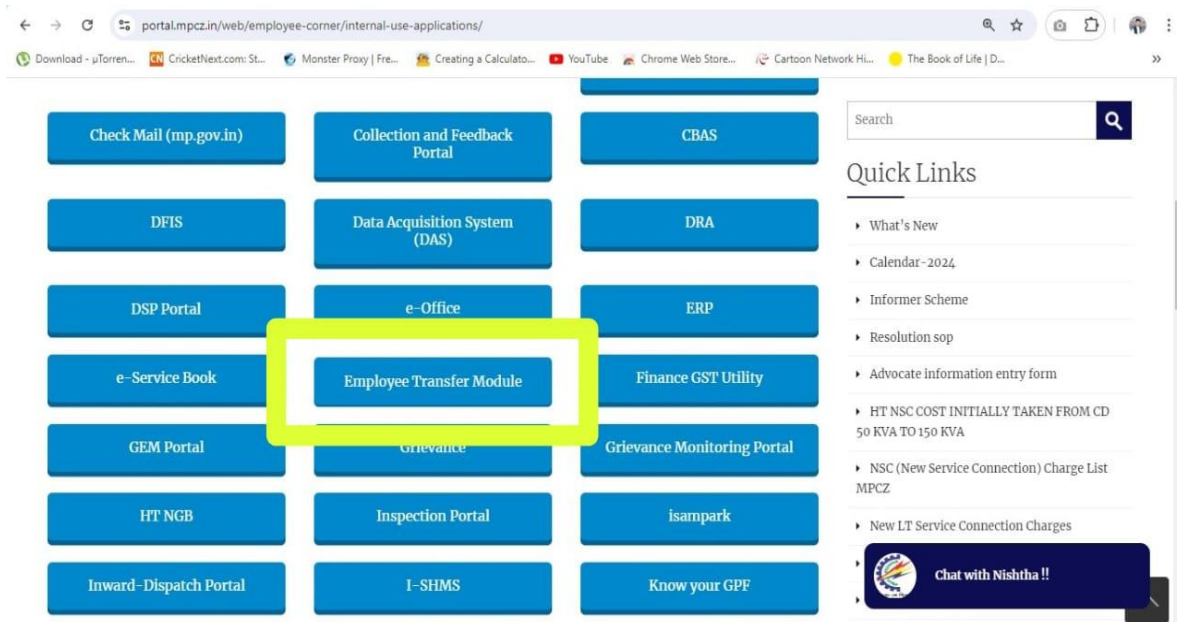
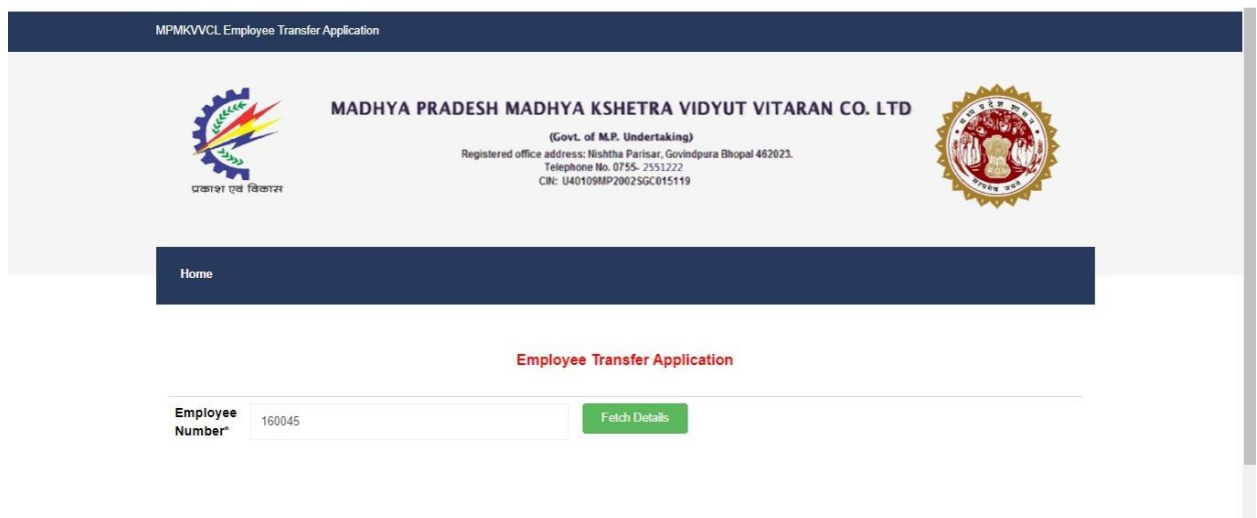


Standard Operating Procedure to apply for transfer in Employee Transfer Module


1. First visit to company portal <https://portal.mpcz.in> and scroll down and go to internal use application module and click to “Employee Transfer Module” tab.



