

The page features a decorative graphic consisting of three blue circles of varying sizes, each with a lighter blue ring around its center. These circles are arranged in a descending diagonal line from the top right towards the bottom right. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles and the text.

USER MANUAL

**For Filling Up Online Mutual Application by
SSA Teachers (Contractual and State Pool)**

Before going to apply for online Mutual Transfer, following information must be available with the applicant...

- Own 13- digit Teacher Code (as per HRMIS).
 - Own valid personal mobile number in HRMIS web portal.
 - Own valid personal e-mail in HRMIS web portal.
 - 11- Digit school code of the other teacher with whom he/she intends to have mutual transfer.
 - 13- Digit teacher code of the other teacher with whom he/she intends to have mutual transfer.
 - The other teacher must have also valid personal mobile number in HRMIS web portal.
 - Teacher must ensure whether his/her post status(Regular-1/ Contractual-2/Contractual(State Pool)-5 is correct in HRMIS.
 - Both Applicants must have same Language-1 as per TET Mark sheet cum Certificate .
- ✚ If any of the above information is not available, then the Block Mission Office,SSA, MIS officials may be contacted for support.***



सत्यमेव जयते

Application for Online Mutual Transfer

(Only for SSA Contractual, SSA Contractual State Pool and Regular Teachers)
Axom Sarba Siksha Abhijan Mission
Kahilipara, Guwahati-781 019, Assam, India

Before Login you need to Register yourself. Click here for Registration. After click on you will get Fig-B

Teacher Log In

[Login](#) [Forgot Password?](#)


1. Download Transfer Policy
2. Download Instruction Manual for filling up online application for mutual transfer (SSA Contractual and SSA State Pool Teachers)
3. Download Instruction Manual for filling up online application for mutual transfer (Regular Teachers)
4. **If you have not registered yet, click here to Register**
5. For any correction in HRMIS, please contact SSA Block Office. 

Fig-A

If you have any correction (say, mobile number, email id, post status (Regular/Contractual/State Pool), Tet Certified Language-1 etc.) then immediately contact with Block Mission Office, SSA for rectification in HRMIS. After rectification in HRMIS you can proceed for filling of online

Login Registration

Please enter your 13-digit HRMIS teacher code

13-digit HRMIS Teacher Code

Label

Send Password in my HRMIS registered mobile

Close

2. Click on the button to get your password in your mobile that was registered in HRMIS.

Fig-B

Application for Online Mutual Transfer
 (Only for SSA Contractual, SSA Contractual State Pool and Regular Teachers)
 Axiom Sarba Siksha Abhijan Mission
 Kahilipara, Guwahati-781 019, Assam, India

सत्यमेव जयते

Teacher Log In

HRMIS 13-digit Teacher Code

Password

Login [Forgot Password?](#)

1. Download Mutual Transfer Policy
 2. Download application for SSA State Pool
 3. Download application for SSA State Pool
 4. If you are registered in HRMIS
 5. For any Block Office

Fig-C

Online Home Logout

Application for Online Mutual Transfer

Welcome!

Category of Transfer

1. Apply for Mutual Transfer (Only for SSA Contractual and SSA Contractual (State Pool) Teachers)
2. Apply for Mutual Transfer (Only for Regular Teachers)

Important Instructions and Documents

1. Download Transfer Policy
2. Download Instruction Manual for filling up the Online Application for Mutual Transfer (SSA Contractual and SSA State Pool Teachers)
3. Download Instruction Manual for filling up the Online Application for Mutual Transfer (Regular Teachers)
4. If you need any correction in HRMIS, please contact SSA Block Office.

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1. Click here to get "My Dashboard". If you are 1st Applicant then you will see Fig-E. If you are **2nd applicant** (i.e. a mutual request is already sent to you) you will see Fig-J

Fig-D

Online Home Dashboard Logout

Application for Online Mutual Transfer (Only for SSA Contractual and SSA Contractual(State Pool) Teachers)

Welcome MADHUMITA NEUG (1207028011001)

My Dashboard

1. Apply for Mutual Transfer (Only SSA Contractual Teachers and SSA Contractual (State Pool) Teachers)
2. Online Application Status
No Application Found
3. Rejected Application (Online)
No Rejected Application Found

1. Click here for filling up Mutual Transfer Application Form if you are **First Applicant**. After Clicking you will get Fig-F.

