

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



		Transfer Request Application						
Employee Details								
Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name		
SHABEENA BEGUM MOHAMMAD	DA	14836341 10690685-D		PULLURU2	MYLAVARAM	KRISHNA		
Transfer type*	District*		Transfer Gro	unds*				
-Select-	Select	Select 🗸		~				

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

	Employee Details		Transfe	r Request Ap	oplication			
	Employee Details	Designation		Position ID	Secontariat name	Mandal Namo	District Nome	
		Designation	Crivis id	Position ID	Secertariat hame		District Name	
	SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA	
	Transfer type*	District*		Transfer Gro	ounds*			
	-Select-	Select		Select	- 1			
	Within District							
≻ The	Functionary can op	ot the T	ransfe	r 1). Wi	thin Distr	ict 2) Int	er Distri	ct.
> The	Functionary can op	ot the Ti	ransfe	r 1). Wi	thin Distr	rict 2) Int	er Distri	ct.
≻ The	Functionary can op	ot the Ti	ransfe	r 1). Wi	thin Distr	rict 2) Int	er Distri Mohan Reddy ter Of Andhra Pradesh	ct.
> The	Functionary can op	ivalayam	ransfei	r 1). Wi	thin Distr	Fict 2) Int	er Distri Mohan Reddy ter Of Andhra Pradesh	сt.
► The	Functionary can op Grama-Ward Sach	ot the Tr ivalayam	ransfei My Tasks	r 1). Wi	thin Distr MM/Mahila Police A User : 10690	Fict 2) Int	er Distri Mohan Reddy ter Of Andhra Pradesh	ct.
► The	Functionary can op Grama-Ward Sach	ot the Tr ivalayam ion Declaration • Secreta	ransfei My Tasks	r 1). Wi	thin Distr	Fict 2) Int Sri.Y.S Jagar Honble Chief Minist opprover * 685-DA	er Distri Mohan Reddy ter Of Andhra Pradezh	ct.
► The	Functionary can op Grama-Ward Sach	ot the Tr ivalayam	My Tasks Intiat PULLURU Transfel	r 1). Wi Tagging A 2 r Request Ap	thin Distr MM/Mahila Police A User : 10690	Fict 2) Int Sri.Y.S Jagar Honble Chief Minis oprover * 685-DA	er Distri Mohan Reddy ter Of Andhra Pradeah	сt.
➤ The	Functionary can op Grama-Ward Sach Ashboard My Profile Probati Mandal : MYLAVARAM	ot the T ivalayam	My Tasks Iniat PULLURU Transfer	r 1). Wi Tagging A 2 r Request Ap	thin Distr NM/Mahila Police A User : 10690 oplication	Fict 2) Int Sri.Y.S Jagar Henble Chief Minis opprover * 685-DA	er Distri Mohan Reddy ter Of Andhra Pradeah	ct.
➤ The	Functionary can op Grama-Ward Sach ashboard * My Profile * Probati Mandal : MYLAVARAM	ot the T ivalayam ion Declaration * Secreta	My Tasks Iniat PULLURU Transfei CFMS ID	r 1). Wi Tagging A 2 r Request Ap Position ID	thin Distr thin Distr www.mailla Police A User : 10690 oplication	Fict 2) Int Srl.Y.S Jagar Honble Chief Minis Opprover • 685-DA	er District Name	ct.
► The	Functionary can op Grama-Ward Sach Pashboard * My Profile * Probati Mandal : MYLAVARAM Employee Details Employee Name SHABEENA BEGUM MOHAMMAD	ot the Tr ivalayam ion Declaration Secreta Designation DA	My Tasks rriat PULLURU Transfer CFMS ID 14836341	r 1). Wit Tagging A r Request Ap Position ID 10690685-DA	thin Distr thin Distr www.mahila Police A User : 10690 oplication Secertariat name PULLURU2	Fict 2) Int Sri.Y.S Jagar Monible Chief Minist oprover * 685-DA Mandal Name MyLAVARAM	er Distri Mohan Reddy ter Of Andhra Pradesh	ct.
► The	Functionary can op Grama-Ward Sach ashboard My Profile Probati Mandal : MYLAVARAM Employee Details Employee Name SHABEENA BEGUM MOHAMMAD Transfer type*	ivalayam ion Declaration Designation DA District*	My Tasks wiat PULLURU Transfel CFMS ID 14836341	r 1). Wit Tagging A 2 r Request Ap 10690685-DA Transfer Gro	thin Distr thin Distr NM/Mahila Police A User : 10690 oplication Secertariat name PULLURU2 ounds*	Fict 2) Int Sri.Y.S Jagan Henble Chief Minis Opprover * 685-DA Mandal Name MyLAVARAM	er Distri Mohan Reddy ter Of Andhra Pradesh District Name KRISHNA	ct.
➤ The rict : NTR	Functionary can op Grama-Ward Sach ashboard My Profile Probat Mandal : MYLAVARAM Employee Details Employee Name SHABEENA BEGUM MOHAMMAD Transfer type*	ot the To ivalayam ion Declaration Secreta Designation DA District*	My Tasks Inflat PULLURU Transfer CFMS ID 14836341	r 1). With r 1). With r 1). With r 1000000000000000000000000000000000000	thin Distr thin Distr www.Mahila Police A User : 10690 oplication Secertariat name PULLURU2 ounds*	Fict 2) Int Srl.Y.S Jagar Honble Chief Minis 685-DA Mandal Name MYLAVARAM	er Distri Mohan Reddy ter Of Andhra Pradesh District Name KRISHNA	ct.

