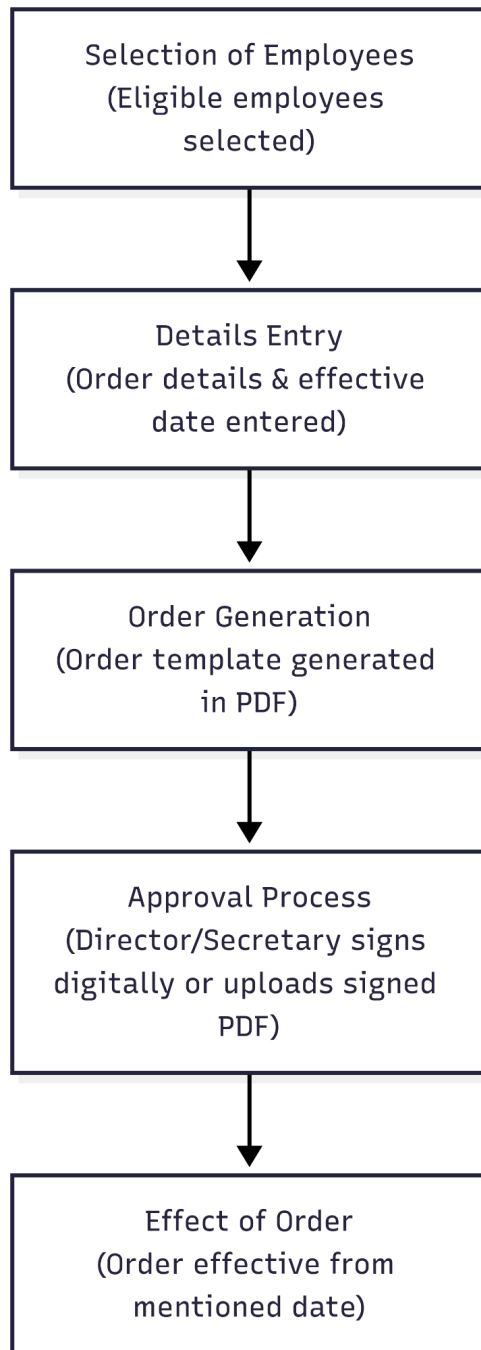


Department of Education (S) - Transfer & Posting Web Application

Process Flow Documentation

Uniform flow: All modules below follow the same flow as given in this flowchart:



1. Transfer Module

There will be 3 types of transfers: Normal transfer, Utilization and Mutual transfer.

a. Normal Transfer:

- Selection of Employees: The employees to be transferred are selected.
- Details Entry: Transfer details such as the destination (where the employee will be transferred) and effective date are entered.
- Order Generation: A transfer order template is generated, which can be downloaded in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the transfer order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Transfer: The transfer becomes effective from the effective date mentioned in the order.

b. Utilization

- Selection of Employees: Employees to be utilized are selected.
- Details Entry: Utilization details such as the school/office where the employee will be utilized and effective date are entered.
- Order Generation: A utilization order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the utilization order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Utilization: The utilization comes into effect from the effective date mentioned in the order.

c. Mutual Transfer

- Selection of Employees: Two or more employees opting for mutual transfer are selected.
- Details Entry: Transfer details such as new postings and effective date are entered.
- Order Generation: A mutual transfer order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the mutual transfer order within the system, or

- Uploads a pre-signed PDF document.
- Effect of Transfer: The transfer becomes effective from the effective date mentioned in the order.

2. Promotion/Demotion Module

This workflow mirrors the transfer process.

- Selection of Employees: Employees eligible for promotion/demotion are selected.
- Details Entry: Promotion/Demotion details such as the new designation and effective date are entered.
- Order Generation: A promotion/demotion order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the promotion/demotion order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Promotion: The promotion becomes effective from the effective date mentioned in the order.

3. Retirement Module

- Selection of Employees: Employees due for retirement are selected.
- Details Entry: Retirement details such as the retirement date and remarks (if any) are entered.
- Order Generation: A retirement order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the retirement order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Retirement: The retirement comes into effect from the effective date mentioned in the order.

4. Amalgamation Module

- Selection of Schools:
 - The school to be absorbed is selected.
 - The absorbing school (destination) is selected.

- Employee Handling:
 - All employees of the absorbed school are automatically listed.
 - They are marked for transfer to the absorbing school.
- Optional Renaming:
 - A new name may be assigned to the absorbing school during the process.
- Order Generation: An amalgamation order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the amalgamation order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Amalgamation:
 - The absorbed school ceases to exist from the effective date.
 - All employees are officially transferred to the absorbing school.
 - If a new name is given, it takes effect from the effective date.

5. Rationalization Module

- Selection of Employees: Specific employees to be rationalized are selected from a school.
- Details Entry: Rationalization details such as the destination school and effective date are entered.
- Order Generation: A rationalization order template is generated in PDF format.
- Approval Process:
 - The Director or Secretary either digitally signs the rationalization order within the system, or
 - Uploads a pre-signed PDF document.
- Effect of Rationalization: The rationalization comes into effect from the effective date mentioned in the order.