REQUEST TRANSFER USER MANUAL

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1. Enable Javascript:

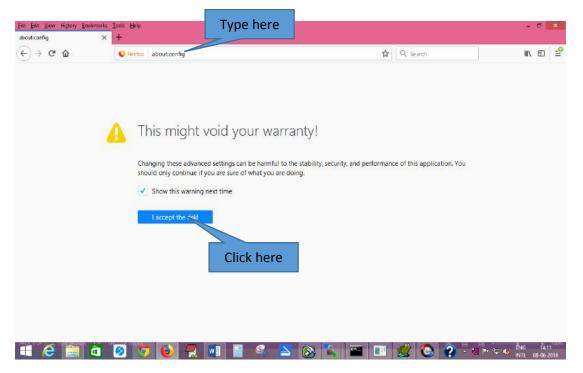
On the desktop, double click on the 'Google Chrome' or 'Mozilla Firefox' icon

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.

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ccessibility.browsewithcaret	default	boolean	faise		
ccessibility.browsewithcaret_shortcut.enabled	default	boolean	true		
ccessibility.delay_plugin_time	default	integer	10000		
ccessibility.delay_plugins	default	boolean	false		
ccessibility.force_disabled	default	integer	0		
ccessibility.handler.enabled	default	boolean	true		
ccessibility, indicator, enabled	default	boolean	false		
ccessibility.mouse_focuses_formcontrol	default	boolean	false		
ccessibility.support.url	default	string	https://support.mozilla.org/%LOCALE%/kb/accessibility-services		
ccessibility.tabfocus	default	integer	7		
ccessibility.tabfocus_applies_to_xul	default	boolean	faise		
ccessibility.typeaheadfind	default	boolean	faise		
ccessibility.typeaheadfind.autostart	default	boolean	true		
ccessibility.typeaheadfind.casesensitive	default	integer	0		
ccessibility.typesheadfind.enablesound	default	boolean	true		
ccessibility.typeaheadfind.enabletimeout	default	boolean	true		
ccessibility.typeaheadfind.flashBar	modified	integer	0		
ccessibility.typeaheadfind.linksonly	default	boolean	falco		
ccessibility-typeaheadfind-matchesCountLimit	default	integer	1000		
ccessibility.typesheadfind.prefil withselection	default	boolean	true		

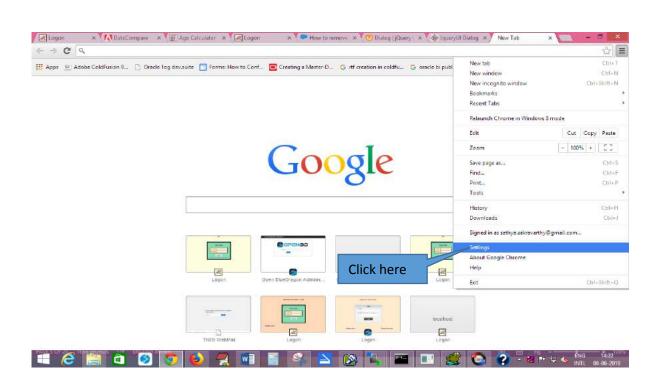
In the search bar, type "javascript.enabled" as shown below.

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$\overleftarrow{\bullet}$ \rightarrow $\overleftarrow{\bullet}$		Type here	out:config			
Sea <u>r</u> ch: \mathcal{O} javascript.en	abled					
Preference Name				▲ Status	Туре	Value
avascript.enabled				default	boolean	true

