Bihar Biometric Attendance System
Transfer Request Process

Document Version History

Author	Release Date	Description	Version
Chelsea Lodha	03rd Aug, 2023	User Manual	1.0
Reviewer	Release Date	Description	Version
Isha Mehta	03rd Aug, 2023	Ok and Verified	
Mitesh Malviya	03rd Aug, 2023	Ok and Verified	

Transfer Request Process

- The Department Transfer Request Process is used to change the department of any employee/CFMS admin.
- The transfer can be from one department to another or between different offices of the same department.
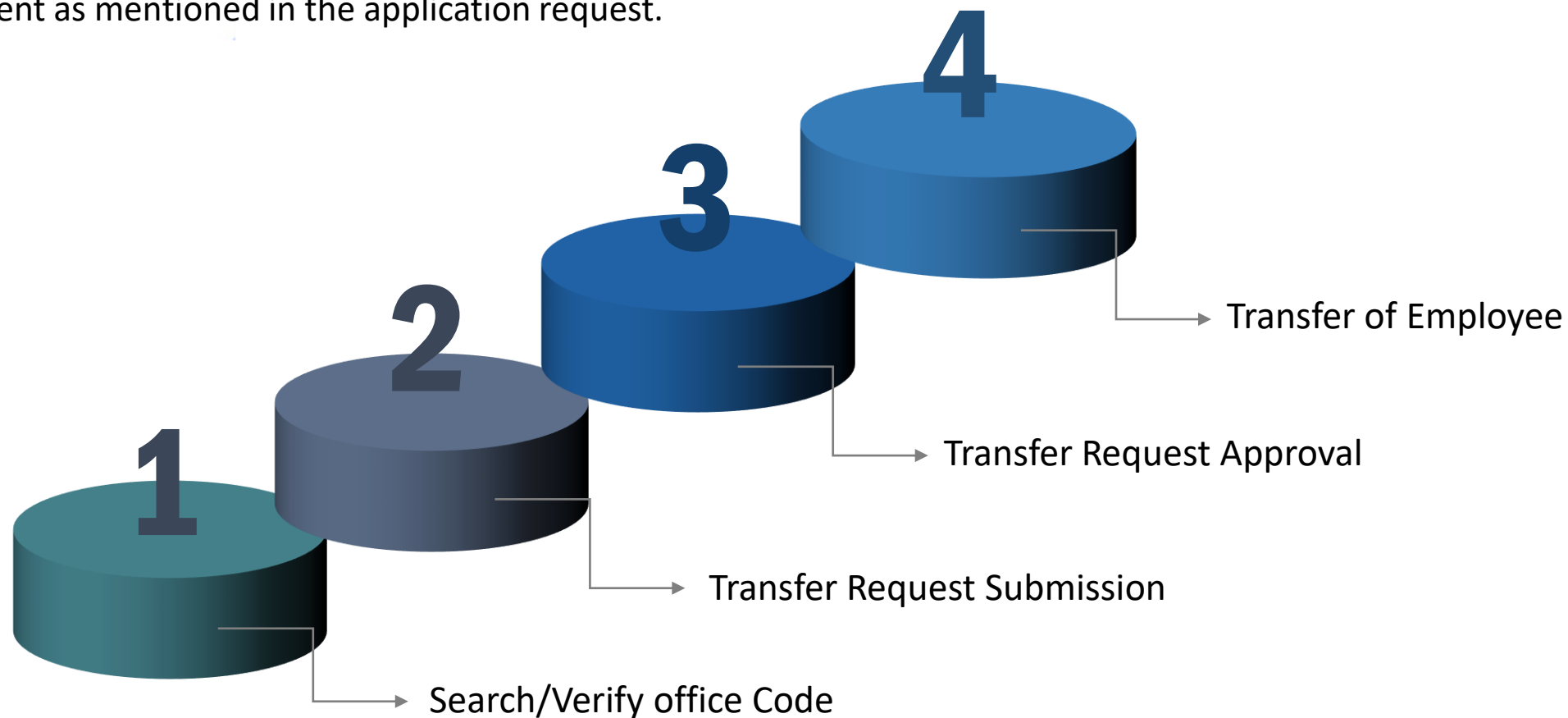
	Inter Department Transfer	Transfer of Employee/CFMS Admin
Department Transfer Request		
	Intra Department Transfer	Transfer of Employee/CFMS Admin

Inter/Intra Department Transfer of Employee

A Quick Walkthrough

Workflow Highlights

- Initially, the system admin will check if the office code for the transfer of employee is present in the system.
- The system admin will submit an application for the inter/intra department transfer of an employee.
- The submitted application is then forwarded for approval by the department head.
- After approval the employee gets transferred and the employee details are displayed under the respective department as mentioned in the application request.