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

						Hon'ble Chief Minister	Of Andhra Pradesh
	Dashboard 🔻 My Profile 👻 Prob	tion Declaration	My Task	s 👻 Tagging	ANM/Mahila Police Ap	oprover 👻	LOG
District : NTR	Mandal : MYLAVARAM	Secretariat PULLURU2 User : 10690685-DA					
			Transfer	· Request Ar	pplication		
	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 Gro	ounds*		
	Within District 🗸	KRISHNA		~ Mutual	~		
	*1. Upload NoDues certificate from	MPDO/Muncipa	l Commisione		Choose File No file ch Jpload *pdf file size le	osen ess than 1MB	
	*2. Enter the CFMS ID of the emplo	yee with whom n	nutual transfe	r is to be made		Preview	
	*3. Selection under Recruitment no	tification		S	elect 🗸		
	*4. Selection list rank						

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

	Grama-Ward Sac	hivalayam		FI.Y.S. Jagan Mohan Reddy Hor/ble Chief Manister Of Andhra Pradesh					
District : NTR	Dashboard Y My Profile Y Prob Mandal : MYLAVARAM	ation Declaration ▼ Secretar	My Task: riat PULLURU	s Tagging	ANM/Mahila Police Ap User : 106906	oprover 👻	L		
	Employee Details		Transfei	r Request Ap	oplication				
	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 Gro	ounds*				
	Within District 🗸	KRISHNA		~ Mutual	~				
	*1. Upload NoDues certificate fron *2. Enter the CFMS ID of the empl *3. Selection under Recruitment n *4. Selection list rank	n MPDO/Muncipal oyee with whom m otification	Commisione utual transfe	r r is to be made	Choose File HRMS Tra Upload *pdf file size le Select *	ansferFRS_v3.pdf ess than 1MB Preview			

Grama-Ward S	achivalayan	n		Ģ	Srl.Y.S Jagan M Hon'ble Chief Minister	Mohan Reddy
Dashboard ▼ My Profile ▼ F	robation Declaration	- My Task	s 🔹 Tagging	ANM/Mahila Police Ap	oprover -	LOGO
Employee Details		Transfe	r Request Ap	oplication		
Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
SHABEENA BEGUM MOHAMM	AD DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA
Transfer type*	District*		Transfer Gro	ounds*		
Within District	KRISHNA		~ Mutual	v		
*1. Upload NoDues certificate *2. Enter the CFMS ID of the er *3. Selection under Recruitmer	from MPDO/Muncipa nployee with whom r t notification	al Commisione nutual transfe	er [] r is to be made	Choose File No file ch Upload file uploaded : Select Y	osen successfully Preview	
*4. Selection list rank						

- 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.

		Transf	er Request A	pplication					
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 G	rounds*					
Within District ~	KRISHNA		~ Mutual	~					
*1. Upload NoDues certificate fron	n MPDO/Muncip	al Commisior	ner	Choose File No file cho Upload file uploaded su	osen uccessfully				
*2. Enter the CFMS ID of the emplo	yee with whom	nutual trans	fer is to be made	14884566	Preview				
*3. Selection under Recruitment no	otification			Select ¥					
*4. Selection list rank									
Mutual Employee Details									
	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name			
Employee Name									

