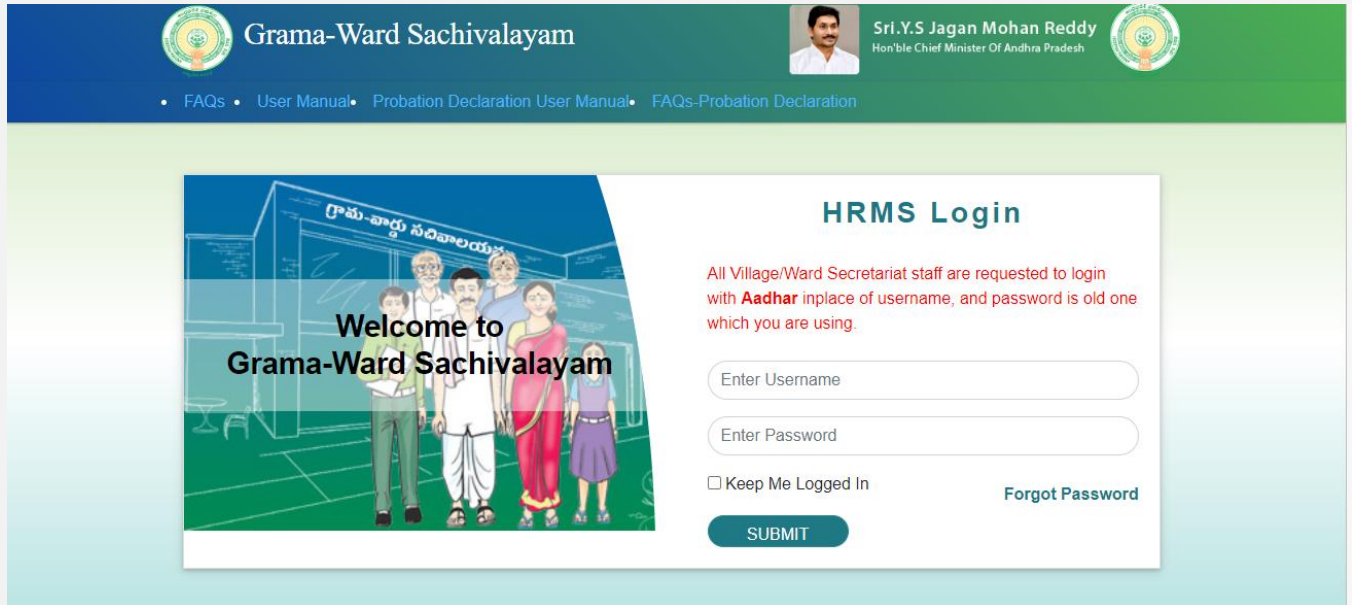


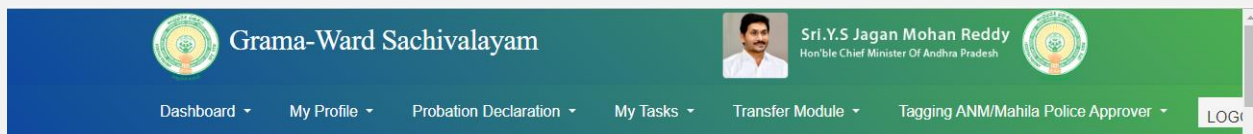


GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
Auto Nagar, Vijayawada

HRMS Transfer Module User Manual



- Login to the HRMS website with your designated user id and password.
<https://gramawardsachivalayam.ap.gov.in/GSWSLMS/Login>



-
- Once the functionary Login with your user id and password click on the Transfer module link.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type*

District*

Transfer Grounds*

- Once the functionary clicks on the transfer module tab the functionary can view the transfer request application as seen above.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secrariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***
 -Select- -- Select -- -- Select --
 -Select-
 Within District
 Inter District

➤ The Functionary can opt the Transfer 1). Within District 2) Inter District.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secrariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***
 Within District KRISHNA -Select-
 -Select-
 Mutual
 Spouse
 Medical
 Widow
 Single Women

➤ If the Functionary opted for within the district, then the district will be hidden and the functionary can select the Transfer grounds on the following 1) Mutual 2) Spouse 3) Medical 4) Widow 5) Single women.