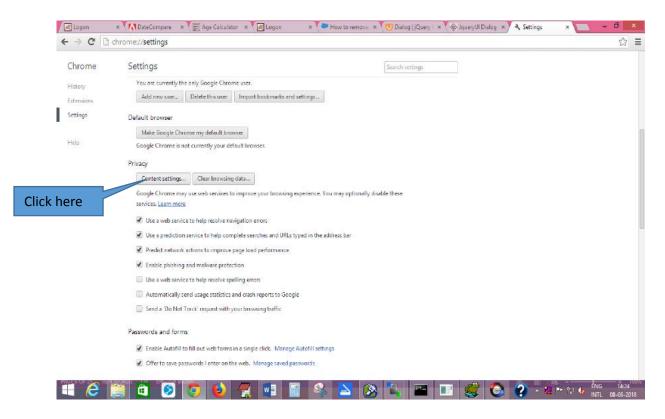
If the value of the javascript.enabled is found to be false, right click on the Value as shown below and select toggle to change it as true.

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



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



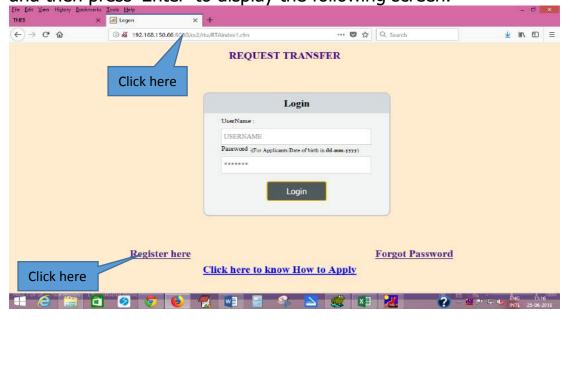
After clicking Content settings , a screen appears as shown below.

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Dele	Cookies		
	Allow local data to be set (recommended)		
hrome m	Keep local data only until I quit my browser		
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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.



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

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		Registration	
	E	ields marked (*) are mandatory	
		Il details to be filled in English	
	Name: *		
	Gender: *	-Select- *	
	GPF/CPS No: " (Eg: 101AB		
	Date of Birth: (dd-mm- 3757)"		
	Present Circle: *	-Select-	
	Select Category	-Select-	
	Class*	-Select- ¥	
	Designation: *	-Select-	
	Present Division: *	-Select-	
	Office Name in which employee working:"		
	E-mail id:(Egabc@gmail.com)		
		Register	
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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-mmyyyy" 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.

C 192.168.150.66:8080/tr:2/rta/regist	erform.cfm		요 ☆ 🗉
		Registration	
		islds marked (*) are mandatory II details may be filled in English	
	Name: *		
	Gender: *	-Select- *	
	GPF/CPS No: * (Eg: 101AB		
	Date of Birth: (dd-mm- yyyy)*		
	Present Circle:	-Seled-	
	Select Category*	-Select-	
	Class"	-Select- *	
	Designation: *	-Seled-	
	Present Division:	-Select-	
	Office Name in which employee working:*		
	E-mail id:(Egrabe@gmail.com)		
		Register	

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. <u>Click here to login</u>

Registration part is over till now.

3. User Log on

After registration, click "click here to login" or type <u>http://192.168.150.66:8080/cc2/</u> 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.

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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.

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4. How to apply

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

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Request Transfer		
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Apply Menu		
PPLYRT		
pload Spouse case Click here		
ertificate		
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To apply for request transfer, click the "APPLY RT" link as shown above.

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

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Spourse case Certificates	01.	Applicant's Name :	CP531	1	
uncertaiong term	(Date of Birth:	14-07-1984	1	
inentally Challengd	02.	Present Designation:	RECORD CLERK		
don viritinizea atos	03.	Present Circle:	CHENNAI DEVELOPMENT CIRCLE-I		
old Application		Present Post:(Eg AE ObM/Kalappen)			
# PSSAutet		Present Station:(Eg (lennt))		3	
	04 (A).	(0) Is request transfer is Outside the circle:	Over One		
	(8).	(i) Is request transfer is Within the circle:	Over Olio		
	5.	Date of Joining of Present Station:(65 cms-3575)	Ri v		
	6(A).	Length of service of Present Station:		-	
	6(8).	Length of service of Present Circle/Division/Station:(Whichever is applicable)	© keais © Monthe © Days		
	7.	Circle/Division/Station Experience to which transfer is sought:(Whi	ichever is applicable)]	
		Select the post: -Select-	FN v To (dd mm-yyyy) R v ADD		
	8a.	Is Request Transfer Applied before:	Over Otto		
	8b.	Is RT Application applied before is pending:	O Yes O Ro		
	9.	Reason for transfer:	-Select- y		
	10.	Whether Spouse case?	Select v		
	11.	Controlling Officer:	Select v	3	
		🔲 I declars the Travelling Alles	annet for the above request transfer will not be claimed by me.		
			Apply Cancel		