Fig-E

Online Dashboard Logout

Application for Online Mutual Transfer (Only for SSA Contractual and SSA Contractual(State Pool Teachers))

Welcome MADHUMITA NEOG (1501058011001)

Application Form for Mutual Transfer (SSA Contractual and SSA Contractual State Pool Teachers)

1. Applicant Details (as recorded in HRMIS)
 Enter your HRMIS Teacher Code
 UDISE School Code
 Gender
 Caste
 Mobile No
 Email Id
 Disability Status
 Post Name
 Appointment Order No
 Appointed for Subject
 Reason for seeking mutual transfer
 Details for seeking mutual transfer (max 30 words)

2. Details of the teacher with whom you want to have a mutual transfer
 UDISE Code of the school where you want to have a mutual transfer
 Name of the school where you want to have a mutual transfer
 HRMIS Teacher Code of the teacher with whom you want a mutual transfer
 Name of the teacher with whom you want to have a mutual transfer
 Type of transfer

3. Declaration by the applicant
 I, hereby, declare that all the information furnished above is true to the best of my knowledge and belief and I have taken consent from HT / HM of my school before applying for this "Mutual Transfer Application".

1. Enter your 13 digit teacher code and then press Enter Key. Now you will see your some basic information except some fields which are need to be entered by you

3. Enter Your Valid Email ID.

4. Select TET Certified Language-1

2. Enter Your Valid Mobile Numbe

5. Select Reason for Mutual Transfer

6. Write brief note of Reason

7. Enter 11 digit UDISE Code of School of the Other Teacher with whom you want to have a mutual transfer and then Click Enter Key.

8. Enter 13 digit HRMIS Teacher Code of the Other Teacher with whom you want to have a mutual transfer and then Click Enter Key.

9. After Completion of Entry, Click on Submit Application. You will see Fig-G

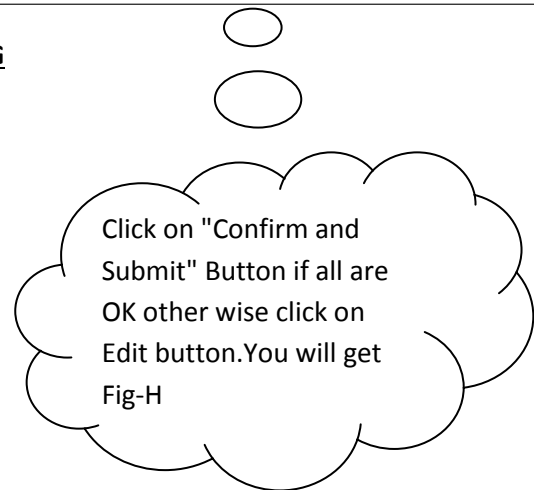
Fig-F

Please confirm the following details X

Applicant's Teacher Code (HRMIS)	1501058011001
Applicant's Name	MADHUMITA NEOG
Applicant's School UDISE Code	18150105801
Applicant's School Name	44 NO. BHAGAMUR LPS
Reason type for seeking mutual transfer	Personal
Reason (details) for seeking mutual transfer	test
Applicant's Mobile No	9859184872
Applicant's Email Id	pranabjyoti_saikia@rediffmail.com
Teacher Code of the teacher with whom you want a mutual transfer	1501061011002
Name of the teacher with whom you want to have a mutual transfer	JYOTI MONI DUTTA
UDISE Code of the school where you want to have a mutual transfer	18150106101
Name of the school where you want to have a mutual transfer	BOKPARA HATIGARH LPS

Confirm and Submit (নিশ্চিত আৰু স্বীকাৰ কৰক)
Edit (সংশোধন কৰক)

Fig-G



Application Submitted

Your application for mutual transfer has been submitted. Concerned authority will review your application and decide on the matter of your request for mutual transfer later on. To know about the status of your application. [Click here](#)

[Close](#)

Fig-H



Application for Online Mutual Transfer (Only for SSA Contractual and SSA Contractual(State Pool) Teachers)

Welcome MADHUMITA NEOG (1501058011001)

My Dashboard

- 1. Apply for Mutual Transfer (Only SSA Contractual Teachers and SSA Contractual (State Pool) Teachers)
- 2. Online Application Status

Application ID	1st Applicant Teacher Code	1st Applicant Name	1st Applicant UDISE School Code	1st Applicant School Name	Application Date & Time	Reason	2nd Applicant Teacher Code	2nd Applicant Name	2nd Applicant UDISE School Code	2nd Applicant School Name	Accepted/Rejected by 2nd Applicant
135668	1501058011001	MADHUMITA NEOG	18150105801	44 NO. BHAGAMUR LPS	22-01-2018 15:01:47	test	1501061011002	JYOTI MONI DUTTA	18150106101	44 NO. BHAGAMUR LPS	-

Click on Logout by the 1st Applicant.

