REQUEST TRANSFER USER MANUAL
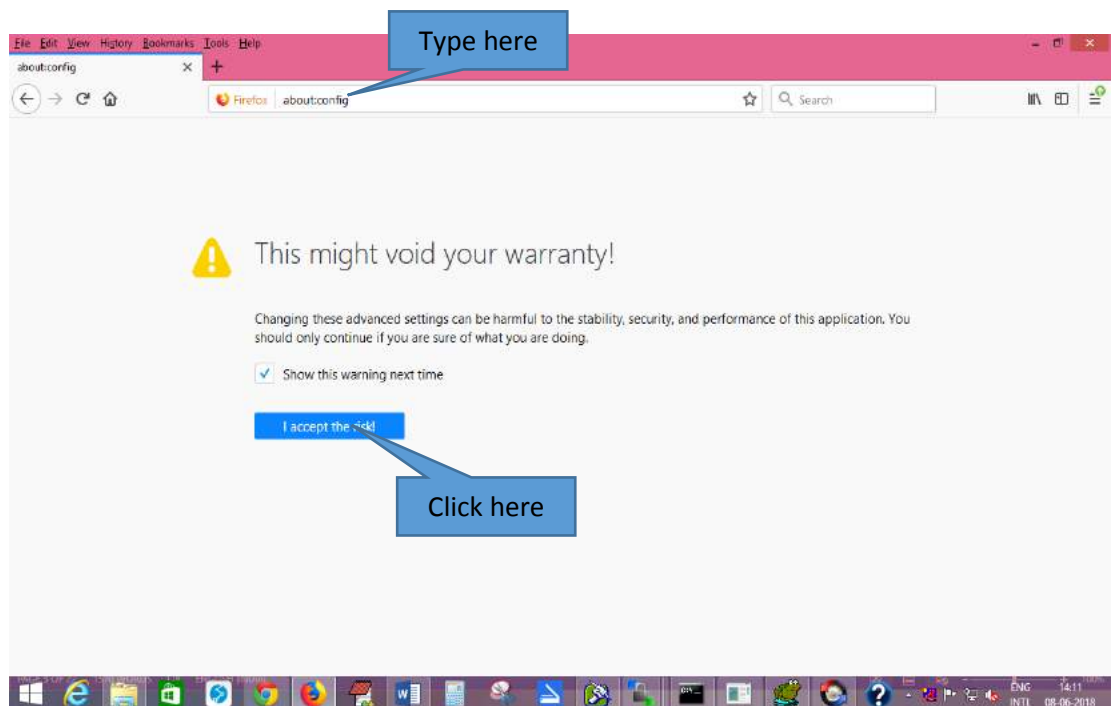
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1. Enable Javascript:
   On the desktop, double click on the 'Google Chrome' or 'Mozilla Firefox' icon
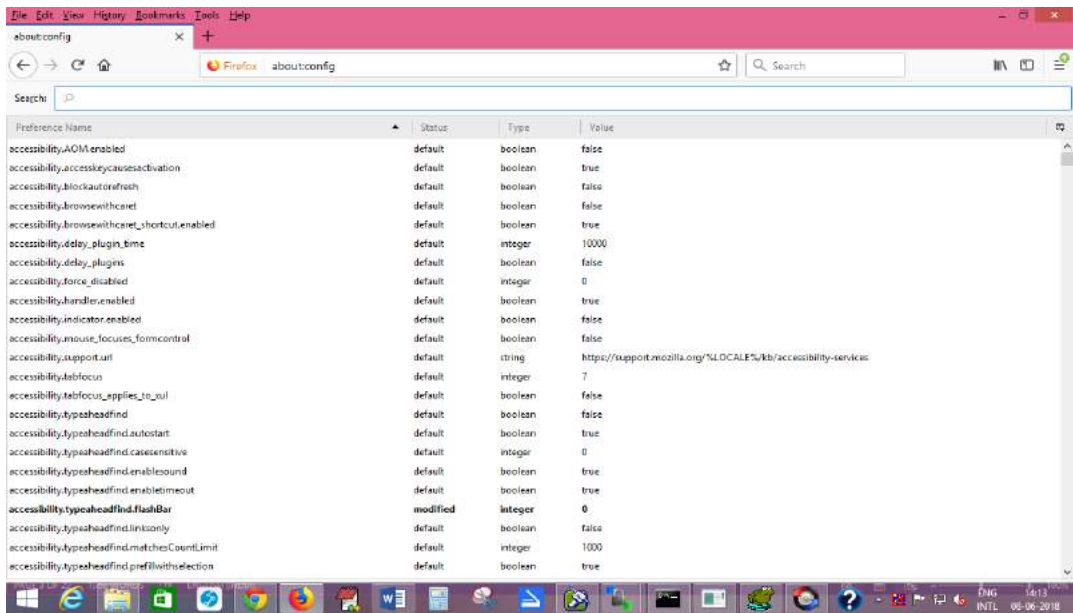   to display the web page.

   Kindly enable javascript on the browser. To enable javascript

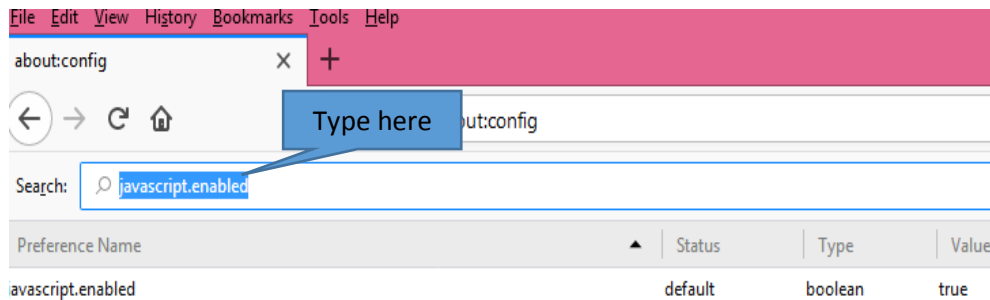   **In Mozilla Firefox:**
   Type "about:config" on the address bar of the browser as shown below.

Click "I accept the risk!" button to proceed. After clicking the button, the below page is shown.

In the search bar, type "javascript.enabled" as shown below.

If the value of the javascript.enabled is found to be false, right click on the Value as shown below and select toggle to change it as true.
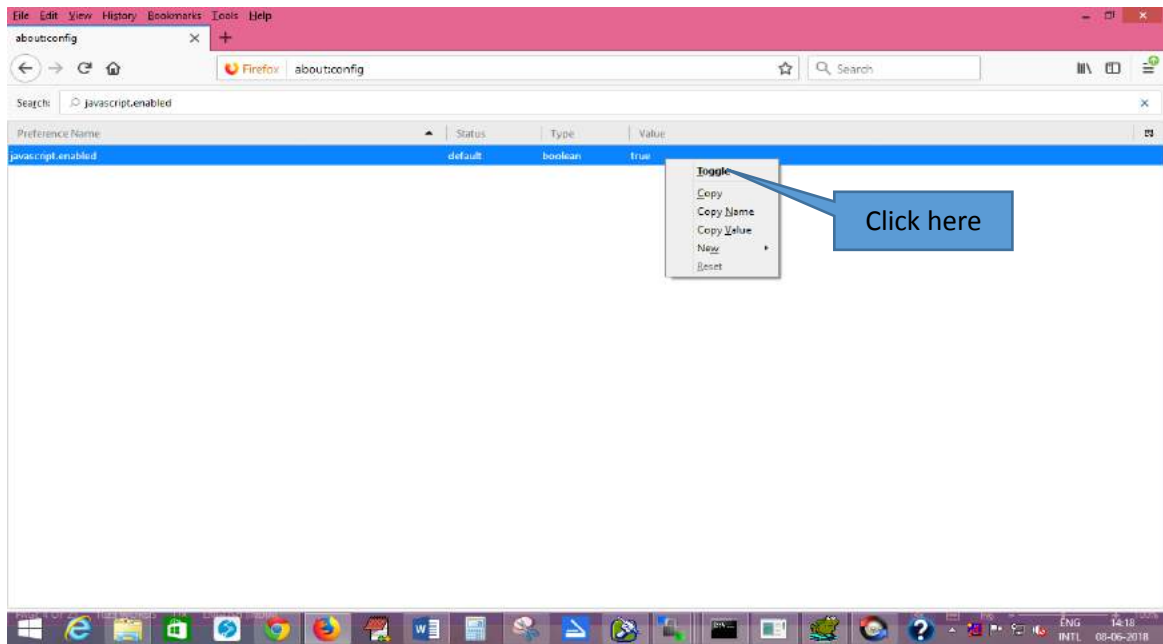
Now the javascript is enabled in the your Mozilla brower.

In Google Chrome:

Click here

To enable javascript on google chrome, click on the menu bar at right hand side as shown below.

Click here

Click "Settings " on the dropdown box as shown below.