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".

02. 03.	Date of Birth: Present Designation:	25-06-1986		
03.	Present Designation:	25-06-1986		
		COMMERCIAL ASSISTANT		
	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 ONo		
	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 V		
6(A).	Length of service of Present Post:			
	Length of service of Present Circle/Division/Station: (Whichever is applicable)	P3 Years D5 Months 19 Days		
7.	Circle/Division/Station Experience to which transfer is	sought:(Whichever is applicable)		
	Select the post: -Select- From: (dd-mm-yyy	y) FI V To: (dd-mm-yyyy) FI V ADD		
8a.	Is Request Transfer Applied before:	⊙Yes ⊛No		
8b.	Is RT Application applied before is pending:	⊙Yes ⊛No		
9.	Reason for transfer:	Others T		
10.	Whether Spouse case?	Yes Click here		
11.	Controlling Officer:	AE / 08M / ANJUR		
	J declare the Travelling Allowance	es for the above recess transfer will not be claimed by me.		

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 :	CP5200
	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
(8).	(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).	Leugth of service of Present Post:	2 Years 7 Months 19 days
6(B).	Leugth of service of Present Circle:	3 years 5 Months 19 Days
7,	Circle/Station Experience to which transfer is sought:	
	SUND Designation From date To date Length of service	
88,	Is Request Trausfer 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 / 08.M / ANJUR
	I declare the Travelling Allowances for the above request transfer will not b	e claimed by me.
	Continue Cancel	

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

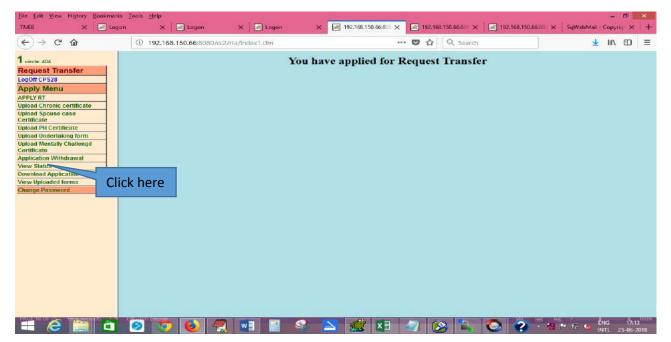
If the applicant want to submit the application click "Confirm" else click "Cancel" .

After Clicking the "Confirm" button the following message is displayed.

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I venter 484 Vequest Transfor optimized Constraints Apply Menu UPPLY RT Upload Chronic certificate Upload PH Certificate Upload PH Certificate Upload PH Certificate Upload PH Certificate Upload Monitoria Depload Name Depload N	U 192168.150,668080/d		cessfully applied	O g C sa		Fe	III	=
e e o	0 0 0 4	2		3 7 3 7		1		

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.