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										
nployee 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 G	irounds*						
Within District 🗸 🗸	KRISHNA		~ Mutual	~						
*1. Upload NoDues certificate fro	n MPDO/Muncipa	Choose File No file cho Upload file uploaded s	osen uccessfully							
*2. Enter the CEMS ID of the empl	ovee with whom i	14884566	ade 14884566 Preview							
*2. Enter the CFMS ID of the empl *3. Selection under Recruitment n	oyee with whom i	mutual transf	er is to be made	14884566 Select 🗸	Preview					
*2. Enter the CFMS ID of the empl *3. Selection under Recruitment n *4. Selection list rank	oyee with whom i	nutual transf	er is to be made	14884566 Select → Select	Preview					
*2. Enter the CFMS ID of the empl *3. Selection under Recruitment n *4. Selection list rank Mutual Employee Details	oyee with whom i	mutual transf	er is to be made	14884566 Select 2019 2020	Preview					
*2. Enter the CFMS ID of the empl *3. Selection under Recruitment n *4. Selection list rank Mutual Employee Details Employee Name	oyee with whom i otification Designation	cFMS ID	er is to be made Position ID	14884566 Select ~ 2019 2020 Secertariat name	Preview Mandal Name	District Name				

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

Employee Details							1
Employee Name		Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	Distric
SHABEENA BEGUM MO	HAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISH
Transfer type*		District*		Transfer Gr	ounds*		
		KDICUNIA		Manual			
Within District *1. Upload NoDues cert *2. Enter the CFMS ID of *3. Selection under Reci	ificate from f the emplo	MPDO/Muncip yee with whom	oal Commisior mutual transf	fer is to be made	Choose File No file ch Upload file uploaded s 14884566 2019	osen uccessfully Preview	
Within District *1. Upload NoDues cert *2. Enter the CFMS ID o *3. Selection under Recr *4. Selection list rank Mutual Employee Detail	ificate from f the emplo uitment no	MPDO/Muncip yee with whom tification	al Commisior mutual transi	fer is to be made	Choose File No file ch Upload file uploaded s 148845566 2019 V	osen uccessfully Preview	
Within District *1. Upload NoDues cert *2. Enter the CFMS ID of *3. Selection under Recr *4. Selection list rank Mutual Employee Detail Employee Name	ificate from f the emplo uitment no	MPDO/Muncip yee with whom tification Designation	oal Commision mutual transf	fer is to be made	Choose File No file ch Upload file uploaded s 14884566 2019 V 123 Secertariat name	osen uccessfully Preview Mandal Name	Distric

> 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.

		Grama-Ward Sachiv Transfer Request Application Pr	uat.gramawar Are you sure wa	dsachivalayam.a nt to submit ?	р.gov.in says ок	Cancel	Sri Y S Jagan Mo	han Reddy 🖉 🗶		
District : NTR	Dashbo M	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		
	E	Transfer type: Within District 1. Upload NoDues certificate from MPI 2. Enter the CFMS ID of the employee v	Dist DO/Muncipal Co with whom mutu	rict: KRISHNA mmisioner al transfer is to	:file up be made :14884	Transfer Grounds: N ploaded successfully 1566	lutual			
	Т	3. Selection under Recruitment notifica	tion		:2019					
		4. Selection list rank			:123					
	*						s			

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 ReferanceID: 1483634189911
OK

Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Nan
SHABEENA BEGUM MOHAMMAD	DA	14836341	10690685-DA	PULLURU2	MYLAVARAM	KRISHNA
Transfer type*	District*		Transfer G	rounds*		
Within District ~	KRISHNA		~ Mutual	~		
*1. Upload NoDues certificate fror *2. Enter the CFMS ID of the emple *3. Selection under Recruitment n	n MPDO/Muncip oyee with whom otification	oal Commision mutual trans	ner ifer is to be made	Choose File No file ch Upload file uploaded s 14884566 2019 v	osen uccessfully Preview	
*1. Upload NoDues certificate from *2. Enter the CFMS ID of the emplor *3. Selection under Recruitment no *4. Selection list rank Mutual Employee Details	n MPDO/Muncip oyee with whom otification	oal Commision mutual trans	ner fer is to be made	Choose File No file ch Upload file uploaded s 14884566 2019 V 123	osen uccessfully Preview	
*1. Upload NoDues certificate fror *2. Enter the CFMS ID of the emplo *3. Selection under Recruitment no *4. Selection list rank Mutual Employee Details Employee Name	n MPDO/Muncip oyee with whom otification Designation	oal Commision mutual trans CFMS ID	ner ifer is to be made Position ID	Choose File No file ch Upload file uploaded s 14884566 2019 V 123 Secertariat name	osen uccessfully Preview Mandal Name	District Nar

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/Muncipal Commisione	Choose File No file chosen
*2. Enter the UID of the spouse	
*3. Select type of employee	Select V
*4. Select Department/Organization	Select ~
*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	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	
*10. Select 5 Mandals of your preference :	