Go to "Privacy" and then "Content settings" as shown below.
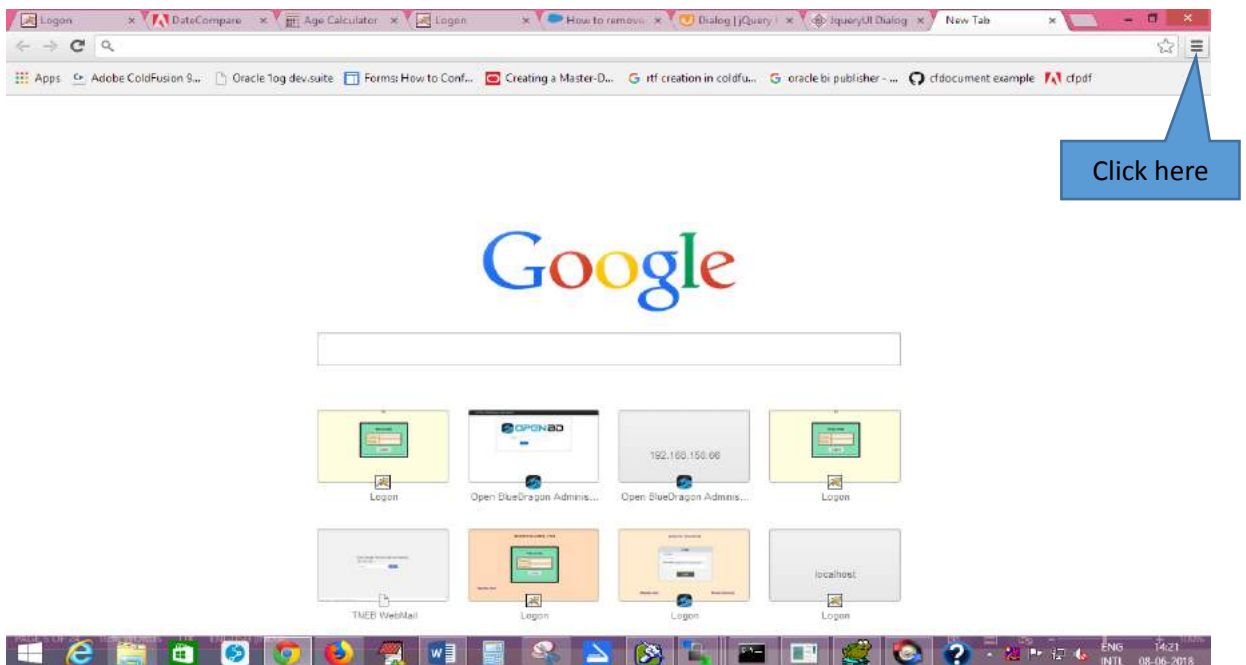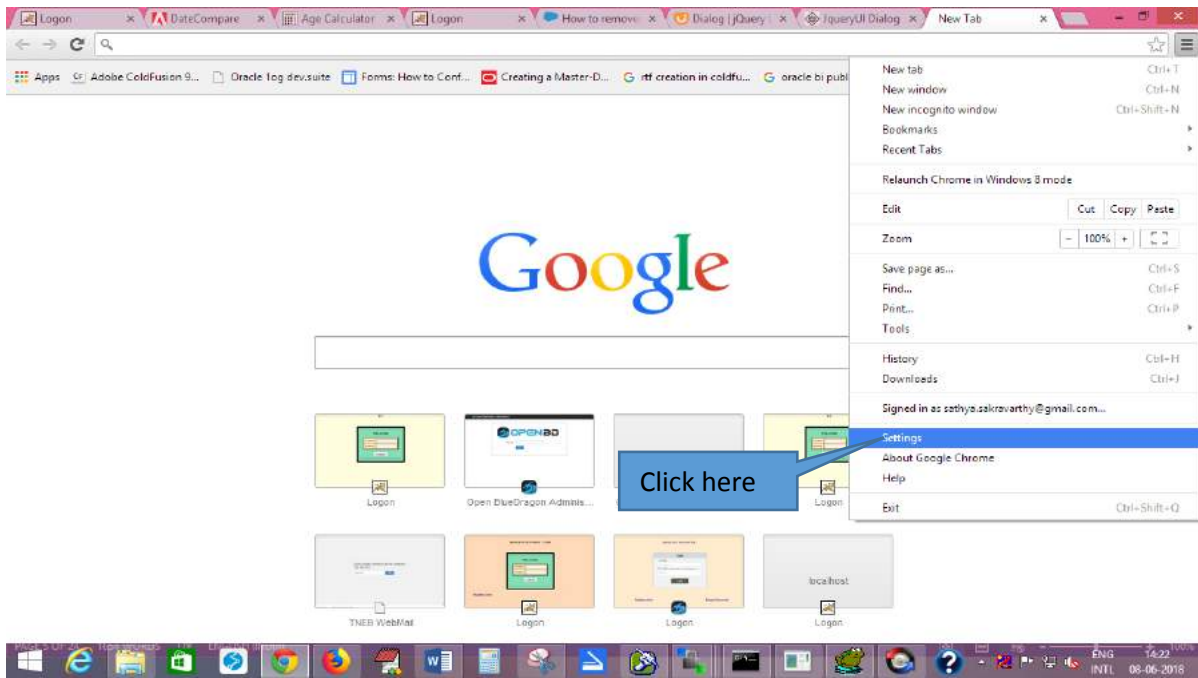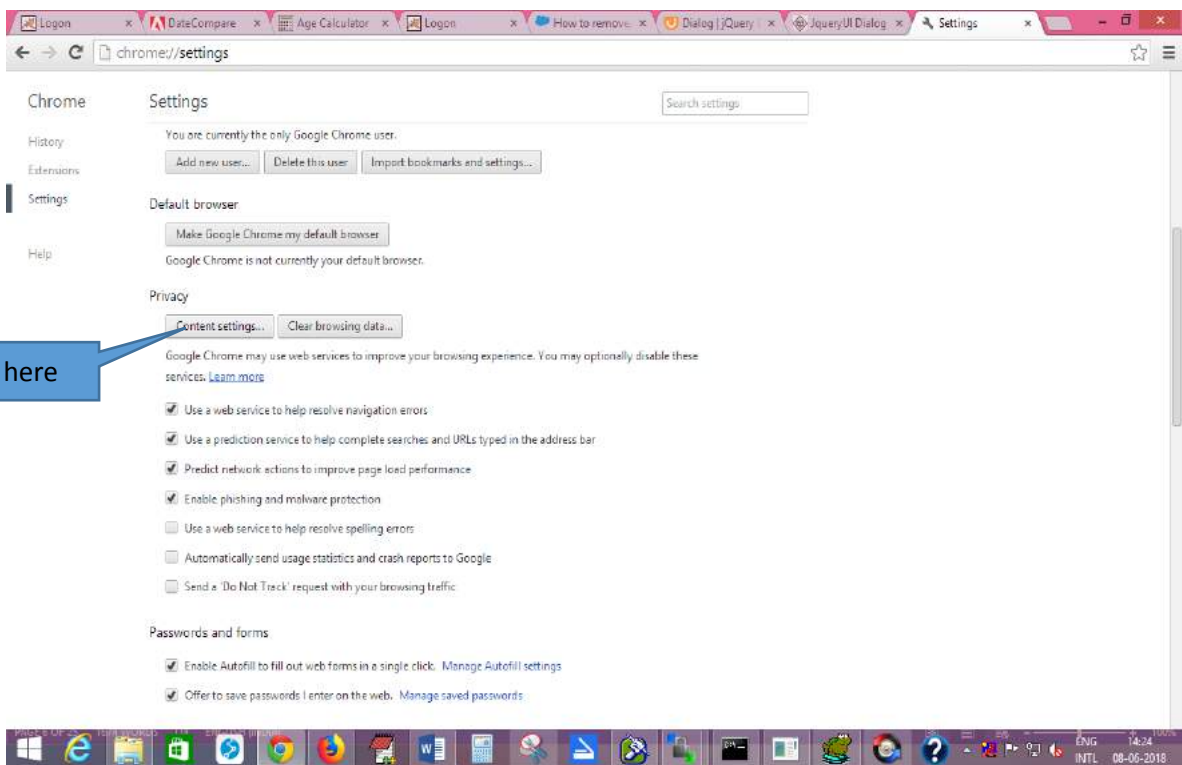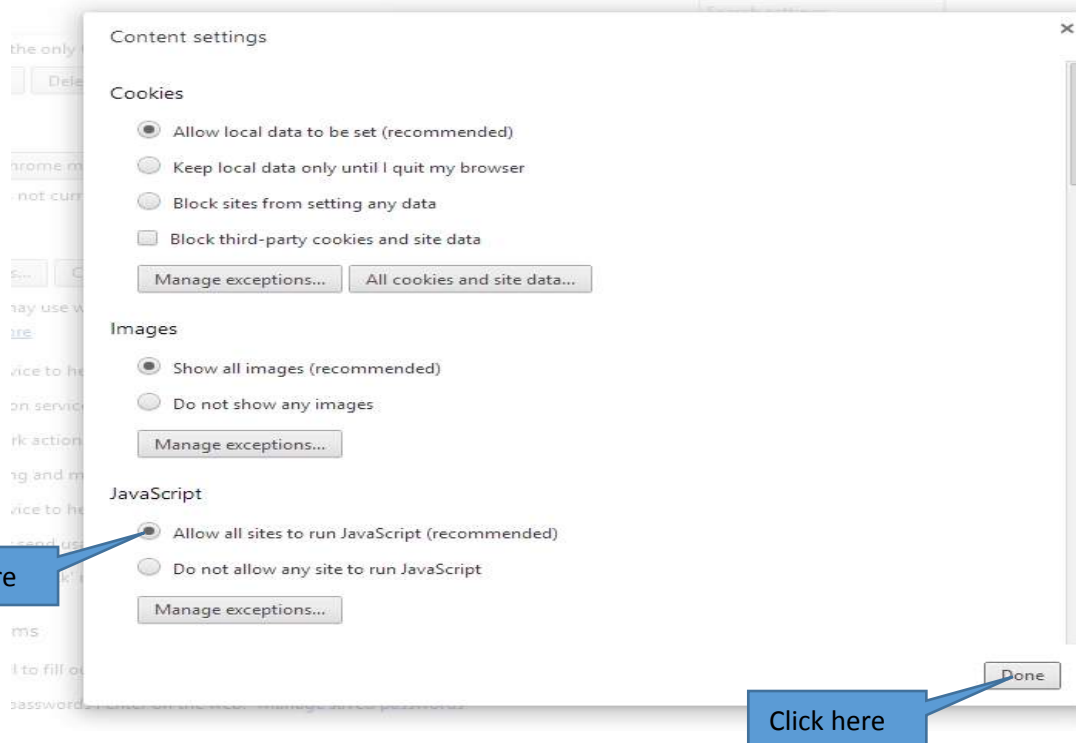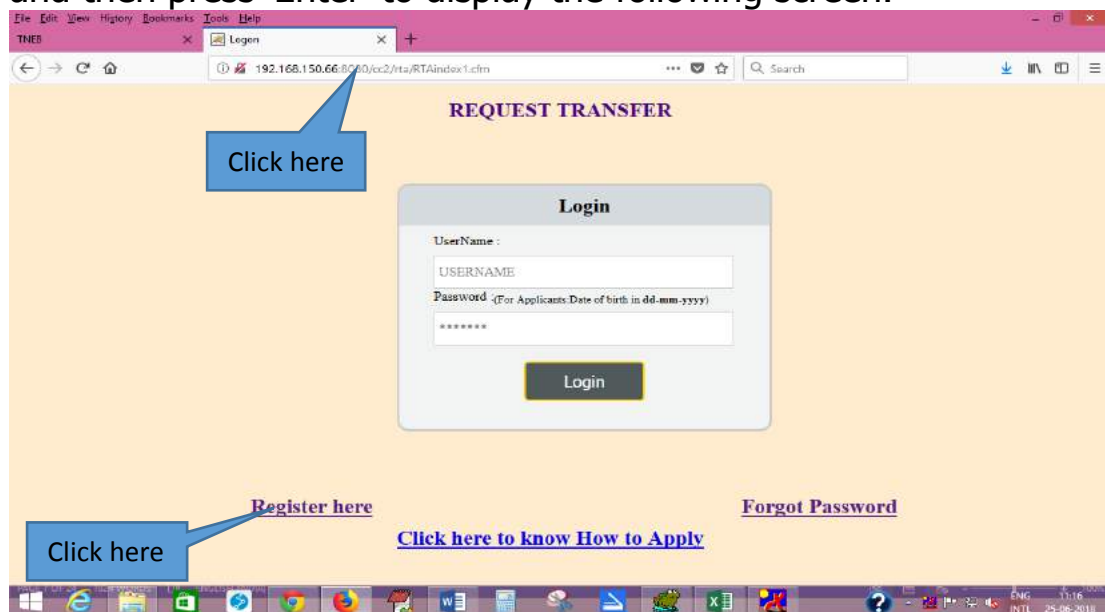

After clicking Content settings , a screen appears as shown below.

Content settings

×

Cookies

- ⦿ Allow local data to be set (recommended)
- ◯ Keep local data only until I quit my browser
- ◯ Block sites from setting any data
- ☐ Block third-party cookies and site data

[Manage exceptions...] [All cookies and site data...]

Images

- ⦿ Show all images (recommended)
- ◯ Do not show any images

[Manage exceptions...]

JavaScript

- ⦿ Allow all sites to run JavaScript (recommended) **Click here**
- ◯ Do not allow any site to run JavaScript

[Manage exceptions...]

[Done] **Click here**

In the above screen, just ensure there is a tick mark in the "Allow all sites to run Javascript(recommended)" and click "Done". If not, just click on that to enable javascript on your google chrome.

2. Registration

On the address bar of the web page, type the URL of the application **http://192.168.150.66:8080/cc2/** and then press 'Enter' to display the following screen.

REQUEST TRANSFER

Click here → 192.168.150.66:8080/cc2/rta/RTAindex1.cfm

Login

UserName :

[USERNAME]

Password :(For Applicants:Date of birth in dd-mm-yyyy)

[*******]

[Login]

Register here   **Forgot Password**

Click here to know How to Apply

Click here

Click on the "Register here" link as shown above.
After clicking the above link, the following page is displayed.

