

E-Transfer, Primary & Secondary Healthcare Department

Introduction

In order to improve service delivery, the Primary and Secondary Healthcare Department has started “E-Service” under the umbrella of Health Information and Service Delivery Unit (HISDU). Through “E-Service” program, the Department has decided to automate its HR functions. In this regard, in phase-I, E-Transfer System for Medical and Women Medical Officers has been developed.

Types of Transfer

1. General Transfer
2. Mutual Transfer
3. Transfer on Compassionate Grounds

Eligibility Criteria

- Regular Medical Officer / Women Medical Officer.
- Minimum one year service at current place of posting.
- 60% occupancy (filled posts) must remain after transfer at District Headquarter (DHQ) Hospital or Tehsil Headquarter (THQ) Hospital.

How to Apply

- Log in through the web portal:

<https://hrmis.pshealthpunjab.gov.pk/online-application/account>

Subscription for SMS Service

If a candidate wants to apply for a post that is currently filled, then he/she can subscribe for SMS alert. The candidate shall receive a system generate SMS alert once the post is vacant and he/she can apply for it thereafter.

For General Transfer:

- Register your CNIC.
- Review your profile. In case of any correction, get the record corrected through HISDU or focal person in health facility.
- Select desired place of posting for transfer.
- Submit application.

For Mutual Transfer

- **Applicant A** will submit request for mutual transfer against the same post with **Applicant B**.
- On submission of request by **Applicant A**, **Applicant B** will receive a confirmation code on his/her registered mobile number. **Applicant B** will then open the portal and acknowledge the application of mutual transfer by entering the confirmation code within 24 hours. In case of not acknowledging within 24 hours, **Applicant A** will have to regenerate and resend the confirmation code to **Applicant B**.
- MOs/WMOs shall not be eligible for mutual transfer if any of the two applicants has served for less than one year (as of the last date of application submission) in the current health facility.
- MO can only apply for mutual transfer with MO and WMO can only apply for WMO when both health facilities are either DHQ, THQ or RHC.

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- When applying in BHU, MO can only apply for mutual transfer if the post is filled by MO and WMO can only apply for mutual transfer if the post is filled by WMO.
- If a MO/WMO is applying for mutual transfer, he/she cannot apply at the same time based on open merit or compassionate grounds.
- Mutual transfer will only be actualized once both MOs/WMOs complete the relieving/joining process. If any one of the two MOs/WMOs fails to join within the required timeframe, the transfer order shall stand cancelled.

Transfer on Compassionate Grounds

Transfer on compassionate grounds can only be applied for under one of the following bases at a time.

- **Disability:**

Major Disability

In case of major disability, the applicant must upload disability certificate. For the first application, no merit will be applicable. The applicant can avail this facility only once and afterwards open merit will be applied.

Minor Disability

In case of minor disability, the applicant will get 10 additional marks. The applicant can avail this facility only once and afterwards open merit will be applied.

- **Wedlock** as basis for transfer on compassionate grounds can be availed by MOs/WMOs multiple times, only if spouse is a government servant. The applicant will receive 10 additional marks under wedlock. For the first application for transfer on wedlock basis, the applicant must have served for at least one year in the current health facility. Thereafter, the applicant can apply for transfer under wedlock without completing one year tenure in one health facility. Employment letter issued by respective department of the spouse along with copy of last pay slip is required to submit application under wedlock.
- **Divorce** as basis for transfer on compassionate grounds can be availed only by WMOs and only in case of no re-marriage. Copies of *Nikah Nama*, divorce certificate and no re-marriage affidavit must be submitted by the applicant at the time of submitting the application. The applicant will receive 15 additional marks for the first application submitted under divorce. This facility can be availed only once, and afterwards open merit will be applied.
- **Widow** as basis for transfer on compassionate grounds can be availed only by WMOs and only in case of no re-marriage. Copies of *Nikah Nama*, husband's death certificate and no re-marriage affidavit must be submitted by the applicant at the time of submitting the application. The applicant will receive 10 additional marks for the first application submitted under widow. This facility can be availed only once, and afterwards open merit will be applied.

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Calculating the Score for Application Ranking

1. Scores for applications for transfer of Medical Officers (MOs)/Women Medical Officers (WMOs) will be calculated based on the following factors:

Distribution of Marks		
Distance	42 marks	Total marks available for general transfer: 60
Tenure	18 marks	70% weightage for distance: 42
Divorce	15 marks	30% weightage for tenure: 18
Disability	10 marks	Calculation of marks for distance Point-to-point maximum distance: 909 km Facility to main city distance: 325 km Facility to DHQ distance: 159 km Facility to THQ distance: 118 km Total kms for 42 marks: 1511 km Marks per km: $42/1511 = 0.02779$ Calculation of marks for tenure Maximum tenure of MO being 10-01-1987 till today i.e. 11-10-2021 Marks per day: $18 / 12,694 = 0.00142$
Widow	10 marks	
Wedlock	05 marks	
Total	100 marks	

2. In case of a tie in marks, preference will be given based on no. of days of service.

Scrutiny

- Scrutiny committee for E-transfer shall consist of Deputy Secretary – Establishment, Deputy Secretary – General, Section Officer – WMO (I), Section Officer – WMO (II), Section Officer – North, Section Officer – South and Section Officer – Central.
- E-transfer system shall be run on fortnightly basis with 1-week for applications, 1 week for scrutiny and 1 day for transfer.
- Merit list shall be visible on dashboard.