3. Rejected Application (Online)

No Rejected Application Found

Fig-I

Application for Online Mutual Transfer (Only for SSA Contractual and SSA Contractual(State Pool) Teachers)

Welcome JYOTI MONI DUTTA (1501061011002)

My Dashboard

- 1. Apply for Mutual Transfer (Only SSA Contractual Teachers and SSA Contractual (State Pool) Teachers)
- 2. Online Application Status

Application ID	1st Applicant Teacher Code	1st Applicant Name	1st Applicant UDISE School Code	1st Applicant School Name	Application Date & Time	Reason	2nd Applicant Teacher Code	2nd Applicant Name	2nd Applicant UDISE School Code	2nd Applicant School Name	Accepted/Rejected by 2nd Applicant
135668	1501058011001	MADHUMITA NEOG	18150105801	44 NO. BHAGAMUR LPS	22-01-2018 15:01:47	test	1501061011002	JYOTI MONI DUTTA	18150106101	44 NO. BHAGAMUR LPS	-

Click Accept Button if you(2nd Applicant) agree with 1st Applicant . You will see Fig-K

Click Reject Button if you(2nd Applicant) do not agree with 1st Applicant . You will see Fig-M

Fig-J

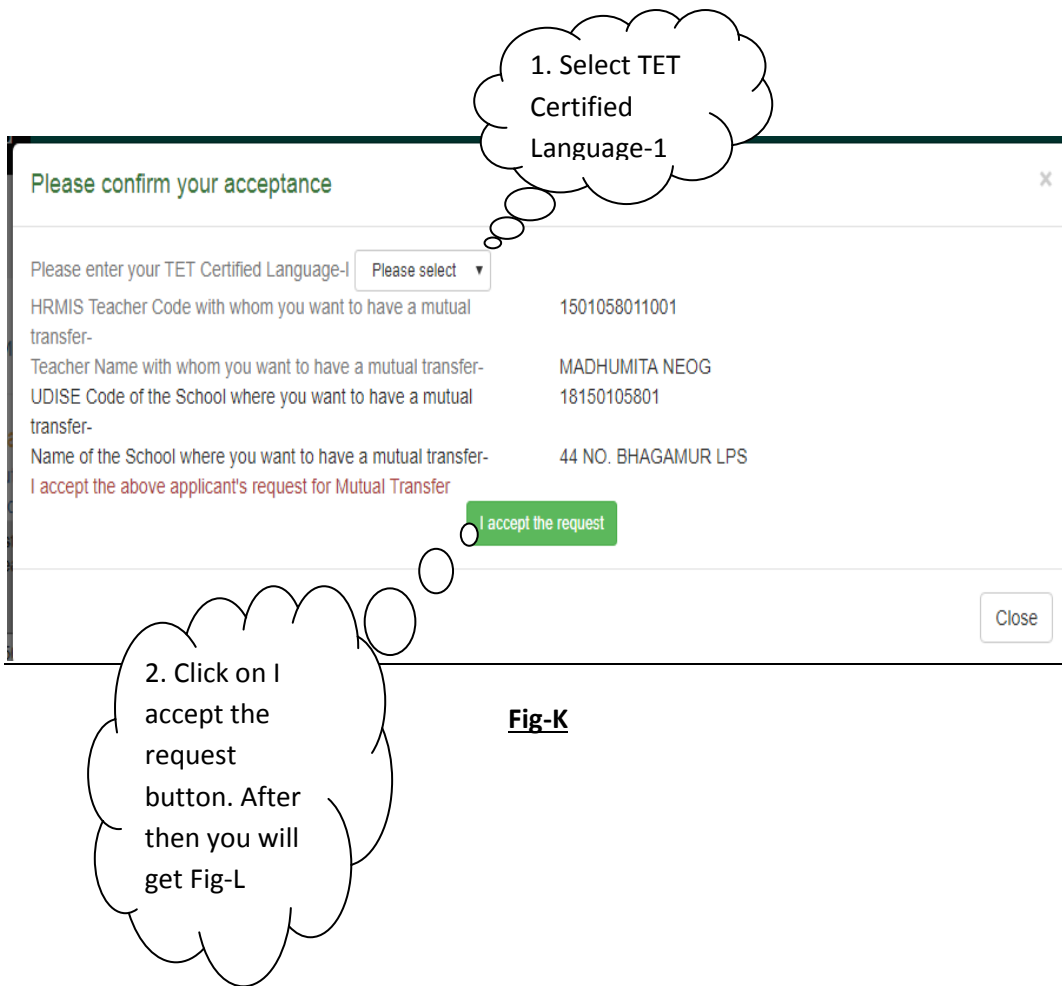


Fig-K

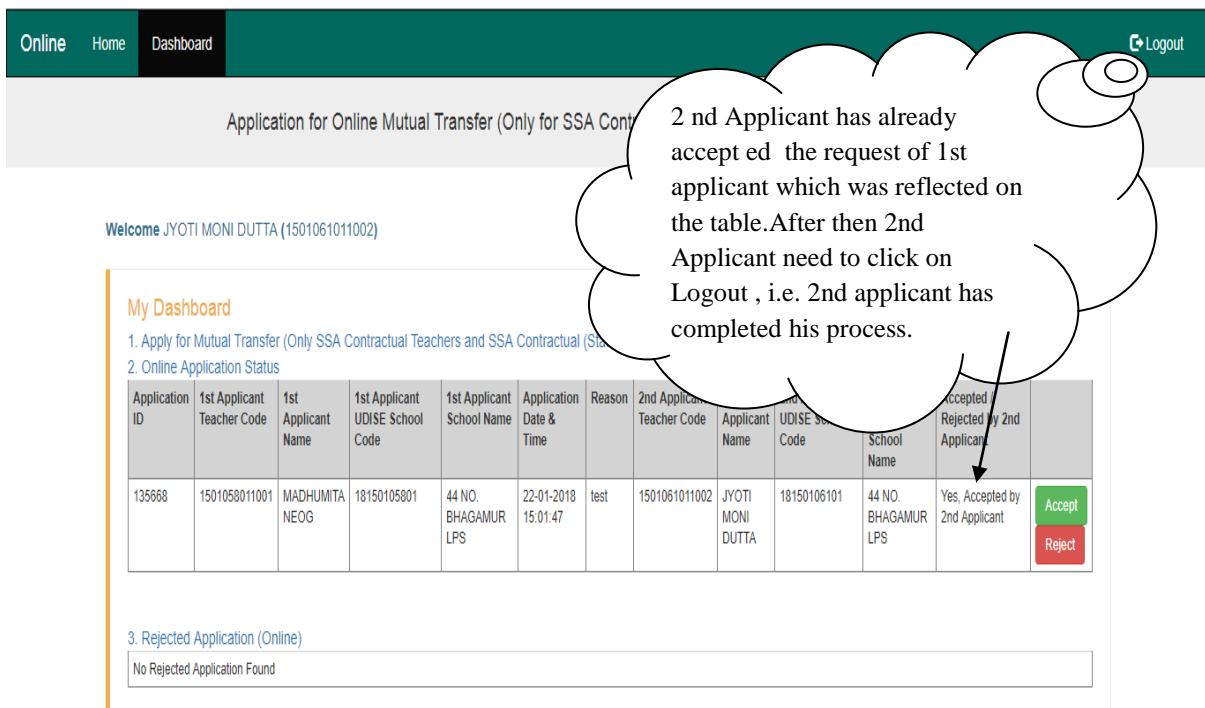


Fig-L

Please confirm your rejection x

HRMIS Teacher Code with whom you want to have a mutual transfer: 1501064021002

Name of the teacher with whom you want to have a mutual transfer: JULEE SAIKIA