In the above registration page, Fields marked(*) are mandatory fields and should be filled before clicking the register button.

Kindly fill the below details in the registration form.

1. **Name** : Name of the employee in capital letters. It can contain only alphabets and spaces and dots. No other special characters like $,/ etc., are allowed.

2. **Gender** : Select Male/Female whichever is applicable.

2. **GPF/CPS no.** : Enter the GPF/CPS no. of the employee whichever is applicable since this will be the userid of the employee to log in and apply for request transfer. It should be alphanumeric characters (both number and alphabets).

3. **Date of birth**: Enter the date of birth of the employee in "dd-mm-yyyy" format. Do not use slash (/).

4. **Present Circle**: Select the present circle of the employee in which he/she is working from the select box.

5. **Select Category** : Select the category of the employee whether Provincial or RWE whichever is applicable.

6. **Class** : Select the class of the employee from the drop down list whichever is applicable.

7. **Designation**: Select the designation of the employee from the drop down list whichever is applicable.

8. **Present Division**:

     i) Select the present division of the employee in which he/she is working from the select box.

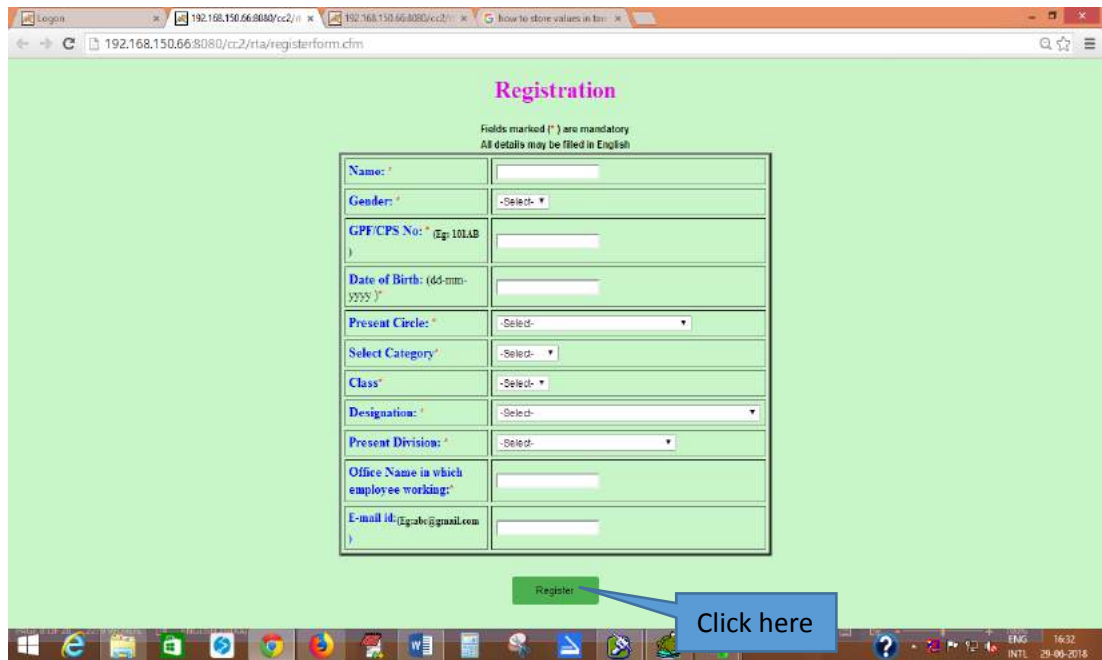   ii) For distribution circles , if the employee works in circle office then select "Central Office" option.

     iii) Other than distribution circles, select "NA" from the list.

9. **Present Subdivision:** Select the present sub - division of the employee in which he/she is working from the select box.
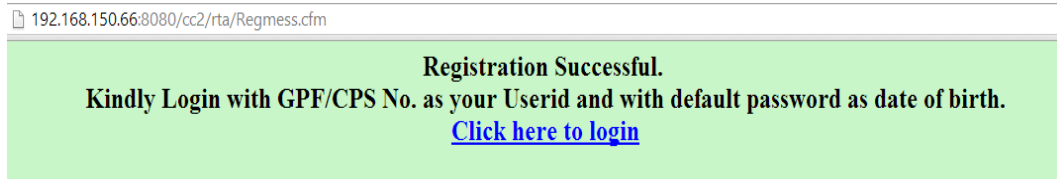
10. **Office Name in which employee working:** Enter the Office name of the employee in which he/she is working from the select box.

11**. E-mail id:** Enter the email id of the employee if available (Optional).

     After successfully filling the registration form above , click the register button shown below.

Click here

After clicking the register button, the following message is displayed.

192.168.150.66:8080/cc2/rta/Regmess.cfm

Registration Successful.
Kindly Login with GPF/CPS No. as your Userid and with default password as date of birth.
Click here to login

Registration part is over till now.

3. User Log on

After registration, click "click here to login" or type **http://192.168.150.66:8080/cc2/ on the address bar of the web page** to log on.

Log in with the GPF/CPS no. as userid and password as date of birth to get logged in. After logging in the employee can change the password using the "Change Password" link available in the user login.
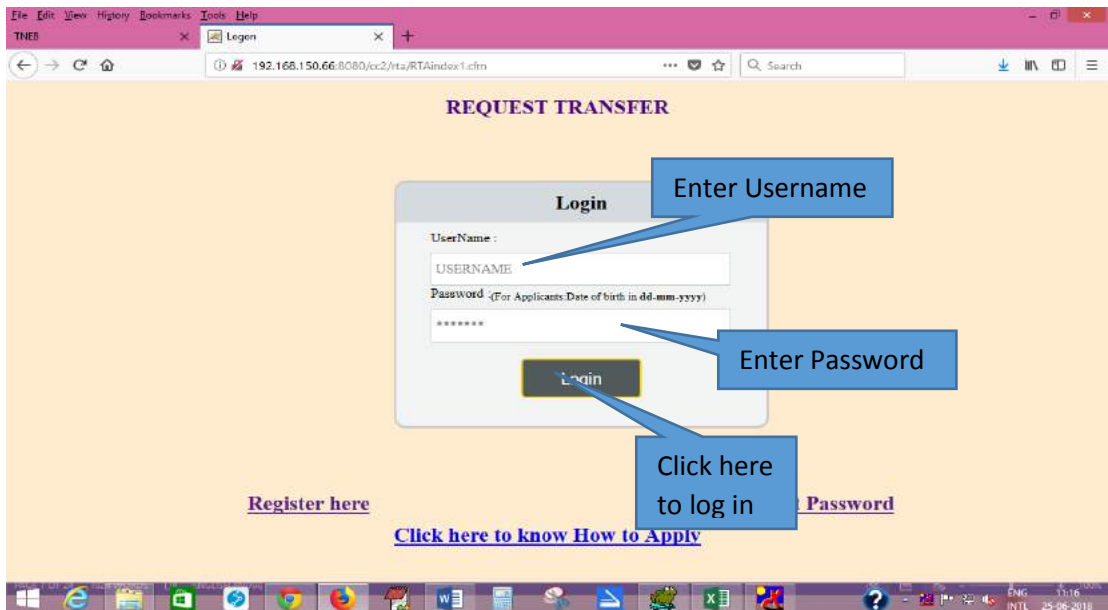
Click the "Log on" button after entering the username and password. Ensure you are entering the correct username and password before log on.

The following page will be displayed after successful login.
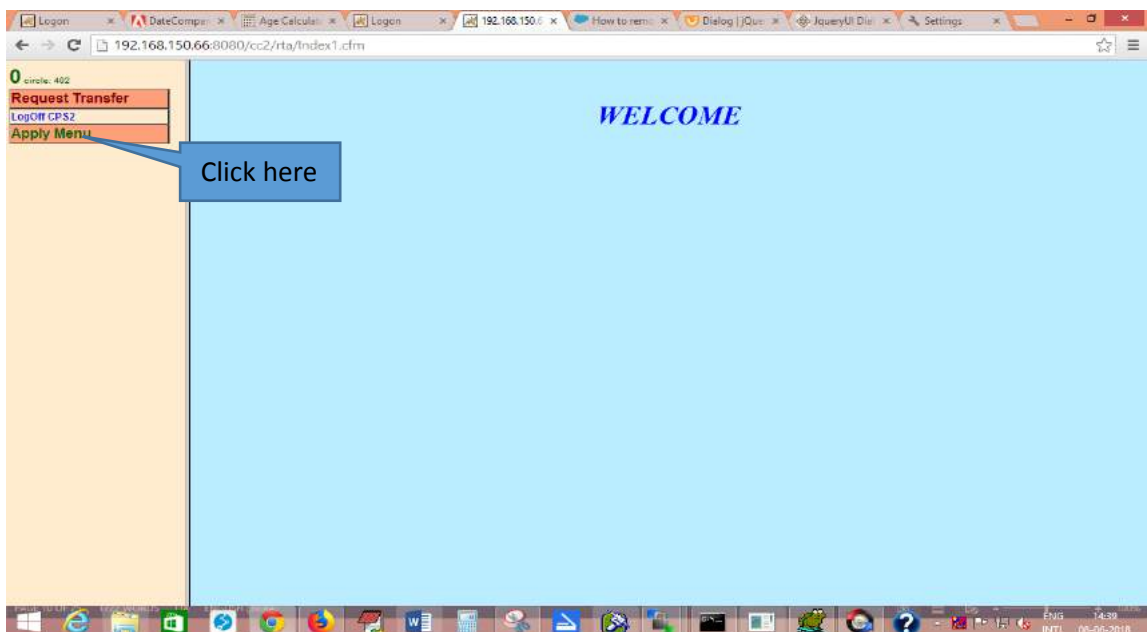
4. How to apply

After logging in, click on the "Apply Menu" link as shown above.

To apply for request transfer, click the "APPLY RT" link as shown above.

After clicking the "Apply RT" button, the following page is displayed.

In the above application form fill all the details,

The S.No. 1, 2 and 3 i) need not be filled as it is already been filled during registration form.

Present Post: Enter the present post of the employee For eg. AE/O&M/Guindy, AE/SCADA etc.

Present Station : Enter the present station of the employee.

4(A). Is request transfer outside the circle : Click "yes" or "No" whichever is applicable.

If "Yes":
 a) Select preferable Circle: select the preferable circle in which the employee wants a transfer from the drop down list.

 b) Select Preferable Station/Place: Enter the Preferable Station/Place for which he/she seeks transfer(if required).

 c) No.of Km's between the present circle/place and the circle/place to which   transfer is sought: Enter the actual distance in kms between the present circle/place and the circle/place to which transfer is sought.

4(B). Is request transfer Inside the circle : Click "yes" or "No" whichever is applicable.

If "Yes": **(Provincial)**

 a) Select preferable Division: select the preferable division in which the employee wants a transfer from the drop down list.

 b) Select Preferable Station/Place: Enter the Preferable Station/Place for which he/she seeks transfer(if required).

 c) No.of Km's between the present circle/place and the circle/place to which   transfer is sought: Enter the actual distance in kms between the present circle/place and the circle/place to which transfer is sought.

If "Yes ": **(RWE)**

a) **Is request transfer is Within the division:** Click "yes" or "No" whichever is applicable.

   If "Yes ":
   a) **Preferable Sub-division :** Select the Preferable Sub-division for which he/she seeks transfer.
   b) **Preferable Station/Place :** Enter the Preferable Station/Place for which he/she seeks transfer(if required).
   c) **No.of Km's between the present circle/place to which transfer is sought**: Enter the actual distance in kms between the present circle/place and the circle/place to which transfer is sought.