➤ 1) Mutual

The screenshot displays the 'Transfer Request Application' form. The header includes navigation links like 'Dashboard', 'My Profile', and 'Logout', along with user information: 'District : NTR', 'Mandal : MYLAVARAM', 'Secretariat PULLURU2', and 'User : 10690685-DA'. The form contains an 'Employee Details' table and several input fields for 'Transfer type', 'District', and 'Transfer Grounds'. The 'Transfer Grounds' dropdown is set to 'Mutual'. Below the form, there are instructions for uploading a NoDues certificate and entering the CFMS ID of the employee for mutual transfer.

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type*: Within District
District*: KRISHNA
Transfer Grounds*: Mutual

*1. Upload NoDues certificate from MPDO/Municipal Commissioner
Choose File No file chosen
Upload *pdf file size less than 1MB

*2. Enter the CFMS ID of the employee with whom mutual transfer is to be made
Preview

*3. Selection under Recruitment notification
Select

*4. Selection list rank

PREVIEW

➤ If the functionary opted for the Mutual transfer then the screen will visible as shown in the above screenshot

This screenshot is identical to the one above, but with a blue arrow pointing to the 'Upload' button next to the file name 'HRMS TransferFRS_v3.pdf'. The arrow highlights the file upload step in the process.

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type*: Within District
District*: KRISHNA
Transfer Grounds*: Mutual

*1. Upload NoDues certificate from MPDO/Municipal Commissioner
Choose File HRMS TransferFRS_v3.pdf
Upload *pdf file size less than 1MB

*2. Enter the CFMS ID of the employee with whom mutual transfer is to be made
Preview

*3. Selection under Recruitment notification
Select

*4. Selection list rank

PREVIEW

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***

Within District KRISHNA Mutual

*1. Upload NoDues certificate from MPDO/Municipal Commissioner
 Choose File No file chosen
 Upload file uploaded successfully

*2. Enter the CFMS ID of the employee with whom mutual transfer is to be made
 Preview

*3. Selection under Recruitment notification

*4. Selection list rank

PREVIEW

- The functionary needs to upload the No Due certificate from the concerned authority MPDO/Municipal Commissioner. This will be applicable to all the functionaries who are willing the transfers.
- Please click on the choose file option once you select the file click on the upload. Once the file is uploaded the functionary can view the file upload successfully message.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***
Within District KRISHNA Mutual

***1. Upload NoDues certificate from MPDO/Municipal Commisioner**
 No file chosen
 file uploaded successfully

***2. Enter the CFMS ID of the employee with whom mutual transfer is to be made**

***3. Selection under Recruitment notification**

***4. Selection list rank**

Mutual Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
KANCHANAPALLY SIVA SANKAR	DA	14884566	10690377-DA	A.SEETHARAMPURAM	BAPULAPADU	KRISHNA

- Now the functionary needs to enter the CFMS number of the mutual transfer person and then click on the preview. The functionary can view the mutual person details such as Name, Designation CFMS id, and other required details.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***
 Within District KRISHNA Mutual

*1. Upload NoDues certificate from MPDO/Muncipal Commisioner Choose File No file chosen
Upload file uploaded successfully

*2. Enter the CFMS ID of the employee with whom mutual transfer is to be made Preview

*3. Selection under Recruitment notification Select

*4. Selection list rank Select

Mutual Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
KANCHANAPALLY SIVA SANKAR	DA	14884566	10690377-DA	A.SEETHARAMPURAM	BAPULAPADU	KRISHNA

[PREVIEW](#)

- The functionary needs to select the Recruitment notification year 2019 or 2020.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***
 Within District KRISHNA Mutual

*1. Upload NoDues certificate from MPDO/Muncipal Commisioner Choose File No file chosen
Upload file uploaded successfully

*2. Enter the CFMS ID of the employee with whom mutual transfer is to be made Preview