2. In transfer module page, employee has to enter employee code. On entering employee code applicant will receive OTP on his/her registered mobile no. After verification of OTP, applicant will redirect to transfer application page.




MPMKVVCL Employee Transfer Application



MADHYA PRADESH MADHYA KSHETRA VIDYUT VITARAN CO. LTD

(Govt. of M.P. Undertaking)
 Registered office address: Nishtha Parisar, Govindpura Bhopal 462023.
 Telephone No. 0755- 2551222
 CIN: U40109MP2002SGC015119



Home

Enter OTP, sent on your registered mobile number *****8603

7257

Verify OTP
Resend OTP

3. Pre-filled information of Applicant is shown on “Employee Details head “



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 Telephone No. 0755- 2551222
 CIN: U40109MP2002SGC015119



Home

Employee Details

EMPLOYEE NAME*	Animesh Panwar	EMPLOYEE ID*	160046
AADHAR_NO*	895813451133	MOBILE*	7773088603
DESIGNATION*	Manager		

4. Applicant has to enter his/her current place of posting date and home town details in “Present Place of Posting” head

Present Place of Posting

Note: You can apply for a transfer only if you have completed minimum 2 years at current place of posting by 10th Aug 2024.

REGION	MD Office	CIRCLE	
DIVISION		SUB_DIVISION	
DC		Date Of Retirement	31-10-2058
Posted Since *	dd/mm/yyyy	Employee Home Town*	Please Enter District/State

- Applicant has to enter his /her Last 5 Years (start from latest to old) place of posting details. Applicant is required to enter at least one posting held mandatorily.

Place of Posting Held During Last 5 Years (start from latest to old)

	Designation	Function	Region	Circle	From	To
First*	Select Designator	Select Function	Select Region	Circle	-----	-----
Second	Select Designator	Select Function	Select Region	Circle	-----	-----
Three	Select Designator	Select Function	Select Region	Circle	-----	-----
Forth	Select Designator	Select Function	Select Region	Circle	-----	-----
Fifth	Select Designator	Select Function	Select Region	Circle	-----	-----

- After entering Place of Posting Held during Last 5 Years, applicant has to enter desired place of posting in below format.

Desired Place of Posting

First Choice*	Select Region	Circle
Second Choice	Select Region	Circle
Third Choice	Select Region	Circle

- After Entering Choice for desired posting, following information need to be entered:-

- Reason for transfer** : - Medical Reason, Spouse Transfer, Mutual and Other
- Upload of relevant Documents.**

Employee Transfer related information

Reason for Transfer *	Select Reason	Medical Case*	Please Select
Is spouse working*	Please Select	Spouse posted Since *	-----
Type of Organization	Select Organization Type	Name Of Organization	
		Place of Posting	Select District
Employee Code(of Employee for mutual transfer) *	Enter Employee Code of Employee with whom you want mutual tr		Employee Name

*Applicant needs to enter all relevant information required by system, which is based on Reason of transfer selected. According to selection of reason of Transfer respective option will open. Also applicant needs to upload the application and relevant documents to justify reason of transfer.

* In case of mutual transfer, applicant has to enter the employee code of concerning employee with whom he/she wants mutual transfer. After entering valid employee code concerning employee name will be displayed. It is mandatory for the applicant to enter remarks and upload mutual application.

Reason for Transfer * Mutual Medical Case* Please Select

Is spouse working* Please Select Spouse posted Since * -----, ----

Type of Organization Select Organization Type Name Of Organization Place of Posting Select District Other Working Place

Employee Code(of Employee for mutual transfer) * 160046 Employee Name Animesh Panwar

Note: Upload document in support of reason for Transfer (Medical Certificate/Spouse Working Details/Other Important Document)

Remarks Any Other Additional Information Want to Furnish(Max 500 characters) Upload Relavent Document* (PDF File Only with maxsize 2 MB) Choose file No file chosen

- After submission of all necessary details, applicant has to accept the declaration by clicking the check box. After that submit button will get enable .

Note: Upload document in support of reason for Transfer (Medical Certificate/Spouse Working Details/Other Important Document)

Remarks Any Other Additional Information Want to Furnish(Max 500 characters) Upload Relavent Document* (PDF File Only with maxsize 2 MB) Choose File No file chosen

Self Declaration * I hereby, solemnly declare that information furnished by me in the form is true to the best of my knowledge and belief and I have not concealed any information affecting my eligibility to apply.

Submit

- After this applicant will submit the application and wait for response, after successful submission of application, applicant will receive confirmation message on portal as well as in his/her registered mobile number.

