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सत्यमेव जयते

GOVERNMENT OF ASSAM

User Manual

Medical College Transfer Management System

URL: https://mtms.assam.gov.in

Developed for

Medical Education & Research Department (MERD)

Directorate of Medical Education

Government of Assam

Designed by

National Informatics Centre

Assam State Centre, Guwahati

Department of Information Technology Ministry of Electronics & Information Technology (MeitY)

Government of India

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ABOUT THE DOCUMENT

Services of Health Care Providers in Medical Colleges of the State are essential for delivering the quality patient care to the people of the State. A large portion of Health Care Providers in Medical Colleges in Assam includes Nursing Staff, Paramedics, Technicians and other Grade-III & Grade-IV supporting Staff. Considering the increasing footfall of patients in Medical Colleges of the State management of quality services of these staff are becoming essential.

Health Care Providers in Medical Colleges of the State apply for transfer from their present place of posting from time to time on various grounds. Due to off-line process of transfer application and its large quantity of numbers, the management of such transfer processes consumes time and it also creates difficulties for the applicants to trace their applications. To streamline such cumbersome process the Medical Education & Research Department under visionary guidance of the Hon'ble Chief Minister, Assam has developed the Medical College Transfer Management System Portal (MTMS) to address the transfer issues of Medical Staff promptly.

Medical College Transfer Management System will efficiently streamline the transfer requests of medical staff posted in different Government Medical College & Hospitals of Assam. The medical staff can apply for transfer by submitting their application online through the portal https://mtms.assam.gov.in.

Abbreviations

NIC…… National Informatics Centre

MeiTY…….... Ministry of Electronics and Information Technology

MCH……..……. Medical College and Hospital

DME……..……. Directorate Medical Education

SA……... State Administrator

MTMS……..……... Medical College Transfer Management System

MERD.……..…….. Medical Education and Research Department

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1. Introduction

Medical College Transfer Management System will efficiently streamline the transfer requests of medical staff posted in different Government Medical College & Hospitals of Assam.

1.1. Intended Users

This user manual has been prepared for the users of Medical College Transfer Management System software. It has been assumed that the user has basic working knowledge of computer as well as internet browsing experience.

1.2. Purpose

The purpose of this document is to provide an interface between the users and the application software. It will help users to understand various features of the application and will enable them to operate the software. The objective of the system is to provide an online system for management of Transfer process of Medical Staff by the Medical Education and Research Department (MERD), Directorate of Medical Education, Government of Assam.

2. System Requirements to run this Application software

The system will run on any client machine equipped with internet connectivity with the help of any of the JavaScript enabled browser installed in the system (Google Chrome or Microsoft Edge is preferable).

3. Product Features

The important features of management processes are as under:

- ❖ It is an integrated application system, based on web technology which primarily aims at management of transfer applications by the MCH Admin, DME from anywhere within any time period. This will lead to the speedy and error-free management of transfer process.

- ❖ It facilitates easy and quick registration and transfer apply, ensuring efficient management. Also, the status of application can be tracked in real-time, reflecting their current status and facilitating prompt decision-making.

- ❖ Provides a mechanism to monitor the current and real-time functionality status of applications at a glance. It gives a clear picture on a daily basis, enabling necessary actions for smooth service provision in medical institutions.

- ❖ Automatic online data transmission between different levels of users is facilitated by the proposed system. Users are granted access based on their roles, ensuring appropriate data security and privacy.

- ❖ The system includes features such as, searching, filtering and pagination, enabling users to find specific details based on relevant criteria and to navigate through large applications lists efficiently.