*3. Selection under Recruitment notification 2019

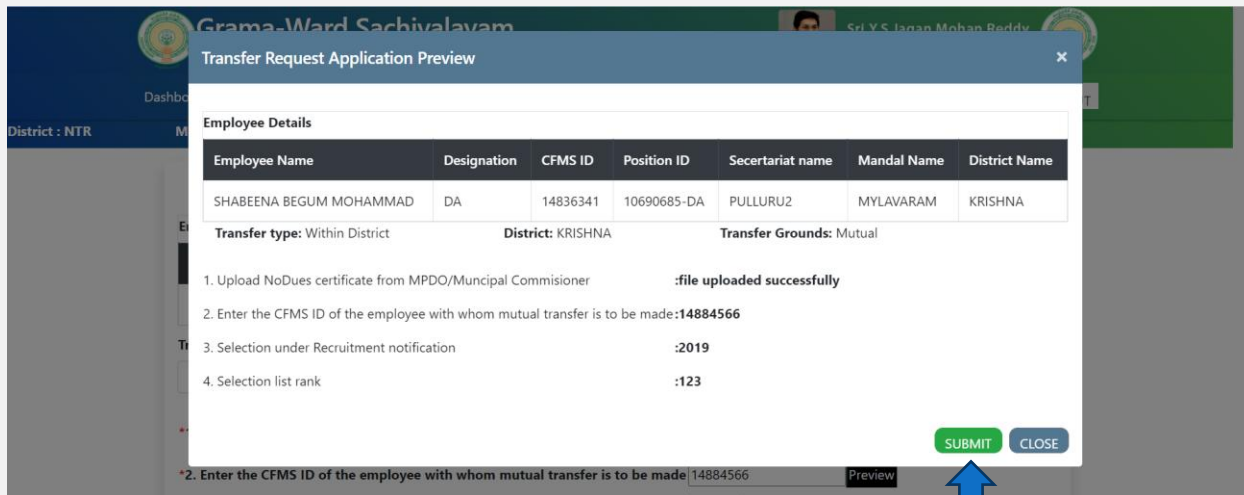
*4. Selection list rank

Mutual Employee Details

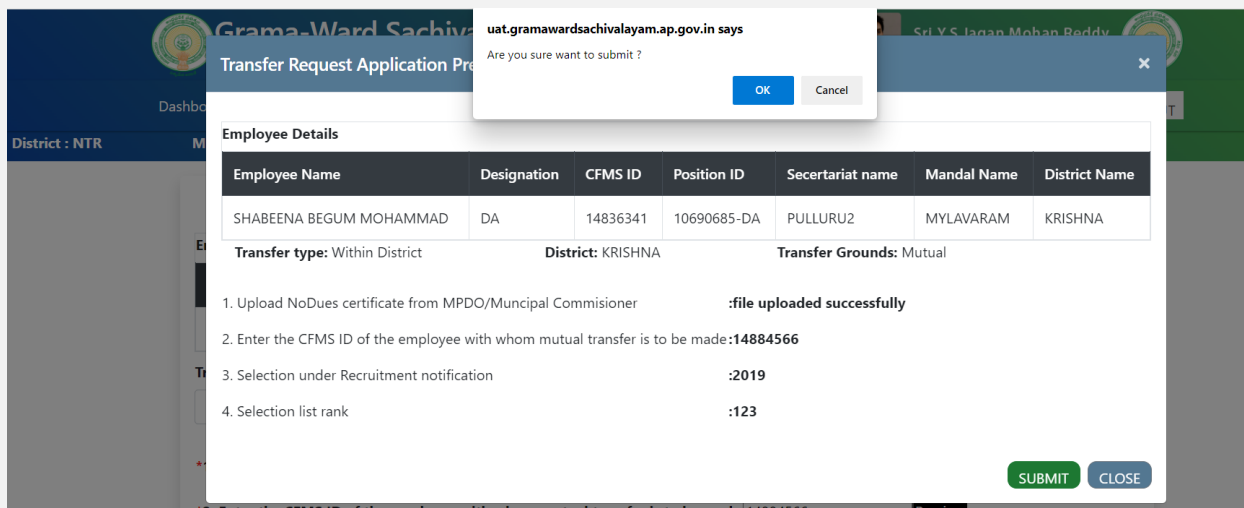
Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
KANCHANAPALLY SIVA SANKAR	DA	14884566	10690377-DA	A.SEETHARAMPURAM	BAPULAPADU	KRISHNA

[PREVIEW](#)

- Now the functionary needs to enter their selection Rank.