		Tra	ansfer Request	Application		
Employee Details						
Employee Name	Designation	CFMS ID	Position ID	Secertariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA
Transfer type*	District*		Transfe	r Grounds*		
Within District	YSR KAI	DAPA	~ Spous	e	~	
*1. Upload NoDues certific *2. Enter the UID of the spo	ate from MPDO/N ouse	luncipal Com	Choose File Upload file 265724514	No file chosen e uploaded successfully 921		
*3. Select type of employe	9		Select ¥			
3. Select type of employe 4. Select Department/Org	anization		Select V State	~		

BANDI SAIRAM REDDY	VRO	14837802	11190368-VRO	MALICIA	THONDUR	YSR KADAPA
ransfer type*	District		Transfe	r Grounds*		
Within District	✓ YSR K	ADAPA	∽ Spou	se	~	
1. Upload NoDues certific	ate from MPDO,	/Muncipal Com	Choose Fil Upload fil	e No file chosen e uploaded successfu	ully	
2. Enter the UID of the spo	ouse		265724514	921		
3. Select type of employee	e		State 🛩			
4. Select Department/Org	anization		Select		*	
5. Enter following details	of the Spouse		Select State Gove	rnment		
5.1. Name			Public Sect	or Undertaking		
5.2. Employee ID			Municipali	ty		
5.3. Designation			Cooperativ Aided Insti	e Institution tution		
5.4. Working Location (En	ter near by Secr	etariat code)	Central Go Central Un	vernment Institution iversity		
6. Upload Employer autho	orization letter		Choose Fil Upload *p	e No file chosen df file size less than	1MB	
7. Upload Marriage Certif	icate		Choose Fil Upload	e No file chosen df file size less than	1MB	
8. Selection under Recruit	ment notificatio	n	Select ~			
0 Coloction list work						

- 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 belongings to the spouse
- Upload marriage certificate copy
- Select the Year of notification.
- Enter the selection rank.

*5. Enter following details of	of the Spouse				1
-Select-	<u>^</u>	Radha ram			
B.KODUR - R					
B.MATTAM - R		1234567			
BADVEL - R		Accounts officer			
C K DINNE - R	uar by Eccretariat code)	11100215			
CHAKRAYAPETA - R	ar by secretariat code)	11190313			
CHAPADU - R	on letter	Choose File No file chose	n		
CHENNUR - R		Upload file uploaded succ	essfully		
CHINNAMANDEM - R CHITVEL - R		Choose File No file chose	n		
DUVVUR - R		Upload file uploaded succ	essfully		
GALIVEEDU - R	notification	2019 🛩			
GOPAVARAM - R		122			
JAMMALAMADUGU - U		125			
KADAPA - U	eference :				
KALASAPADU - R KAMALAPURAM - R	_ 2.Mandal	3.Mandal	4.Mandal		
-Select-	-Select-	← -Select-	∽ -Select-	~	
5.Mandal					
-Select-	~				

 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 certi	ificate from MPDO/Municipal C	Ommisioner Choose File No file of Upload *pdf file size	chosen less than 1MB
2. Select Relationship w	vith Afflicted person	Select 🗸	·
*3. Select Type of Illness		Select	~
*4. Upload Medical Cert	ificate issued by State/District N	Aedical Board Upload *pdf file size	chosen less than 1MB
*5. Selection under Recr	uitment notification	Select 🕶	
6. Selection list rank			
*7. Select 5 Mandals of y	your preference :		
1.Mandal	2.Mandal	3.Mandal	
-Select-	✓ -Select-	✓ -Select-	~
5.Mandal			
Coloct			

Transfer type*	District*	Transfer Grounds*	
Within District ~	KRISHNA 🗸	Medical ~	
*1. Upload NoDues certificate fro	m MPDO/Municipal Commisioner	Choose File No file chosen Upload *pdf file size less than 1MB	
*2. Select Relationship with Afflic	ted person	Select 🗸	
*3. Select Type of Illness		Select Self	
*4. Upload Medical Certificate iss	ued by State/District Medical Board	Dependent children Dependent parents	
*5. Selection under Recruitment n	otification	Select 🗸	
*6. Selection list rank			
*7. Select 5 Mandals of your prefe	erence :		
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 fro	m MPDO/Municipal Commisioner	Choose File No file chosen Upload *pdf file size less than 1MB	
*2. Select Relationship with Afflic	ted person	Select 🗸	
*3. Select Type of Illness		Select	
*4. Upload Medical Certificate iss	ued by State/District Medical Board	Cancer Heart Disease In 1MB	
*5. Selection under Recruitment r	notification	Neuro Surgical operations Kidney Transplantations	
*6. Selection list rank		Bone TB	
*7. Select 5 Mandals of your pref	erence :		
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 Medial Board.
- > Select the Recruitment notification year.
- > Enter the rank.
- > Select the 5 Mandal's.
- > Select Preview and submit the details.