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circle: 404		1 012	- + Automatic Zoo	om ÷		Ci A
Request Transfer ogOff CPS28 Apply Menu Ipload Chronic certificate Ipload Spouse case erriticate		Requ	est Transfer		ate:25-06-2018	
Ipload Undertaking form Ipload Mentally Challengd Certificate		01. Applicant's Nam		Application No. : CPS28	RT062018_50	
pplication Withdrawai		Date of Birth:		15-06-1985		
/lew Status Download Application						
/lew Uploaded forms		02. Present Designat	ion:	ASSISTANT/ACCO	UNTS	
Change Password	Click here	03. Present Circle:		CHENNAI (NORTH) EDC	
		Present Post:		ASSISTANT/ACTS		
		Present Station:		CHENNAI NORTH	1	
		04 (A). (i) Is request tran	sfer is Outside the circle	Yes	i	
		(iia) If "Yes" the	n select Preferable circle	: CE / Planning		
		(iib) Preferable S	tation/Place:	NA	1	
			oetween the present Circl ace to which transfer is s		i	
		(B). (i) Is request tran	sfer is Within the circle:	No	i	
			ansfer is Within the circl			

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.

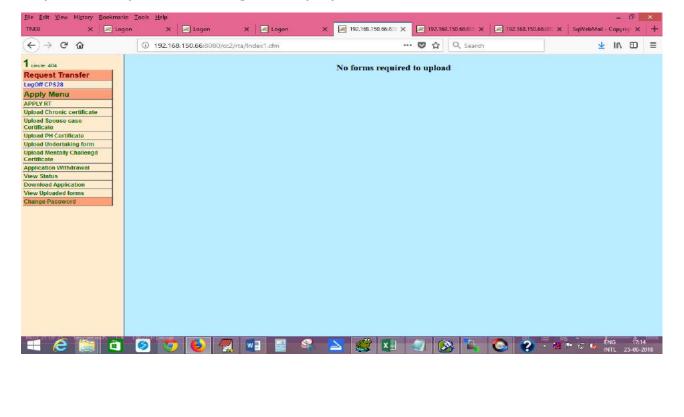
← → C 🗋 192.168.150.66:8080/cc2/rta/Index1.cfm

1 circle: 402		Kindly Upload PDF files only
Request Transfer		
LogOff CPS2	Upload certificate for	Choose File_ 1311170721.pdf
Apply Menu	spouse case:	
APPLY RT		Submit Click here
Upload Chronic certificate		
Upload Spouse case Certificate		Click here
Upload PH Certificate		
Upload Undertaking form		
Application Withdrawal		
View Status		
Download Application		
View Uploaded forms		
Change Password		

After clicking the "submit" button , the following page is displayed.

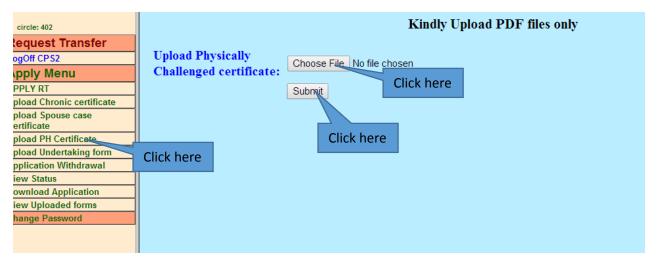
Thank you. Your file has been uploaded .

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.

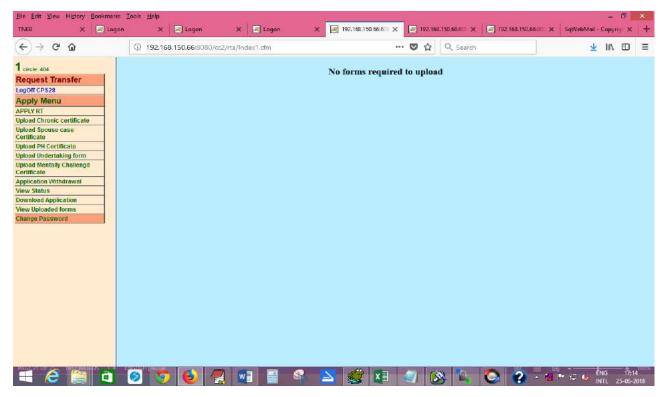


8. Upload Physically challenged certificate(If applicable):

To upload physically challenged certificate, click "Upload PH certificate" as shown below.