1 → Search/Verify office Code

2 → Transfer Request Submission

3 → Transfer Request Approval

4 → Transfer of Employee

How to Check/Verify the Office Code?

- User can search for the office code of any office present in the particular department.
- The transfer of an employee/CFMS admin within or between the departments can be done only for those whose office codes are present in the system.

How to Raise/Submit the Department Transfer Request?

Select the name of the employee, Type, Department, etc… for transfer

Transfer Request Process

Transfer Details

Employee Name *
Deepak Malviya (9601)

From Office
GOVT POLYTECHNIC JEHANABAD

Type *
Inter

Department *
Science and Technology Department

District *
GAYA

To Office Code *
SCI3659

To Office Name *
GOVT POLYTECHNIC GAYA

Designation *
Accounts Officer

Transfer Request Date *
01-Jul-2023

Transfer Reliving Date *
20-Jul-2023

Transfer Joining Date *
02-Aug-2023

Submit

Click here to submit the populated details.

- On submission, the transfer request is reflected in the transfer out request list in the system.
- The status of the request on submission remains "Pending".

Biometric Attendance System (Government of Bihar)

Welcome : Reena Kumari

Administrator Services   Reports

Transfer Out Request   Add

SNo	Employee Name	Office From	Department	District	Office To	Designation	Transfer Request Date	Transfer Reliving Date	Joining Date	Status
1	Deepak Malviya (…	GOVT POLYTECHNI…	Science and Techn…	GAYA	GOVT POLYTECHNI…	Accounts Officer	01-Jul-2023	20-Jul-2023	02-Aug-2023	Pending
2	PAWAN KUMAR (2…	GOVT POLYTECHNI…	General Administ…	PATNA	District Magistrat…	Accountant cum S…	27-Jul-2023	03-Aug-2023	06-Aug-2023	Approved
3	Kundan Kumar (1…	GOVT POLYTECHNI…	Agriculture Depar…	BEGUSARAI	ASSISTANT DIRECT…	Binding Jamadar	19-Jul-2023	22-Jul-2023	26-Jul-2023	Approved
4	Abhishek Kumar …	GOVT POLYTECHNI…	Science and Techn…	MUZAFFARPUR	GOVT POLYTECHNI…	Accounts Executive	01-Jul-2023	13-Jul-2023	31-Jul-2023	Approved
5	Dr. Sarwdaman K…	GOVT POLYTECHNI…	Science and Techn…	SAMASTIPUR	GOVT ENGINEERIN…	Accounts Inspector	01-Aug-2023	02-Aug-2023	04-Aug-2023	Approved
6	Premlata Sinha (…	GOVT POLYTECHNI…	Home Department	NAWADA	DISTRICT JAIL NA…	Additional Chief E…	01-Apr-2023	01-Jun-2023	28-Jul-2023	Approved

Acceptance of the Transfer Request
on the Web Application

Government of Bihar

⬇ DOWNLOAD DOCUMENTS   ☎ 08045686957   HELPDESK   🏠   SA ⌄

▣ Export 🖶

TRANSFER REQUESTS

Report Date : 02-Aug-2023   Total Records : 39

SNo	Employee Name	Request Date	Office From	Department	District	Office To	Designation	Joining Date	Status	Action
1	DEEPAK MALVIYA (9601)	01-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	GAYA	GOVT POLYTECHNIC GAYA	ACCOUNTS OFFICER	02-AUGUST-2023	PENDING	Accept
2	PANKAJ NAYAN (C103)	12-Jun-2023	PATNA MEDICAL COLLEGE & HOSPITAL PATNA	Health Department	PATNA		STENO CLERK CLASS II	14-JUNE-2023	PENDING	Accept
3	ABHISHEK KUMAR RANJAN (10843857)	01-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	MUZAFFARPUR	GOVT POLYTECHNIC MUZAFFARPUR	ACCOUNTS EXECUTIVE	31-JULY-2023	APPROVED	
			GOVT	Science and		GOVT	ADDL. CHIEF			

> Click here to accept the submitted request

- The department head will click on the "Accept" button to accept the transfer request submitted by the system admin.