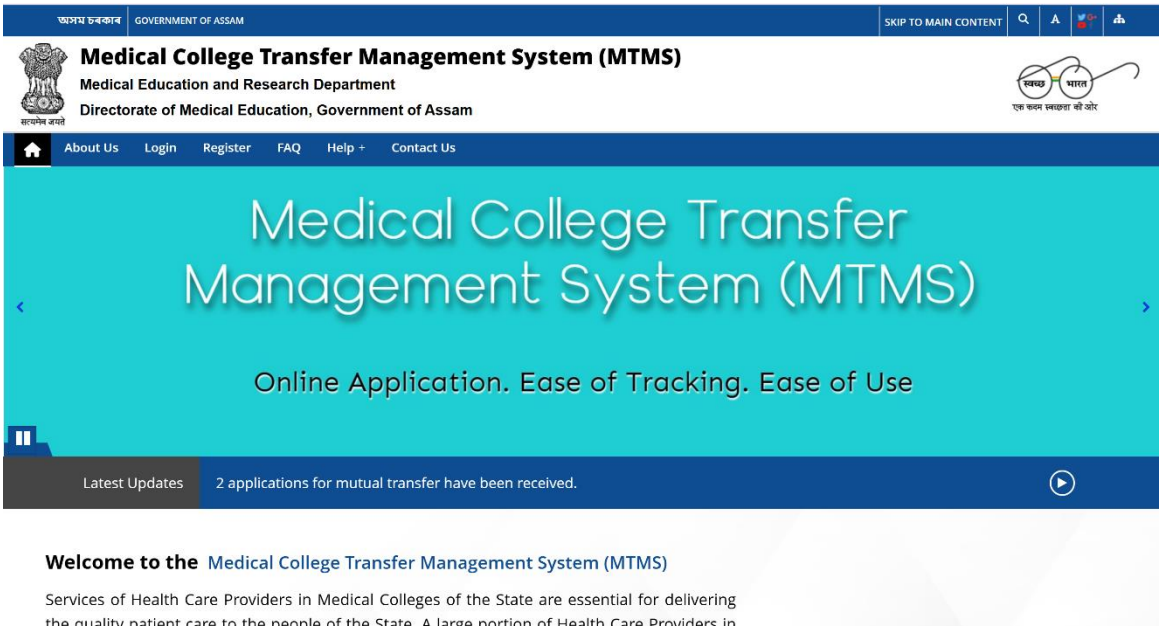
- ❖ The system manages unilateral and mutual applications separately, enabling focused management based on categorization with viewing and printing reports, facilitating documentation and record-keeping.

4. Online Transfer Apply Module and Operating Instructions (By MCH Staff)

These pages guide the MCH Staff for online transfer process.

4.1. Website landing Page

In order to access the system from an internet browser, open your internet browser and type: https://mtms.assam.gov.in, in the address bar and press enter. The following web page will open:



This is the general interface of the system. The available links on this page are:

- About Us
- Register
- Login
- FAQ
- Help
- Contact Us
- Website policies
- Terms and Conditions/Disclaimer
- Sitemap

4.2. Registration & Login

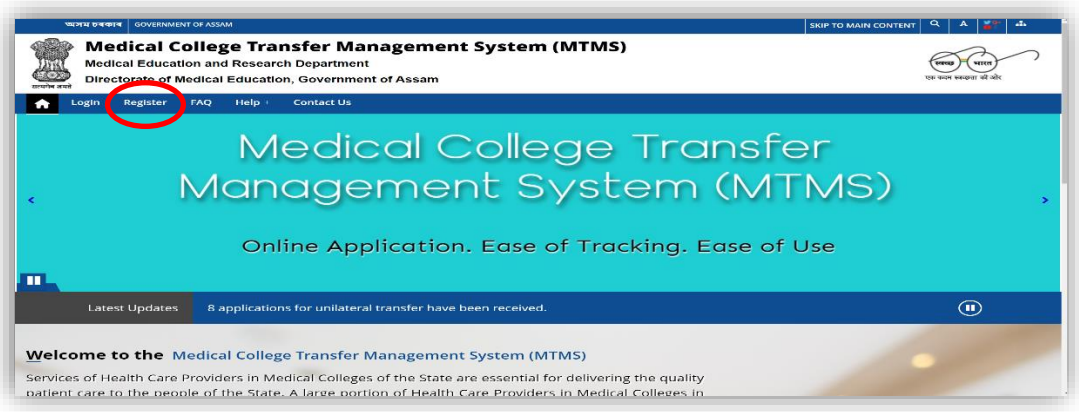
Before starting the registration process, please ensure that the Medical Staff have the following for registration:

- A valid mobile number.
- A valid Email Id.