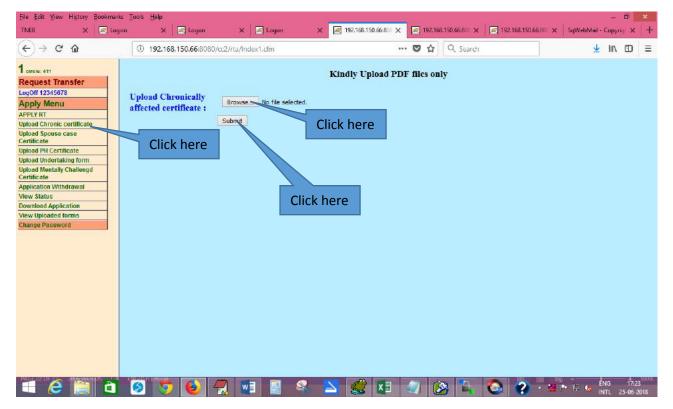


If the applicant, has chosen the reason for transfer as "Physically challenged" during applying then the option for "Choose file" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.

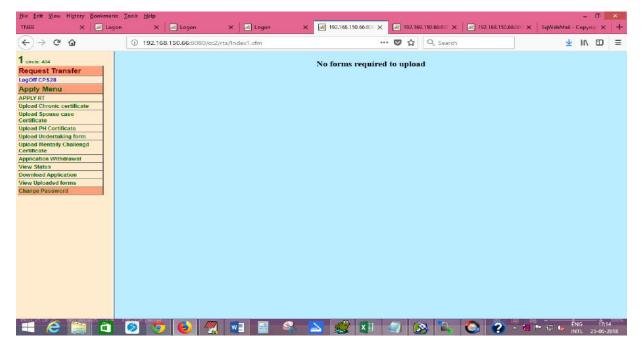


9. Upload Chronic disease certificate(If applicable):

To upload Chronic disease affected certificate, click "Upload Chronic certificate" as shown below.

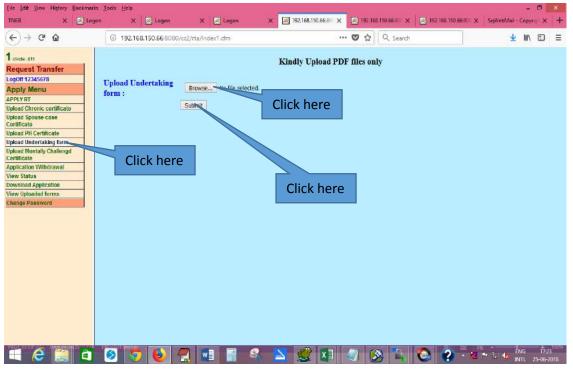


If the applicant, has chosen the reason for transfer as "Affected by chronic disease" during applying then the option for "Choose file" or "Browse" to upload will be provided. If not, "No forms required to upload" message is displayed as shown below.

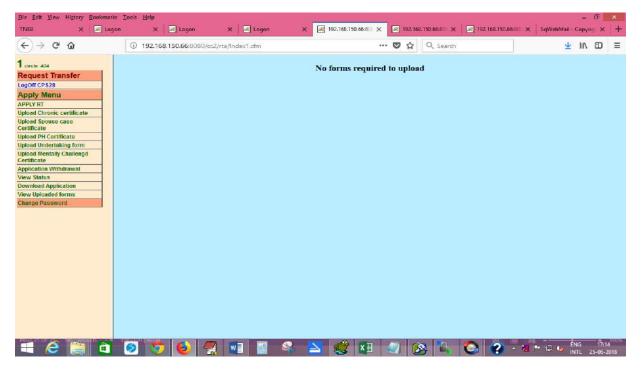


10. Upload Undertaking form: (only for RWE, outside the circle transfer option given) (If applicable):

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.

