate Ground	40098	Application forwarded to Principal	<a href="#">View Details</a>

Below the table, it says 'Showing page 1/1 of 1 results'. A red arrow points to the 'View Details' button in the 'Action' column.

The principal now forwards the application to higher authorities to be considered for transfer process.

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