Please Enter Transfer Details of Employee!

District*
GAYA

Department*
Science and Technology Department

Office*   SCI3659 - GOVT POLYTECHNIC GAYA
GOVT POLYTECHNIC GAYA
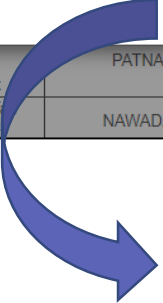
Designation*
Accounts Officer

Date of Joining
02-Aug-2023

Cancel   Accept

Populate the transfer details of the employee

Click here to accept the transfer request

- The department head accepts the transfer request.
- On acceptance, the status of the request changes to "Approved".
- Finally, the employee gets a transfer.

Department Transfer Request Accepted.

Accept & Approve the Request for Transfer.

		Request Date			...nation	Joining Date
		01-Jul-2023			S OFFICER	02-AUGUST-2023
		12-Jun-2023			RK CLASS II	14-JUNE-2023
		01-Jul-2023			EXECUTIVE	31-JULY-2023
		01-Jun-2023			CHIEF OFFICER - SECY.	01-AUGUST-2023
		26-Jul-2023	POLYTECHNIC MUZAFFARPUR	Technology Department	PATNA	POLYTECHNIC BHOJPUR	ACCOUNT OFFICER RE	26-JULY-2023
		26-Jun-2023	JCST PATLIPUTRA CIRCLE PATNA	Commercial T Department	NAWADA		

9	ANIL KUMAR SINGH (10517335)	27-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	PATNA	BAKHTIYARPUR COLLEGE OF ENGINEERING BAKHTIYARPUR	STENO CLERK CLASS II	27-JULY-2023	APPROVED
10	ASHUTOSH KUMAR (05/08/1985)	28-Jun-2023	BSBCCL PURNEA	Building Construction Department	PURNIA	CHIEF ENGINEER NORTH BCD BIHAR PATNA.	ACCOUNTANT	30-JUNE-2023	APPROVED
11	CHANDRA DEEP SINGH (15/03/1959)	16-Jun-2023	DISTRICT LAND ACQUISITION OFFICE, BHAGALPUR	Revenue and Land Reforms Department	PATNA	DCLR NAUGACHHIA	A.D.M.	01-JULY-2023	APPROVED
12	DEEPAK MALVIYA (9601)	01-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	GAYA	GOVT POLYTECHNIC GAYA	ACCOUNTS OFFICER	02-AUGUST-2023	APPROVED
13	DIGWANT KUMAR MAHTO (30000995)	24-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	GOPALGANJ	GOVT ENGINEERING COLLEGE GOPALGANJ	A.O.(ACCOUNTS OFFICER)	26-JULY-2023	APPROVED

Workflow Highlights

- Initially, the system admin will check if the office code for the transfer request is present in the system.
- The system admin will submit an application for the inter/intra department transfer of CFMS admin.
- The submitted application is then forwarded for approval by the department head.
- After approval, the CFMS admin gets a transfer and the CFMS admin details are reflected under the new department associated with him/her and as mentioned in the application request.

| Office Code Verification | Transfer Request Submission | Transfer Request Approval | Transfer of CFMS Admin |

How to Check/Verify the Office Code?

- User can search for the office code of any office present in the particular department.
- The transfer of an employee/CFMS admin within or between the departments can be done only for those whose office codes are present in the system.

Select the name of the employee, Type, Department, etc... for transfer

How to Raise/Submit the Department Transfer Request?

Select the CFMS Admin and enter his/her login id & password

- On submission, the transfer request is reflected in the transfer out request list in the system.
- The status of the request on submission remains "Pending".