\succ 4) Widow.

BANDI SAIRAM REDDY	VRO		14837802	1119036	58-VRO	MALICIA	Tł	HONDUR	YSR KADAPA
Transfer type*		District*			Transfer	Grounds*			
Within District	~	YSR KAD	APA	~	Widow		~		
*1. Upload NoDues certifica *2. Upload Husband Death	ate from Certifica	MPDO/Mu	ıncipal Comr	nisioner l	Choose File Jpload *pdt Choose File	No file chosen file size less than 1 No file chosen	ИB		
*3. Selection under Recruit	ment no	tification		s	Jpload *pdf	file size less than 1N	ИB		
*5. Select 5 Mandals of you	r prefere	ence :							
1.Mandal	;	2.Mandal			3.Manda			4.Mandal	
-Select-	~	-Select-		~	-Select	-	~	-Select-	
5.Mandal									

If the functionary s 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.

Employee Details								
Employee Name	Desi	gnation	CFMS ID	Position	ID	Secertariat name	Mandal Name	District Name
BANDI SAIRAM REDDY	VRO		14837802	1119036	8-VRO	MALICIA	THONDUR	YSR KADAPA
Transfer type*		District*			Transfer	Grounds*		
Within District	~	YSR KAI	DAPA	~	Single	Women	~	
 *1. Upload NoDues certific *2. Selection under Recruit *3. Selection list rank *4. Select 5 Mandals of you 	ate fror ment n ır prefe	n MPDO/M otification rence :	luncipal Com	misioner L	Jpload *pd	file size less than 1MI	3	
1.Mandal		2.Mandal			3.Manda	I	4. Mandal	
-Select-	~	-Select-		~	-Select	-	✓ -Select-	~
5.Mandal								

If the functionary s 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.

								(12)			-	
← C ▲	Not secure uat.gramawardsachivalayam	.ap.gov.in/	GSWSLMS/transferpreferance.a	ispx				A®	20 2	A @	0	[
	Grama-Ward	Sach	nivalayam				Sri.Y.S Jagan Hon'ble Chief Minist	n Mohan Reddy ter Of Andhra Pradesh				Î
	Dashboard 👻 My Profile 👻	Proba	tion Declaration 👻 My	/ Tasks 🗨	Tag	ging ANM/Mahila Police	Approver 👻	LO	GOUT			
District : YSR	Mandal : THONDUR		-Select- ANANTHAPUR			User : 11190368	-VRO					
	Employee Details		CHITTOOR EAST GODAVARI GUNTUR KRISHNA KURNOOL	F	Request	t Application						
	Employee Name	Desig	PRAKASAM SPSR NELLORE		n ID	Secertariat name	Mandal Name	District Name				÷
	BANDI SAIRAM REDDY	VRO	SRIKAKULAM VISAKHAPATNAM		68-VRO	MALICIA	THONDUR	YSR KADAPA				÷
	Transfer type*		VIZIANAGARAM WEST GODAVARI		Transfe	r Grounds*						÷
	Inter District	~	-Select-	~	Mutu	al	~					÷
	*1. Upload NoDues certific *2. Enter the CFMS ID of th *3. Local cadre of the appl *4. Selection under Recruit *5. Selection list rank	ate from ne employ icant tment not	MPDO/Muncipal Commi yee with whom mutual tr tification	sioner ansfer is	s to be ma	Choose File No Upload *pdf file -Select- Select ~	o file chosen e size less than 1MB Preview					
	*6. I am willing to take the	last rank	below the last regular ca	ndidate	in my cat	tegory						

- > 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 deatails are perfect then submit the details.

Mandal : THONDUR	Sec	cretariat MALI	CIA		User : 11190368	B-VRO		
		Tra	ansfer Re	equest /	Application			
Employee Details								
Employee Name	Designation	CFMS ID	Position I	ID	Secertariat name	Mandal Name	District Name	
BANDI SAIRAM REDDY	VRO	14837802	11190368	B-VRO	MALICIA	THONDUR	YSR KADAPA	
Transfer type*	District*			Transfer G	Grounds*			
Inter District	✓ -Select-	-	~	-Select-		~		
				-Select-				
				Mutual				
				Spouse				
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HMPADU - R	2.Mandal		3.Mandal	4.Mandal	
-Select-	✓ -Select-	~	-Select-	∽ -Select-	~
5. Mandal					
-Select-	~				

- 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 belongings 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 Functioanry preference.