   If "No ":
   a) **Preferable division :** Select the Preferable division for which he/she seeks transfer.
   b) **Preferable Station/Place :** Enter the Preferable Station/Place for which he/she seeks transfer(if required).
   c) **No.of Km's between the present circle/place to which transfer is sought**: Enter the actual distance in kms between the present circle/place and the circle/place to which transfer is sought.

   Note:(Employee cannot click "No" or "Yes" for both s.no. 3 & 4)

5. **Date of Joining of Present Station:** Enter the date of joining of present post at which employee joined in the format "dd-mm-yyyy". Do not use slash (/).

6(A). **Length of service Present Station:** Not necessary to fill this field as it is automatically calculated and displayed using date of joining of present post after submitting the form.

6(B). **Length of service of Present Circle/Division/Station :**

Enter the length of service of present Circle/Division/station whichever is applicable.

7. Circle/Division/Station Experience to which transfer is sought:

a. **Select the post**: Select the name of the post in which the employee worked previously in the circle to which transfer is sought. If no experience, no need to select.

b. **From and to date** : Select the from and to date if there is experience in the circle to which transfer is sought.

If the employee worked in different designation in the same circle to which transfer is sought such as TA, AE, etc., click the add button to fill the experience details in different designation.

8 a. Is Request Transfer Applied before: If the applicant, already applied for transfer, click "yes" else click "No".

8 b. Is RT Application applied before is pending: If the applicant, Already applied for transfer and if it is still pending click "Yes" else "No".

9. Reason for transfer : Select the reason for applying for transfer from the drop down list given below.

1. Affected by chronic disease
2. Applicant having mentally challenged child
3. Physically challenged having disability more than 50%
4. 3yrs service in hydel service station at 1000m below sea level
5. 2yrs service in hydel service station at 1000m below sea level
6. Bifurcation of circle
7. Others

If the reason for transfer is other than the reason cited from 1 to 6, select "Others".

9 a. Remarks: If "Others" is selected for reason for transfer, the applicant should type the reason in the text box displayed.

10. Whether Spouse case: If the applicant seeking transfer for spouse case, Select "Yes" else select "No".

11. Controlling Officer: Select the controlling officer of the applicant from the Drop down list.

After filling all the details, kindly click the check box "I declare the Travelling allowances for the above request transfer will not be claimed by me".

01.	Applicant's Name :	CPS200
	Date of Birth:	25-06-1986
02.	Present Designation:	COMMERCIAL ASSISTANT
03.	Present Circle:	CHENGALPATTU EDC
	Present Post:(Eg: AE/O&M/Kadapperi)	CA/ANJUR
	Present Station:(Eg: Chennai)	ANJUR
04 (A).	(i) Is request transfer is Outside the circle:	○ Yes ◉ No
(B).	(i) Is request transfer is Within the circle:	◉ Yes ○ No
	Is request transfer is Within the division(RWE category):	○ Yes ◉ No
	(via) If request transfer is Within the division, then Preferable Sub-division (RWE Category):	-Select- ▼
	(vib) If request transfer is Within the division, Preferable Station/Place (RWE Category):	
	(vii) No. of KMs between the present Circle/Place and the Circle/Place to which transfer is sought:	KMs
5.	Date of Joining of Present Post:(dd-mm-yyyy)	12-10-2015 FN ▼
6(A).	Length of service of Present Post:	
6(B).	Length of service of Present Circle/Division/Station: (Whichever is applicable)	03 Years 05 Months 19 Days
7.	Circle/Division/Station Experience to which transfer is sought:(Whichever is applicable)	
	Select the post: -Select- ▼ From: (dd-mm-yyyy)	F! ▼ To: (dd-mm-yyyy) F! ▼ ADD
8a.	Is Request Transfer Applied before:	○ Yes ◉ No
8b.	Is RT Application applied before is pending:	○ Yes ◉ No
9.	Reason for transfer:	Others ▼
10.	Whether Spouse case?	Yes ▼
11.	Controlling Officer:	AE / O&M / ANJUR ▼
	☑ I declare the Travelling Allowances for the above request transfer will not be claimed by me.	
	Apply Cancel	

Click here (pointing to Controlling Officer area)

Click here (pointing to declaration checkbox)

After clicking the check box, click "Apply" button , the following page is displayed.

The applicant can see the details filled in the application form as shown below, if you have any changes, click the back button of the browser and make changes and click again "Apply" to see the changes.

01.	Applicant's Name :	CPS200
	Date of Birth:	25-06-1986
02.	Present Designation:	COMMERCIAL ASSISTANT
03.	Present Circle:	CHENGALPATTU EDC
	Present Post:	CA/ANJUR
	Present Station:	ANJUR
04 (A).	(i) Is request transfer is Outside the circle:	No
	(iia) If "Yes" then select Preferable circle:	NA
	(iib) Preferable Station/Place:	NA
	(iii) No. of KMs between the present Circle/Place and the Circle/Place to which transfer is sought:	0 KMs
(B).	(i) Is request transfer is Within the circle:	Yes
	(iia) If request transfer is Within the circle, Select the Preferable division (Provincial Category):	NA
	(iib) If request transfer is Within the circle, Preferable Station/Place (Provincial Category):	NA
	(iii) No. of KMs between the present Circle/Place and the Circle/Place to which transfer is sought:	NA
	(iva) If request transfer is Within the circle, Select the Preferable division (RWE Category):	ACHARAPAKKAM
	(ivb) If request transfer is Within the circle, Preferable Station/Place (RWE Category):	sfdf
	(v) No. of KMs between the present Circle/Place and the Circle/Place to which transfer is sought:	10 KMs
	(via) If request transfer is Within the division, then Preferable Sub-division (RWE Category):	NA
	(vib) If request transfer is Within the division, Preferable Station/Place (RWE Category):	NA
	(vii) No. of KMs between the present Circle/Place and the Circle/Place to which transfer is sought:	NA
5.	Date of Joining of Present Post:	12-10-2015 FN
6(A).	Length of service of Present Post:	2 Years 7 Months 19 days
6(B).	Length of service of Present Circle:	3 years 5 Months 19 Days
7.	Circle/Station Experience to which transfer is sought:	

Sl.No	Designation	From date	To date	Length of service
		Nil		

8a.	Is Request Transfer Applied before:	No
8b.	Is RT Application applied before is pending:	No
9.	Reason for transfer:	Others
9a.	Remarks, if reason for transfer is "Others":	3 yrs completed
10.	Whether Spouse case?	Yes
11.	Controlling Officer:	AE / O&M / ANJUR

☑ I declare the Travelling Allowances for the above request transfer will not be claimed by me.

[Confirm] [Cancel]

Click here

After ensuring the details provided above are correct the applicant should click "Confirm" button to submit the application.
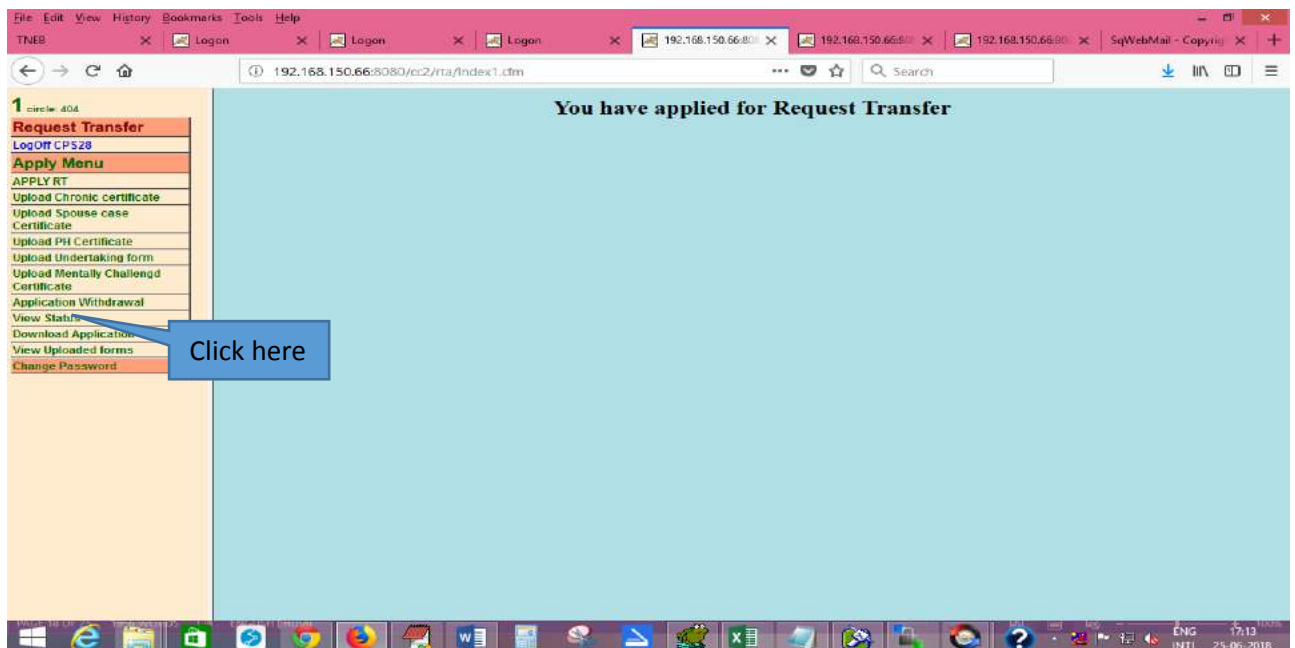
If the applicant want to submit the application click "Confirm" else click "Cancel" .

After Clicking the "Confirm" button the following message is displayed.
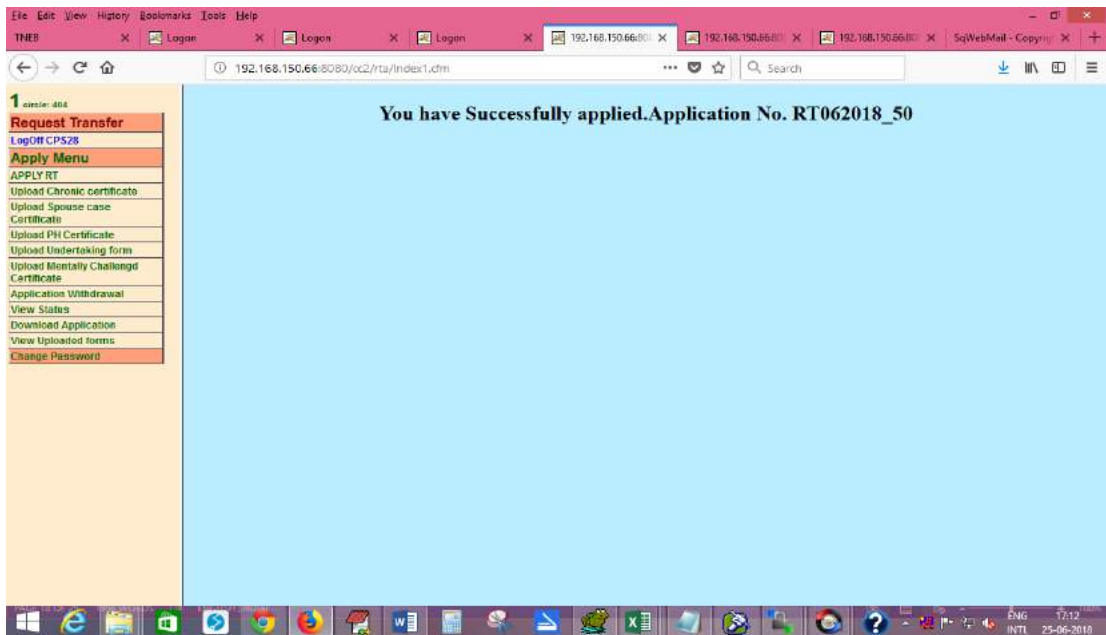
5. View Status:

To view the status, click the "View Status" link as shown below. After clicking the "View Status" the following message is displayed.