UDISE code of the school where you want to have a mutual transfer: 18150106402

Name of the school where you want to have a mutual transfer: NO. 2 LEPETKATA KACHARI GAON LPS

[I reject the above request](#)

[Close](#)

Click on "I reject the above request" button if you(2nd applicant) are not agree with the 1st applicant. You will see Fig-N

Fig-M

Welcome INKU MONI BORAH (1501066011002)

My Dashboard

- 1. Apply for Mutual Transfer (Only SSA Contractual Teachers and SSA Contractual (State Pool) Teachers)
- 2. Online Application Status

No Application Found

3. Rejected Application (Online)

Application ID	1st Applicant Teacher Code	1st Applicant Name	1st Applicant UDISE School Code	1st Applicant School Name	Application Date & Time	Reason	2nd Applicant Teacher Code	2nd Applicant Name	2nd Applicant UDISE School Code	2nd Applicant School Name	Rejected by 2nd Applicant
135669	1501064021002	JULEE SAIKIA	18150106402	NO. 2 LEPETKATA KACHARI GAON LPS	22-01-2018 16:01:20	sdfdf	1501066011002	INKU MONI BORAH	18150106601	NO. 2 LEPETKATA KACHARI GAON LPS	Rejected by 2nd Applicant

After Rejection the Mutual Transfer request of the 1st applicant , you can click on here for mutual transfer as a 1st applicant by following the steps mentioned above from Fig-F

Fig-N

-----X-----