- Once enter the selection rank than click on the preview. Now the functionary can view the entered details of the mutual transfer. If the enter details are proper then click on the submit button.



- Now the system will prompt an alert message as are you sure want to submit. If all the entered details are perfect please click on the OK button.

uat.gramawardsachivalayam.ap.gov.in says

Submitted Success ReferencelD: 1483634189911

OK

- Once you click on the ok button you can view the message as submitted successfully with the reference id.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA

Transfer type* **District*** **Transfer Grounds***

Within District KRISHNA Mutual

***1. Upload NoDues certificate from MPDO/Municipal Commisioner**

Choose File No file chosen
Upload file uploaded successfully

***2. Enter the CFMS ID of the employee with whom mutual transfer is to be made** 14884566 Preview

***3. Selection under Recruitment notification** 2019

***4. Selection list rank** 123

Mutual Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
KANCHANAPALLY SIVA SANKAR	DA	14884566	10690377-DA	A.SEETHARAMPURAM	BAPULAPADU	KRISHNA

PRINT

- After the reference id message, the Functionary can click on the print option and take a printout of the details. The print out they need to carry at the time of Physical counseling.

The Following are the other Transfer ground options

2) Spouse

*1. Upload NoDues certificate from MPDO/Municipal Commissioner No file chosen
 *pdf file size less than 1MB

*2. Enter the UID of the spouse

*3. Select type of employee

*4. Select Department/Organization

*5. Enter following details of the Spouse

*5.1. Name

*5.2. Employee ID

*5.3. Designation

*5.4. Working Location (Enter near by Secretariat code)

*6. Upload Employer authorization letter No file chosen
 *pdf file size less than 1MB

*7. Upload Marriage Certificate No file chosen
 *pdf file size less than 1MB

*8. Selection under Recruitment notification

*9. Selection list rank

*10. Select 5 Mandals of your preference :

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA

Transfer type* **District*** **Transfer Grounds***

*1. Upload NoDues certificate from MPDO/Municipal Commissioner No file chosen
 file uploaded successfully

*2. Enter the UID of the spouse

*3. Select type of employee

*4. Select Department/Organization

*5. Enter following details of the Spouse

BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA
--------------------	-----	----------	--------------	---------	---------	------------

Transfer type*	District*	Transfer Grounds*
Within District	YSR KADAPA	Spouse

- *1. Upload NoDues certificate from MPDO/Municipal Commissioner

Choose File	No file chosen
Upload	file uploaded successfully
- *2. Enter the UID of the spouse

265724514921

- *3. Select type of employee

State

- *4. Select Department/Organization

Select
Select
State Government
Public Sector Undertaking
State University
Municipality
Cooperative Institution
Aided Institution
Central Government Institution
Central University
- *5.1. Name
- *5.2. Employee ID
- *5.3. Designation
- *5.4. Working Location (Enter near by Secretariat code)
- *6. Upload Employer authorization letter

Choose File	No file chosen
Upload	*pdf file size less than 1MB
- *7. Upload Marriage Certificate

Choose File	No file chosen
Upload	*pdf file size less than 1MB
- *8. Selection under Recruitment notification

Select

- *9. Selection list rank

--

- Once the functionary opted for the Spouse option they need to enter the following details.
- Upload the no Due certificate from MPDO/Municipal Commissioner
- Enter the Aadhar Number of the Spouse
- Select the type of employee A) State B) Central C) PSU's.
- Select the Department/Organisation from the given dropdown.
- Name Of the Spouse
- Employee id of the spouse.
- Designation of the Spouse
- Working location (Enter nearby Secretariate code)
- Upload the employer authorization letter belongs to the spouse
- Upload marriage certificate copy
- Select the Year of notification.
- Enter the selection rank.

***5. Enter following details of the Spouse**

Spouse Name

Radha ram

Spouse ID

1234567

Spouse Designation

Accounts officer

Spouse Secretariat code

11190315

Spouse Address

Choose File No file chosen

Upload file uploaded successfully

Choose File No file chosen

Upload file uploaded successfully

Spouse Notification

2019

Spouse Reference

123

Spouse Mandal Selection

1.Mandal: -Select-

2.Mandal: -Select-

3.Mandal: -Select-

4.Mandal: -Select-

5.Mandal: -Select-

[PREVIEW](#)

- After entering all the details of the spouse the functionary needs to choose the 5 Mandals of his/her choice.