6. View Application:

To view the application, click the "Download Application" as shown below.

After clicking the "Download Application" , the application can be viewed as shown below.

The applicant can save the application using browser window "save page as" link.

7. Upload Spouse case certificate(If applicable):

Click the "Upload Spouse case certificate" link to upload the spouse case certificate as shown below. (kindly upload Pdf files only)

After choosing file, click submit to upload the certificate.
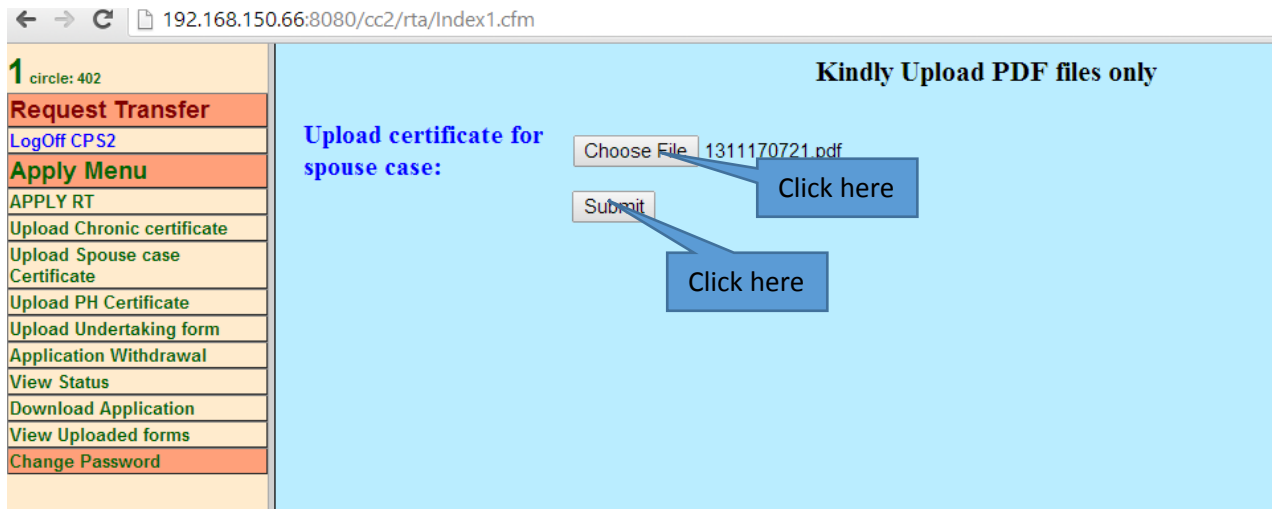
After clicking the "submit" button , the following page is displayed.

Thank you.Your file has been uploaded .
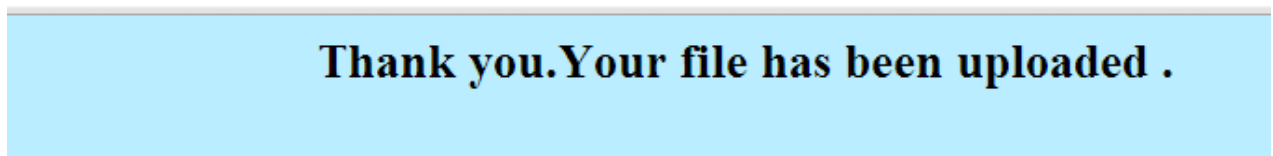
If the applicant, has chosen the Spouse case as " Yes" during applying then the option for "Choose file" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.
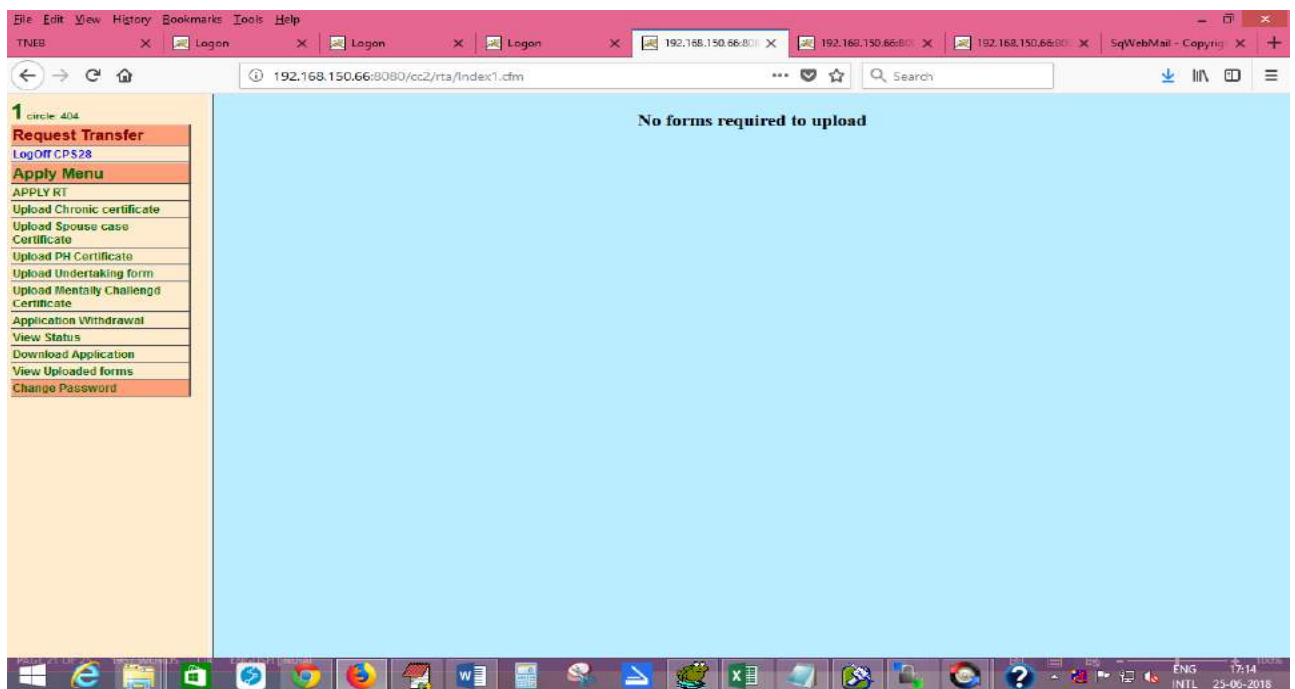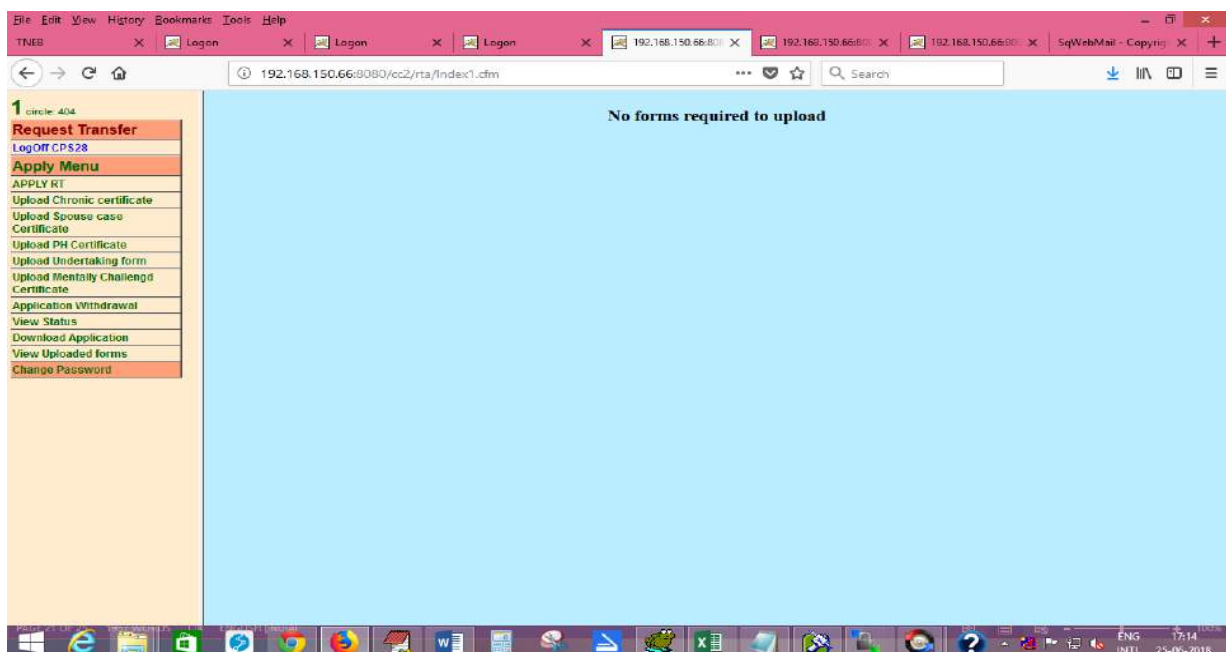
8. Upload Physically challenged certificate(If applicable):