Click here to submit the transfer request details

Transfer Request Process

Transfer Details

Employee Name *
Smt. Abhilasha (10826367)

From Office
GOVT POLYTECHNIC JEHANABAD

Type *
Inter

Department *
Science and Technology Department

District *
GAYA

To Office Code *
SCI3659

To Office Name *
GOVT POLYTECHNIC GAYA

Designation *
A.A.O.(Assistant Accounts Officer)

Transfer Request Date *
01-Apr-2023

Transfer Reliving Date *
07-Jul-2023

Transfer Joining Date *
02-Aug-2023

CFMS Admin *
Jay Raj Jain (9100)

Login Id *
jay.jain

Password *
Admin@12

Submit   Cancel

Transfer Out Request   Add

SNo	Employee Name	Office From	Department	District	Office To	Designation	Transfer Request Date	Transfer Reliving Date	Joining Date	Status
13	Smt. Abhilasha (...	GOVT POLYTECHNI...	General Administ...	GAYA	District Magistrat...	A.A.O.(Assistant A...	01-Apr-2023	07-Jul-2023	01-Aug-2023	Pending
8	Anil Kumar Singh ...	GOVT POLYTECHNI...	Science and Techn...	PATNA	BAKHTIYARPUR CO...	Steno Clerk class II	27-Jul-2023	27-Jul-2023	27-Jul-2023	Approved
1	Deepak Malviya (...	GOVT POLYTECHNI...	Science and Techn...	GAYA	GOVT POLYTECHNI...	Accounts Officer	01-Jul-2023	20-Jul-2023	02-Aug-2023	Pending
14	Digwant Kumar M...	GOVT POLYTECHNI...	Science and Techn...	GOPALGANJ	GOVT ENGINEERIN...	A.O.(Accounts Offi...	24-Jul-2023	25-Jul-2023	26-Jul-2023	Approved
5	Dr. Sarwdaman K...	GOVT POLYTECHNI...	Science and Techn...	SAMASTIPUR	GOVT ENGINEERIN...	Accounts Inspector	01-Aug-2023	02-Aug-2023	04-Aug-2023	Approved
16	Jayram Prasad Si...	GOVT POLYTECHNI...	Science and Techn...	PURBI CHAMPARAN	MOTIHARI COLLE...	Accounts Inspector	19-Jul-2023	20-Jul-2023	21-Jul-2023	Approved

e Connect

Accept & Approve the Request for Transfer.

Populate the transfer details of CFMS Admin

Transfer Details of CFMS Admin!

District*: GAYA
Department*: Science and Technology Department
Office*: SCI3659 - GOVT POLYTECHNIC GAYA — GOVT POLYTECHNIC GAYA
Designation*: A.A.O.(Assistant Accounts Officer)
Date of Joining: 02-Aug-2023
CFMS Employee Name*: Mitesh Malviya
Login ID*: jay.jain
Password*: Admin@12

Click here to accept the department transfer request of CFMS admin

- The department head accepts the transfer request.
- On acceptance, the status of the request changes to "Approved".
- Finally, the CFMS admin gets a transfer.

Department Transfer Request Accepted & Approved.

- After approval, the CFMS admin will login to the system as the new office head.

32	SMT. ABHILASHA (10826367)	01-Apr-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	GAYA	GOVT POLYTECHNIC GAYA	A.A.O.(ASSISTANT ACCOUNTS OFFICER)	02-AUGUST-2023	APPROVED
33	SUBRAT KUMAR SEN (10783752)	27-Jun-2023	DISTRICT LAND ACQUISITION OFFICE, BHAGALPUR	Revenue and Land Reforms Department	NAWADA	DISTRICT JAIL NAWADA	A.D.M.	03-JULY-2023	APPROVED
34	SUMIT KUMAR SHAH (201801006073)	24-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	AURANGABAD	DISTRICT EDUCATION OFFICE AURANGABAD	A S I	26-JULY-2023	APPROVED
35	SUNIL (10826367)	01-Jul-2023	GOVT POLYTECHNIC JEHANABAD	Science and Technology Department	GAYA	GOVT POLYTECHNIC GAYA	A.D.M.	02-AUGUST-2023	APPROVED

THANK YOU