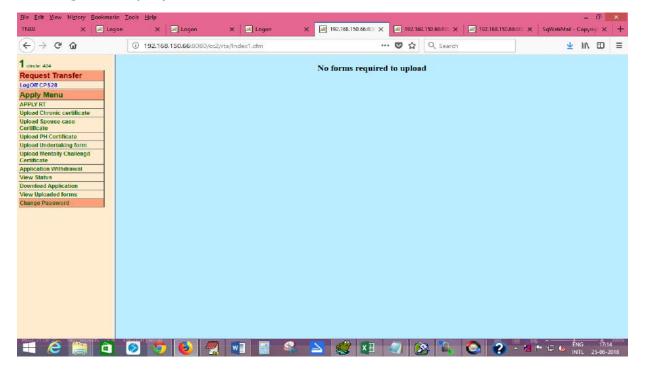


11. Upload Mentally Challenged Child's Certificate: (If applicable):

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

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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.

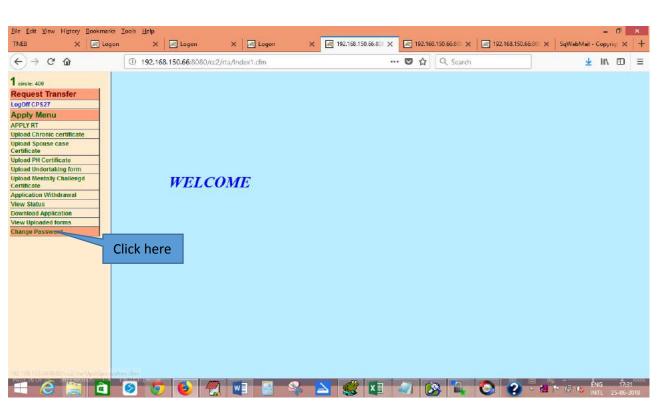
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Apply Menu APPLY RT	S.NO	Form name				
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Upload PH Certificate Upload Undertaking form Upload Mentally Challengd Certificate	2	Mentally Challenged Child's Certificate:Appl 103CRS 1120	117(1).pdf			
Application Withdrawal View Status Download Application View Uploaded forms Change Password			Click	here		
Click here						
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After clicking the "View Uploaded forms" menu, the page is shown as above. Click on the file name to display.

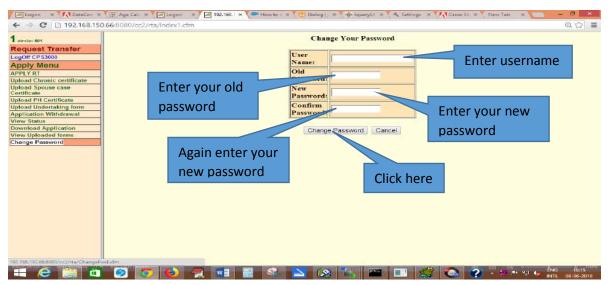
After clicking the file name, the applicant can view his/her file that was uploaded by him/her.

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:

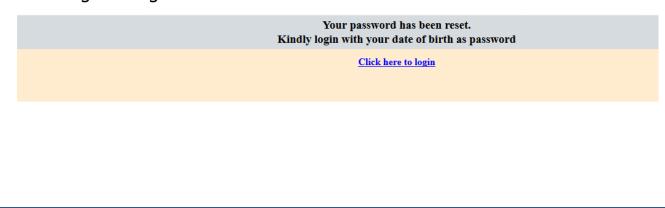
If the applicant Forgot his/her password, click on the "Forgot Password" link at the login page as shown below.

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

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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.

1 circle: 400		
Request Transfer		
LogOff CP S34		WELCOME
Apply Menu	Click here	
APPLY RT		
Upload Chronic certificate		
Upload Spouse case Certificate		
Upload PH Certificate		
Upload Undertaking form		
Upload Mentally Challengd Certificate		
Application Withdrawal		
View Status		
Download Application		
View Uploaded forms		
Change Password		

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.

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Thank you