To upload physically challenged certificate, click "Upload PH certificate" as shown below.
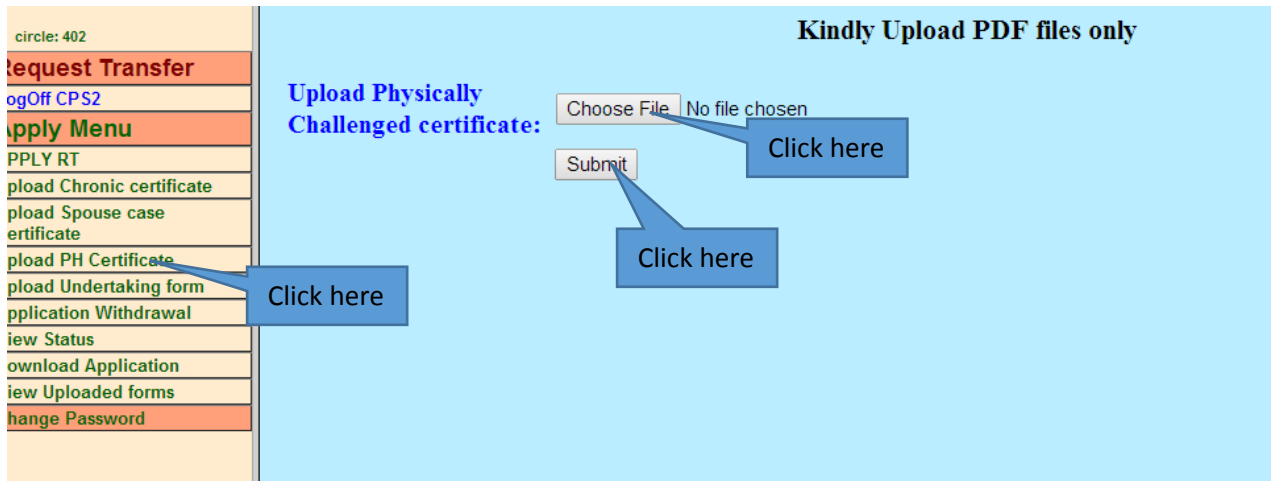
If the applicant, has chosen the reason for transfer as " Physically challenged" during applying then the option for "Choose file" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.
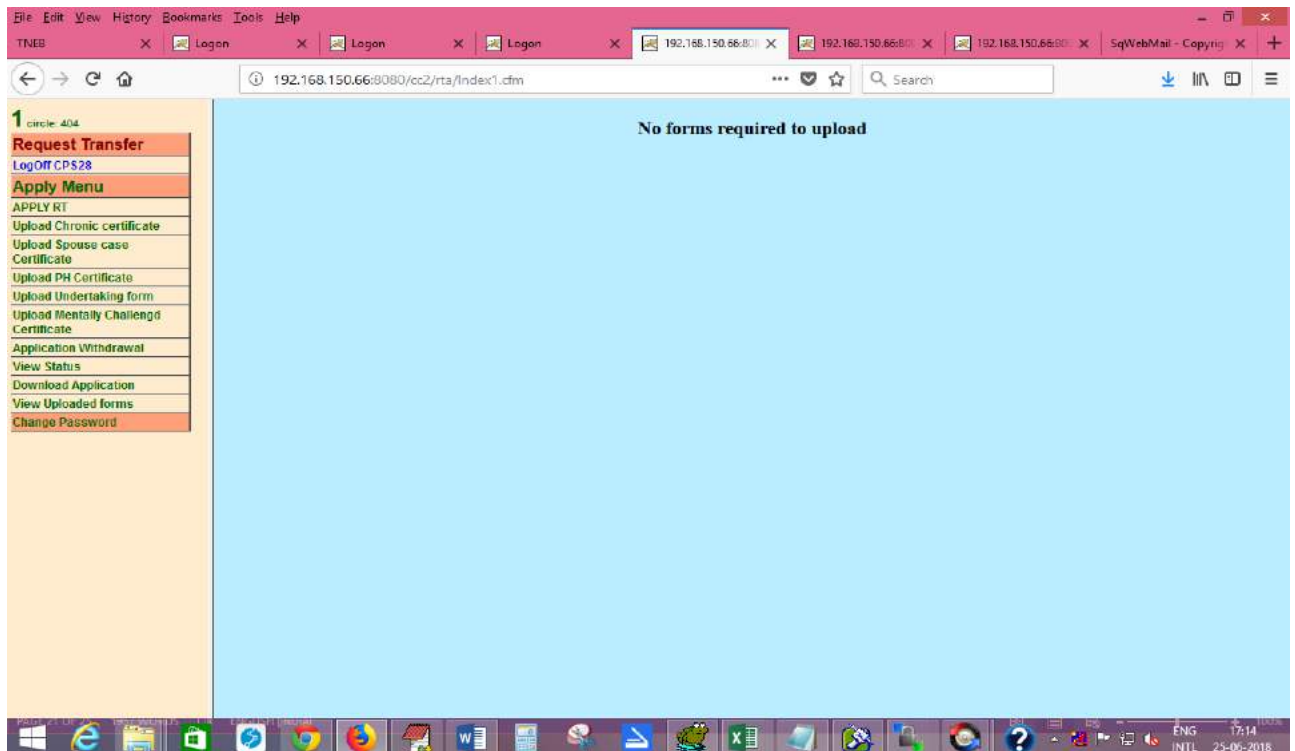
9. Upload Chronic disease certificate(If applicable):

To upload Chronic disease affected certificate, click "Upload Chronic certificate" as shown below.
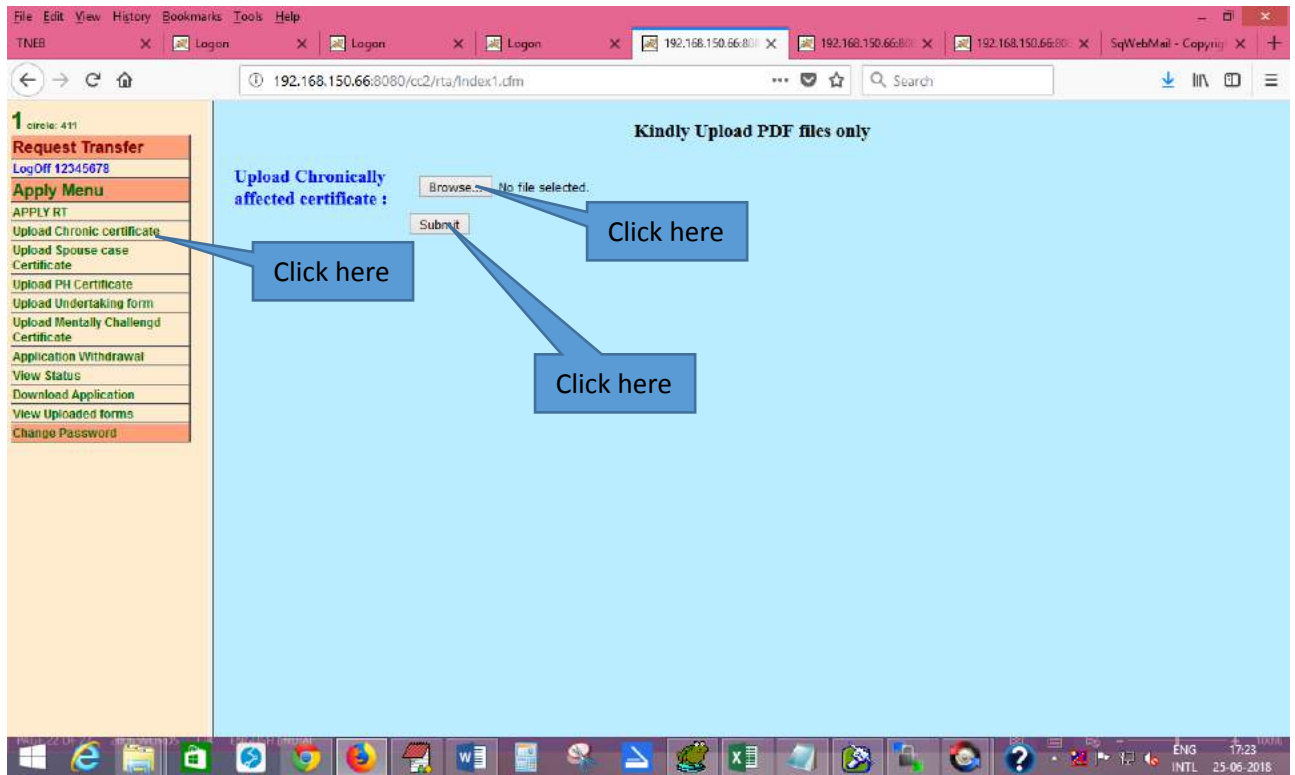
If the applicant, has chosen the reason for transfer as "Affected by chronic disease" during applying then the option for "Choose file" or "Browse" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.

10. Upload Undertaking form: (only for RWE, outside the circle transfer option given) (If applicable):

To upload undertaking certificate, click "Upload undertaking form" as shown below.
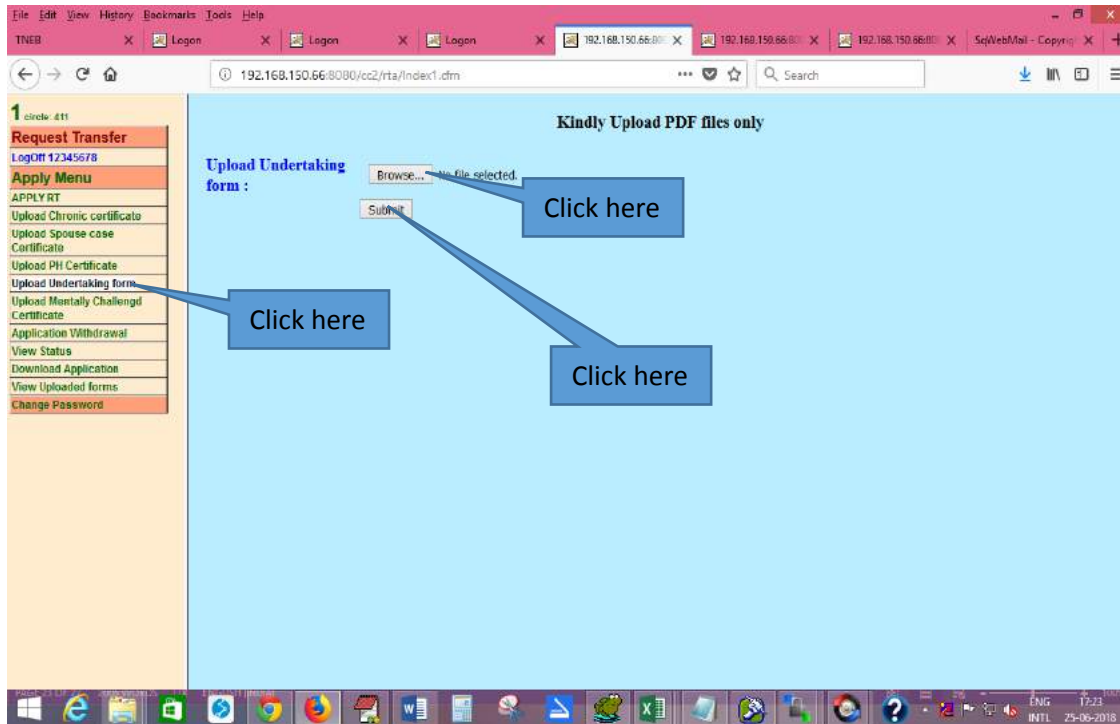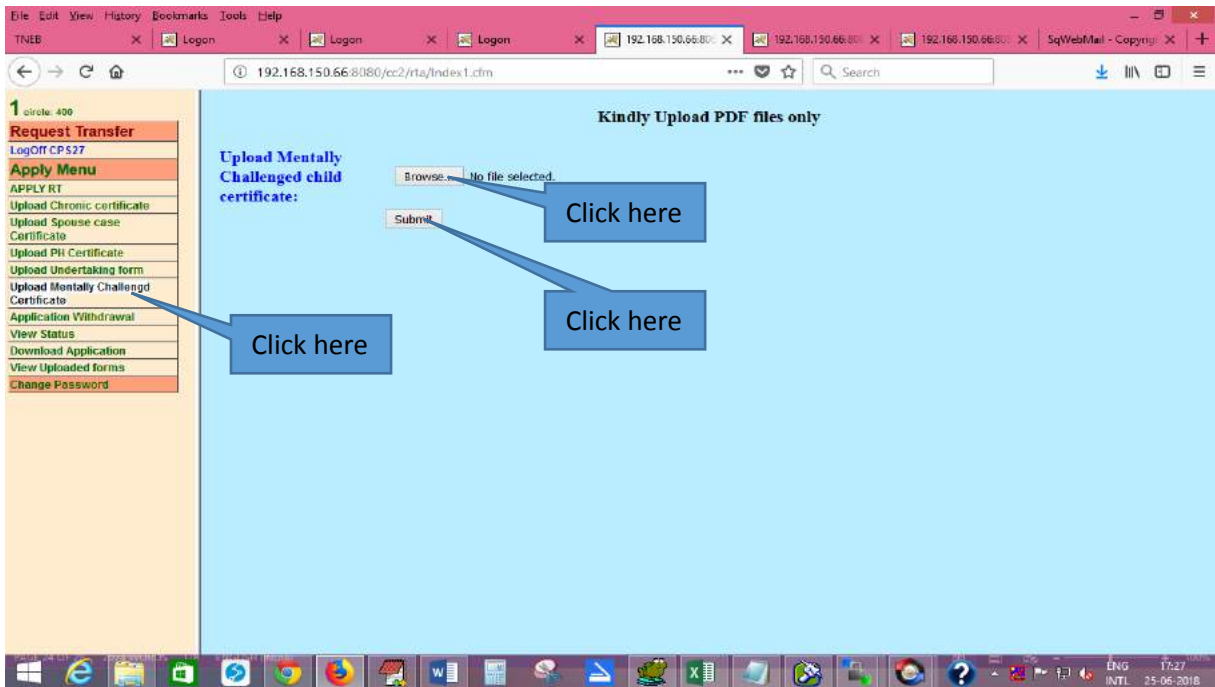

