KENDRIYA VIDYALAY SANGATHAN [HQ]

PIMS (Personnel Information Management System)

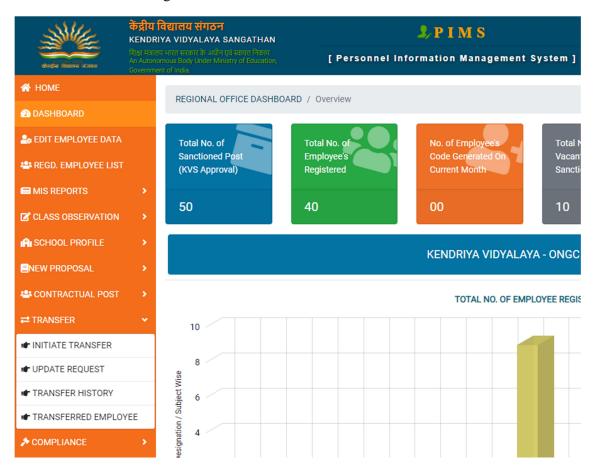
Profile Transfer/Migration:

Whenever an employee gets transferred, the profile of that employee should be transferred from the present unit to the transferred unit.

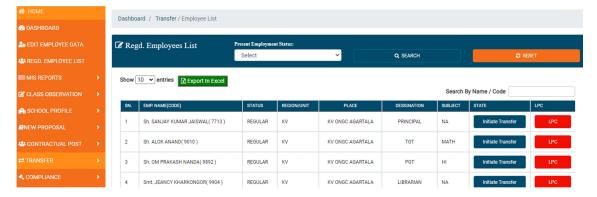
This process is called Profile Transfer / Profile Migration. To achieve this both the present unit as well as the transferred units need to participate.

1. For Present Unit: Initiate The Transfer Request

From the left-side menu go to TRANSFER->INITIATE TRANSFER

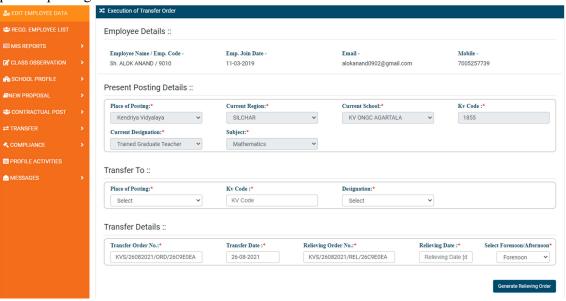


On the Initiate Transfer page, you can find all the in-position employee lists of your unit with the initiate transfer button.

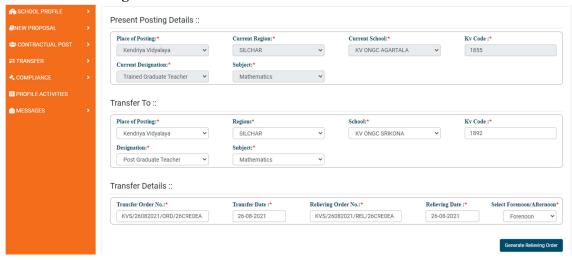


Click on the **Initiate Transfer** button from the State column against the employee who has got transferred.

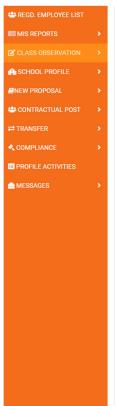
By clicking on the **Initiate Transfer** button a form will be opened with pre-filled by the present posting details.



Fill in the Transfer To and all required fields on the form and saved this form by click on the **Generate Relieving Order** button.



On successful form submission, A Relieving Order will generate which containing present as well as transferred details.

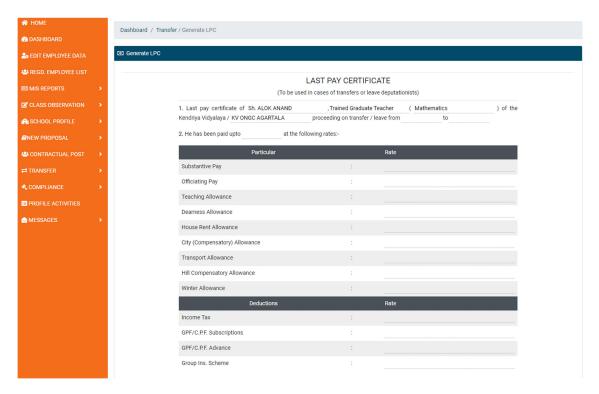




You may check the State of the employee has been changed from **Initiate Transfer** to **In-Process**



Now you can generate the LPC Certificate for the transferred employee by clicking on the **LPC** button.



On completion of the **Initiate-transfer** request process successfully, Intimate the same with the transferred unit to accept the transfer request.

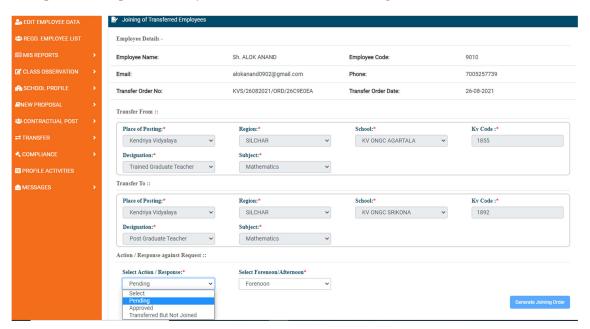
2. For Transfer Unit: Accept The Transfer Request

From the left-side menu go to TRANSFER->UPDATE REQUEST



On the Update Request page, you can find the employee transfer request details.

Click on the **UPDATE** button to take action on the incoming transfer request. A form will be open with details about the transferred request with option to **Approved** and **Transferred But not Joined** (Reject for any Reason). Select the appropriate option and required details and update the request status by click on the **Generate Joining Order** button.



If you have select the option **Approved**, for the incoming request a letter will be generated by the portal & the profile of the employee successfully migrated to your unit.



If you have select the option "Transferred But Not Join" for the incoming request. Then the request has transferred to the KVS (HQ) for further action.