Note: The Mandal Selection will be displayed according to the designation of the functionary.

➤ 3) Medical.

Transfer type*	District*	Transfer Grounds*	
Within District	KRISHNA	Medical	
*1. Upload NoDues certificate from MPDO/Municipal Commissioner		Choose File	No file chosen
		Upload	*pdf file size less than 1MB
*2. Select Relationship with Afflicted person		Select	
*3. Select Type of Illness		Select	
*4. Upload Medical Certificate issued by State/District Medical Board		Choose File	No file chosen
		Upload	*pdf file size less than 1MB
*5. Selection under Recruitment notification		Select	
*6. Selection list rank			
*7. Select 5 Mandals of your preference :			
1.Mandal	2.Mandal	3.Mandal	4.Mandal
-Select-	-Select-	-Select-	-Select-
5.Mandal			
Select			

Transfer type*	District*	Transfer Grounds*	
Within District	KRISHNA	Medical	
*1. Upload NoDues certificate from MPDO/Municipal Commissioner		Choose File	No file chosen
		Upload	*pdf file size less than 1MB
*2. Select Relationship with Afflicted person		Select	
*3. Select Type of Illness		Select	
*4. Upload Medical Certificate issued by State/District Medical Board		Choose File	No file chosen
		Upload	*pdf file size less than 1MB
*5. Selection under Recruitment notification		Select	
*6. Selection list rank			
*7. Select 5 Mandals of your preference :			
1.Mandal	2.Mandal	3.Mandal	4.Mandal
-Select-	-Select-	-Select-	-Select-
5.Mandal			
-Select-			

Transfer type* **District*** **Transfer Grounds***

Within District KRISHNA Medical

***1. Upload NoDues certificate from MPDO/Municipal Commissioner** Choose File No file chosen
Upload *pdf file size less than 1MB

***2. Select Relationship with Afflicted person** Select

***3. Select Type of Illness** Select

***4. Upload Medical Certificate issued by State/District Medical Board** Select
Cancer
Heart Disease
Neuro Surgical operations
Kidney Transplantations
Bone TB

***5. Selection under Recruitment notification**

***6. Selection list rank**

***7. Select 5 Mandals of your preference :**

1.Mandal **2.Mandal** **3.Mandal** **4.Mandal**

-Select- -Select- -Select- -Select-

5.Mandal

-Select-

- **If the functionary opted for the transfer grounds as medical following details need to be entered by the functionary.**
- Upload the no Due certificate from the MPDO/Municipal Commissioner
- Select the affected person from the given menu
- Select the type of illness from the given menu
- Upload the authorized Medical certificate issued by State/District Medical Board.
- Select the Recruitment notification year.
- Enter the rank.
- Select the 5 Mandal's.
- Select Preview and submit the details.

➤ 4) Widow.

Employee Name	Designation	EMP ID	Position ID	Secretariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA

Transfer type* **District*** **Transfer Grounds***

Within District YSR KADAPA Widow

*1. Upload NoDues certificate from MPDO/Municipal Commissioner
Choose File No file chosen
Upload *pdf file size less than 1MB

*2. Upload Husband Death Certificate
Choose File No file chosen
Upload *pdf file size less than 1MB

*3. Selection under Recruitment notification
Select

*4. Selection list rank

*5. Select 5 Mandals of your preference :

1.Mandal 2.Mandal 3.Mandal 4.Mandal

5.Mandal

PREVIEW

➤ If the functionary opts for the widow as a transfer ground the following details need to be entered by the functionary.