If the applicant, has chosen transfer outside the circle and if the applicant is RWE category during applying then the option for "Choose file" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.
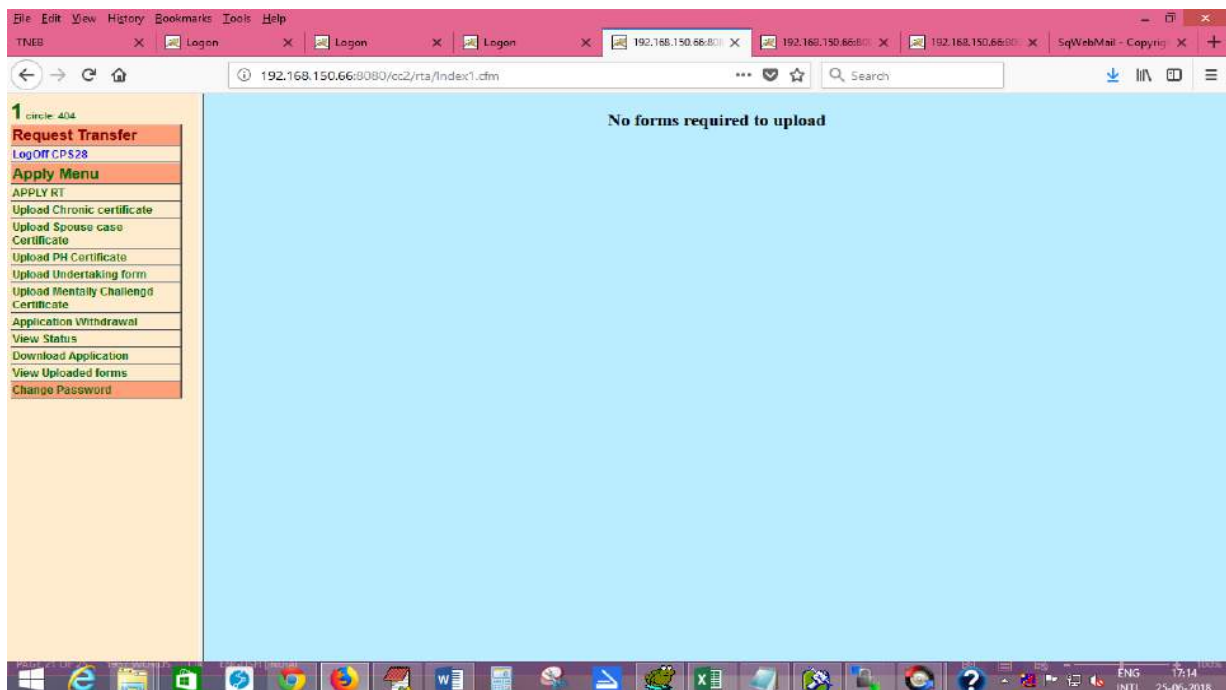
11. Upload Mentally Challenged Child's Certificate: (If applicable):

To upload mentally challenged child's certificate, click "Upload Mentally Challenged Certificate" as shown below.


If the applicant, has chosen the reason for transfer as "Applicant having mentally challenged child" during applying then the option for "Choose file" or "Browse" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.
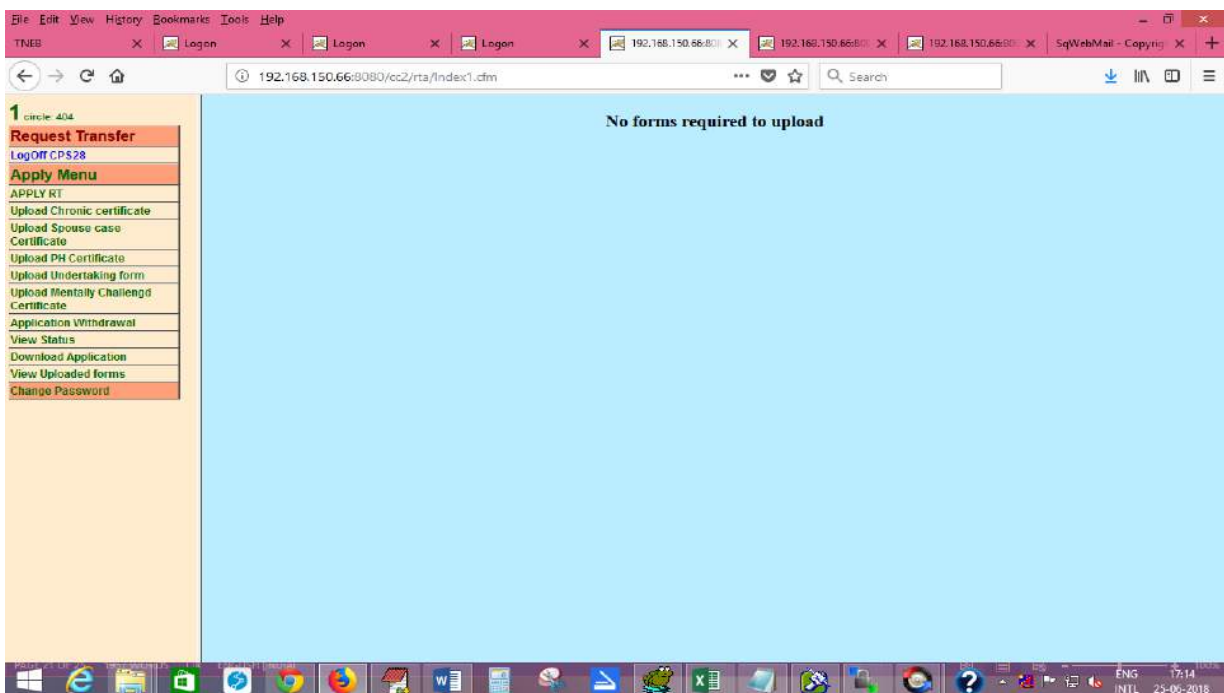
12. View Uploaded Forms:

The applicant can View his/her uploaded forms in this menu. Click on the menu as shown below.
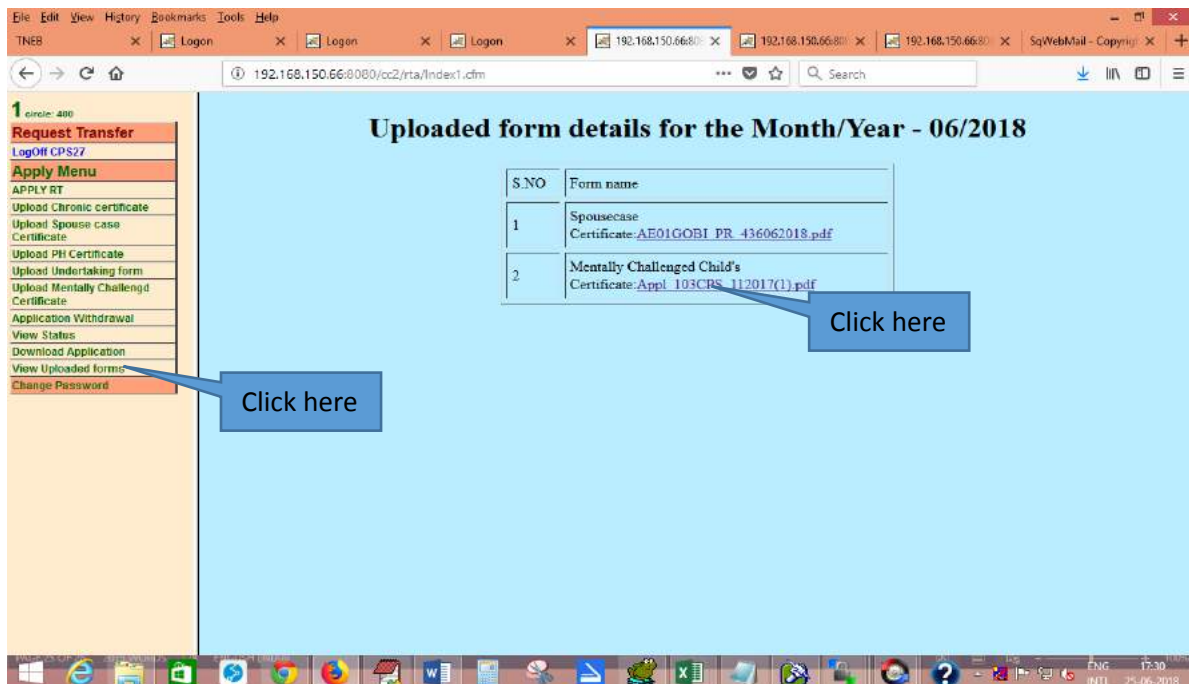
After clicking the "View Uploaded forms" menu, the page is shown as above. Click on the file name to display.
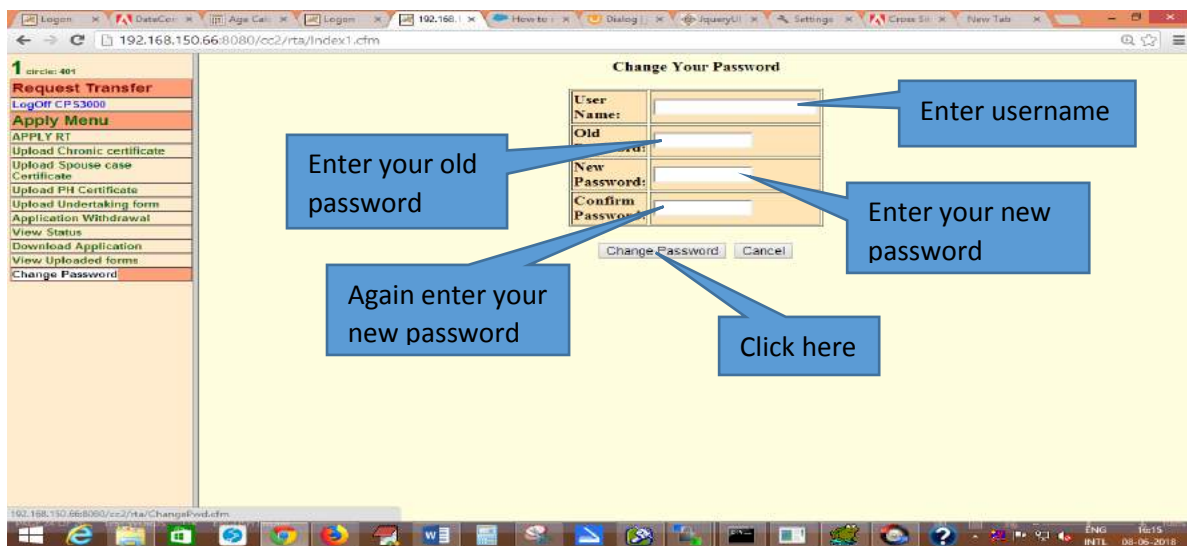
After clicking the file name, the applicant can view his/her file that was uploaded by him/her.

