

SOP FOR VERIFICATION OF SERVICE RECORD/ SCORE BY THE EMPLOYEES DURING ONLINE TRANSFER DRIVE

Duties of employee for participating in Online Transfer Drive

- a. All the employees of the cadre under online transfer are required to check his/her service data through his/her login ID and submit the consent online.
- b. If any information is incorrect/ missing, then the employee will provide details of the same in “remarks” column and submit the same online for updation.

Steps for employee to view and verify the service data on Transfer Portal

1. Open the link <https://onlinetransfer.hkcl.in>
2. Enter the Login ID which is **HRMS ID** of that employee and password.
Note – The initial password is **Hsamb@2024** same for each employee. During first time login, the system will prompt to change the password with OTP verification from your registered mobile (The OTP will be received on the mobile number entered by DDO during updation of service data on transfer portal).
3. After login, click on the “**My Profile**” tab on left side of window. The Service data updated by concern DDO will be available to employee for checking. The employee is required to thoroughly check each detail.
4. After checking the service data, the employee will click on “**My Transfer Points**” tab. The generated score calculated by the system based upon the provision under approved policy and as per the service data will be available in tabular form for checking. The employee is required to thoroughly check the score against each field as per approved policy.
5. After checking the score, click on “**Send OTP**”. Enter the OTP received.
6. The system will ask to submit the consent, if the service data and the score are correct.
7. If any detail is incorrect/ missing, then the employee will provide details of the same under “**remarks**” and submit online.

Note: -

- (a) All the employees of cadre SDE (Civil), SMC, ASMC, Accountant Market Committee, JE/ASDE (Civil), MS, AR, SDC and Clerk, whether eligible or not eligible for online transfer drive, are required to verify the service data and check their corresponding points/score online.
- (b) The deployed orders are not considered during updation of service data. Therefore, all the employees should check their service data as per their regular posting order and ensure that deployed order have not been entered in the portal.
- (c) Software Support number : 0172-5210290 (09:00 AM to 07:00 PM)
HSAMB tollfree number : 1800-180-2060 (09:00 AM to 05:00 PM)