- No Due certificate from the MPDO/Municipal Commissioner
- Death certificate of the demised person.
- Select the Recruitment notification year.
- Enter the rank of the selection list
- Select the 5 Mandal's.
- Select Preview and submit the details

➤ 4) Single Women.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA

Transfer type* **District*** **Transfer Grounds***

Within District YSR KADAPA Single Women

***1. Upload NoDues certificate from MPDO/Municipal Commissioner** Choose File No file chosen
Upload *pdf file size less than 1MB

***2. Selection under Recruitment notification** Select

***3. Selection list rank**

***4. Select 5 Mandals of your preference :**

1.Mandal **2.Mandal** **3.Mandal** **4.Mandal**

-Select- -Select- -Select- -Select-

5.Mandal

-Select-

PREVIEW

➤ If the functionary opts for the Single Women as a transfer ground the following details need to be entered by the functionary.

- No Due certificate from the MPDO/Municipal Commissioner
- Select the Recruitment notification year.
- Enter the rank of the selection list
- Select the 5 Mandal's.

- Select Preview and submit the details.

Transfer type: Inter District.

- If the functionary wants to opt for the Inter district transfer, then the functionary needs to select the district of her/his choice. The Erstwhile district's only visible from the drop-down.
- The Transfer grounds for inter district 1) Mutual 2) Spouse.

The screenshot shows the 'Request Application' form on the Grama-Ward Sachivalayam portal. The user is logged in as Sri.Y.S Jagan Mohan Reddy, Hon'ble Chief Minister Of Andhra Pradesh. The form is for an inter-district transfer from the YSR Kadapa district to the Thondur Mandal. The 'Transfer type' is set to 'Inter District' and the 'Transfer Grounds' are set to 'Mutual'. A dropdown menu for 'Transfer type' is open, showing a list of districts including ANANTHAPUR, CHITTOOR, EAST GODAVARI, GUNTUR, KRISHNA, KURNOOL, PRAKASAM, SPSR NELLORE, SRIKAKULAM, VISAKHAPATNAM, VIZIANAGARAM, and WEST GODAVARI. The form also includes a table for 'Request Application' with columns for Employee ID, Secretariat name, Mandal Name, and District Name. Below the form, there are instructions for the applicant, including uploading a NoDues certificate, entering the CFMS ID of the employee with whom mutual transfer is to be made, selecting the local cadre of the applicant, and selecting the recruitment notification year.

- Upload the no-due certificate from the MPDO/Municipal Commissioner
- Enter the CFMS id of the person whom the functionary wants to opt the transfer.
- Select the Local cadre of the applicant (Local district of the Person)
- Select the Recruitment notification year.

- Enter the rank of the selection list
- Tick the Consent & and click on preview and once the details are perfect then submit the details.

Transfer Request Application

Employee Details

Employee Name	Designation	CFMS ID	Position ID	Secretariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA

Transfer type* ▾
 District* ▾
 Transfer Grounds* ▾

-Select-
 Mutual
 Spouse

*1. Upload NoDues certificate from MPDO/Municipal Commissioner No file chosen
 *pdf file size less than 1MB

*2. Enter the UID of the spouse

*3. Select type of employee ▾

*4. Select Department/Organization ▾

*5. Enter following details of the Spouse

*5.1. Name

*5.2. Employee ID

*5.3. Designation

*5.4. Working Location (Enter near by Secretariat code)

*6. Upload Employer authorization letter No file chosen
 *pdf file size less than 1MB

*7. Upload Marriage Certificate No file chosen
 *pdf file size less than 1MB

*8. Local cadre of the applicant ▾

*9. Selection under Recruitment notification ▾

*10. Selection list rank

*11. Local cadre of the Spouse ▾

*12. I am willing to take last rank below the last regular candidate in my category

- Once the functionary opted for the Spouse option they need to enter the following details.
- Upload the no Due certificate from MPDO/Municipal Commissioner
- Enter the Aadhar Number of the Spouse
- Select the type of employee A) State B) Central C) PSU's.
- Select the Department/Organisation from the given dropdown.
- Name Of the Spouse
- Employee id of the spouse.
- Designation of the Spouse
- Working location (Enter nearby Secretariate code)
- Upload the employer authorization letter belongs to the spouse
- Upload marriage certificate copy
- Select the Local cadre of the applicant (Local district of the person)
- Select the Year of notification.
- Enter the selection rank.
- Local cadre of the Spouse(Select the District of the spouse)
- Tick mark the consent
- Select the 5 Mandal's of the Functionary preference.