13. Change Password:

The applicant can change his/her password through this link. Click the "Change Password" link as shown below.
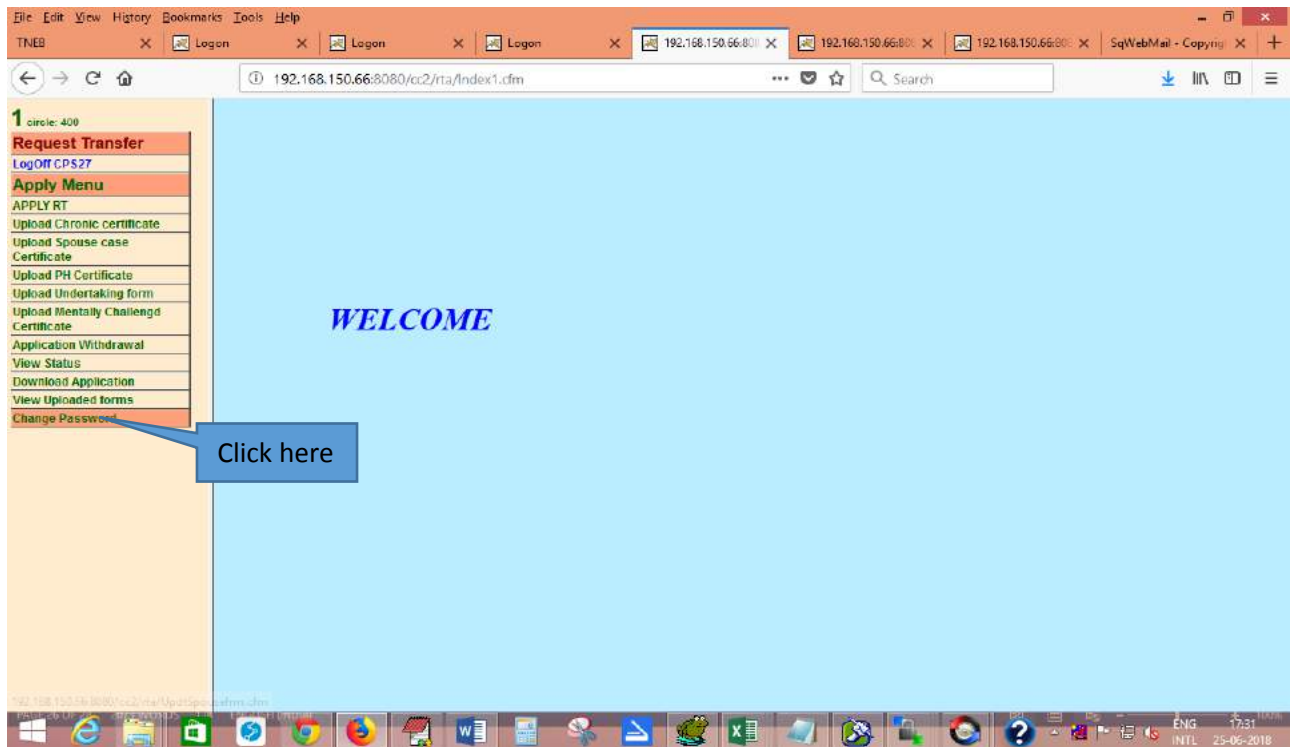
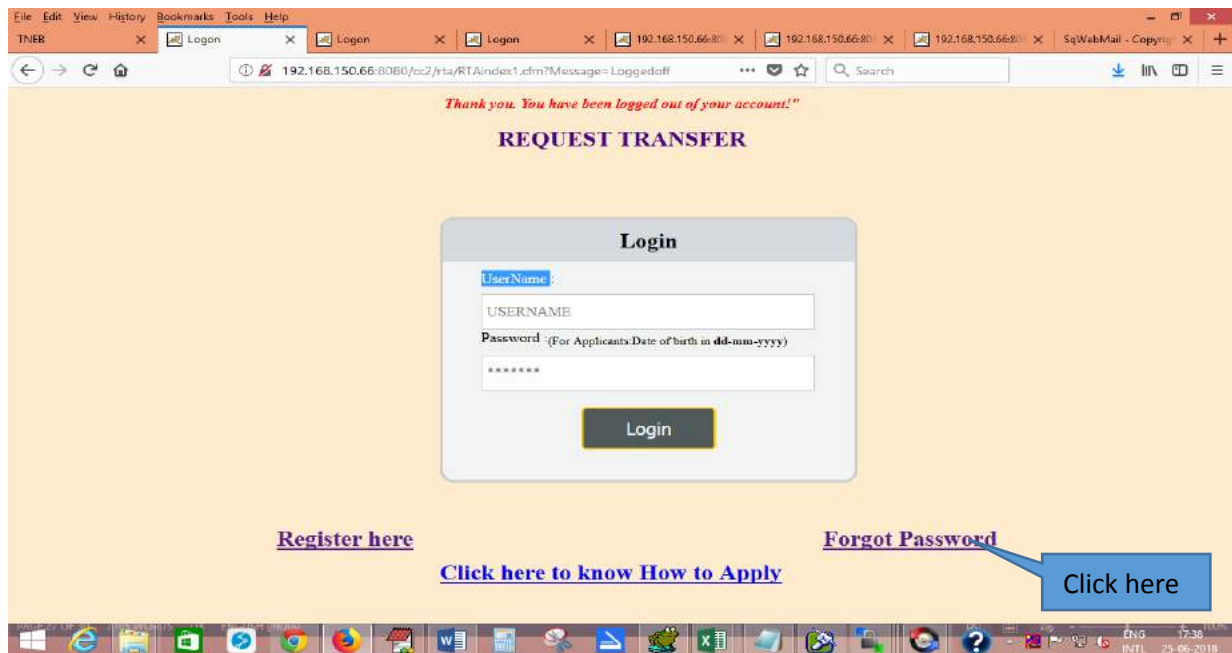After clicking "Change password " link , the following page is displayed.

Enter the username, old password and the new password and click "Change password" button. After clicking the "Change password" link, the following message is displayed.
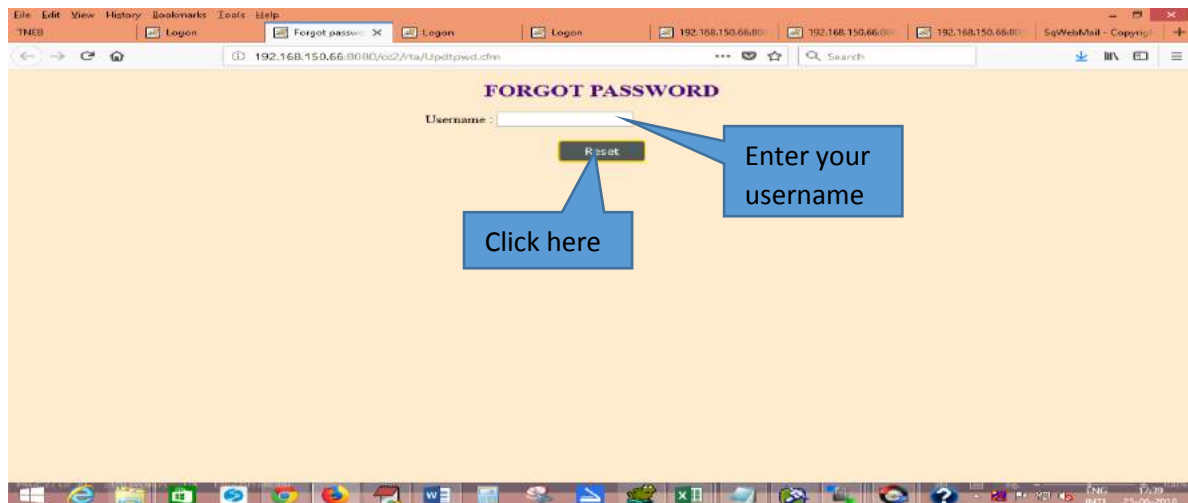
Password Changed Sucessfully

After clicking the "Change password" link, the above message is displayed.
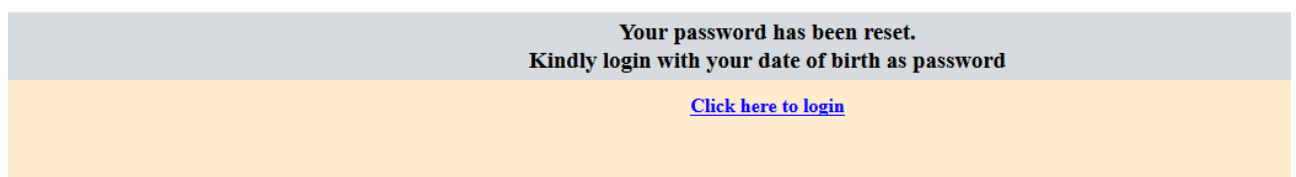
14. Forgot Password:

If the applicant Forgot his/her password, click on the "Forgot Password" link at the login page as shown below.

After clicking the "Forgot Password" link , the following page is displayed as shown below.

Enter your username (GPF/CPS no.) and click "Reset". The following message is shown as shown below.
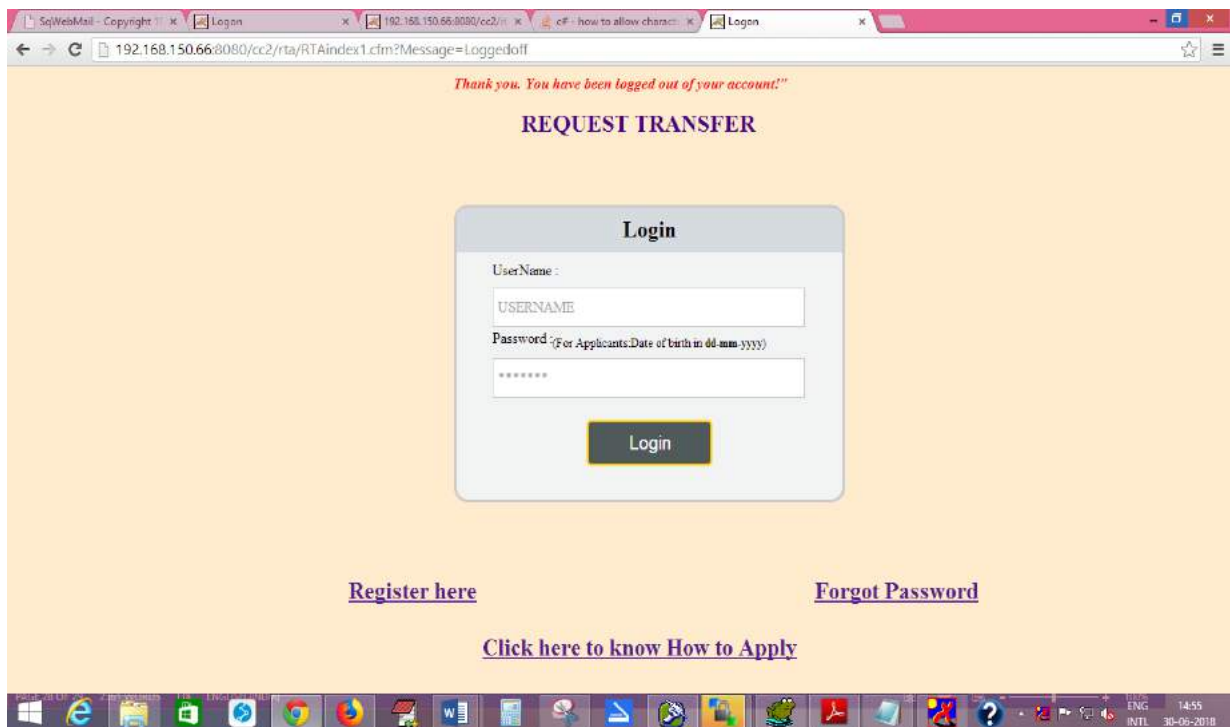
15. User Log Off:

Kindly click "Log Off" after finishing the application process. The "Log Off" button is displayed as shown below.

After Clicking the "Log Off" button, the index page is displayed with the message on the top "Thank you. You have been logged out of your account" as shown below.

Thank you