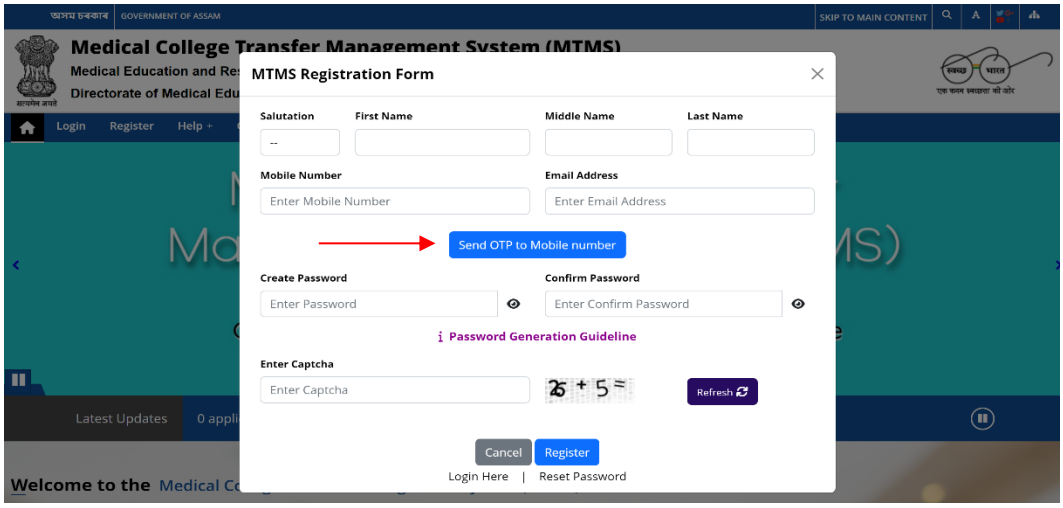
Please keep in mind that the basic information that has entered at the time of registration cannot be edited.

4.2.1. Registration

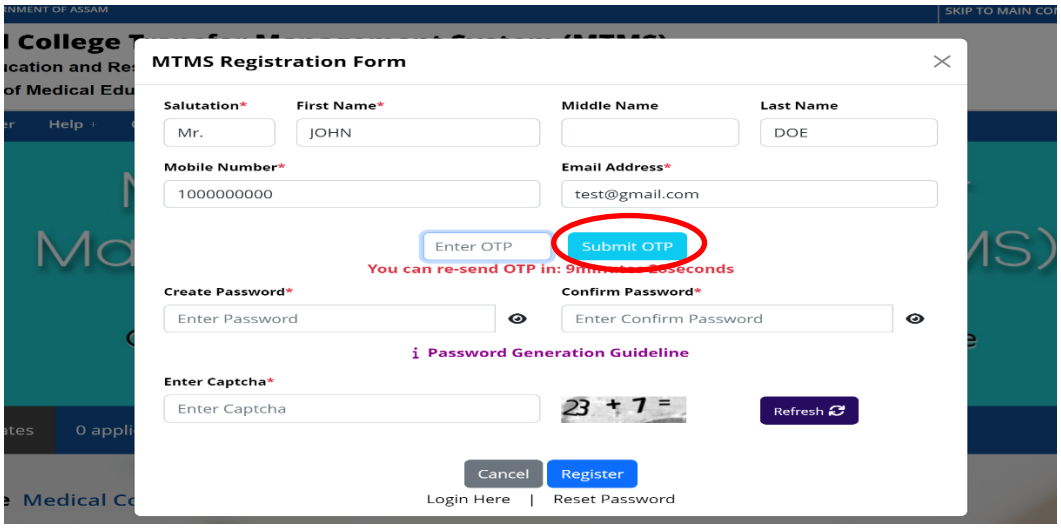
To register, click on the on the "Register" menu item at the top navigation bar as shown in the screen below:



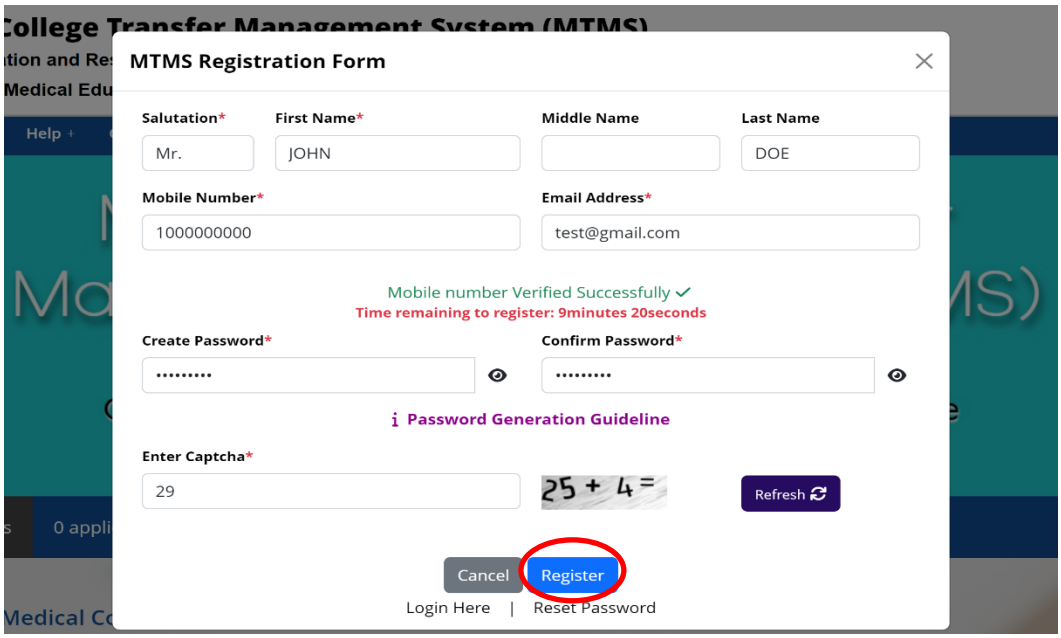
A modal will then appear. Fill out the form with the necessary information required (marked by *) and click on the “Send OTP to Mobile number” button as shown below:



Then enter the OTP received on the mobile no. and click on “Submit OTP” button as shown below:

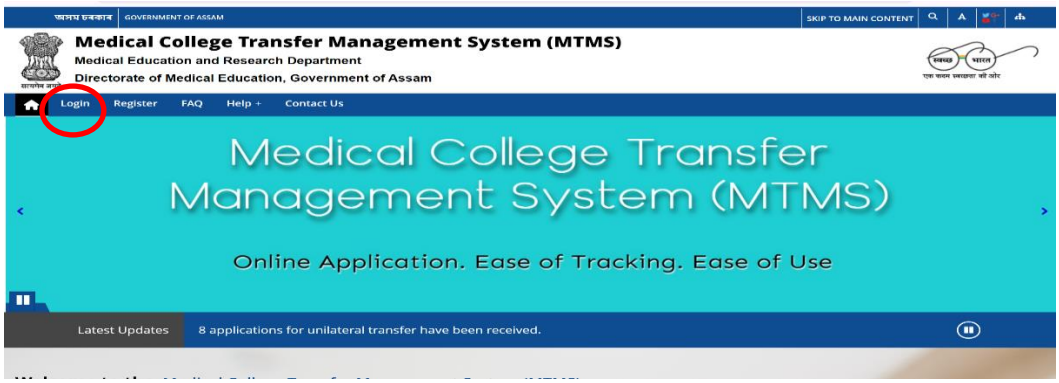


Once the OTP verified successfully, click on the “Register” button to complete the registration process. Once the registration is completed, user will receive an SMS notification in their registered mobile number.

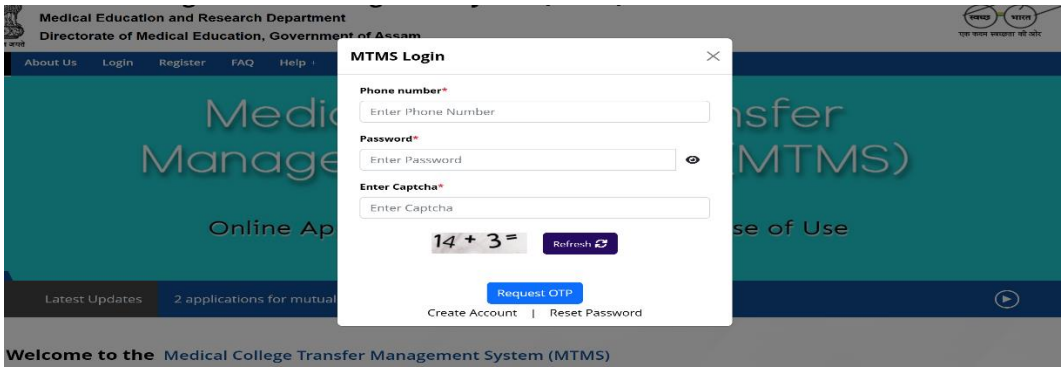


4.2.2. Login

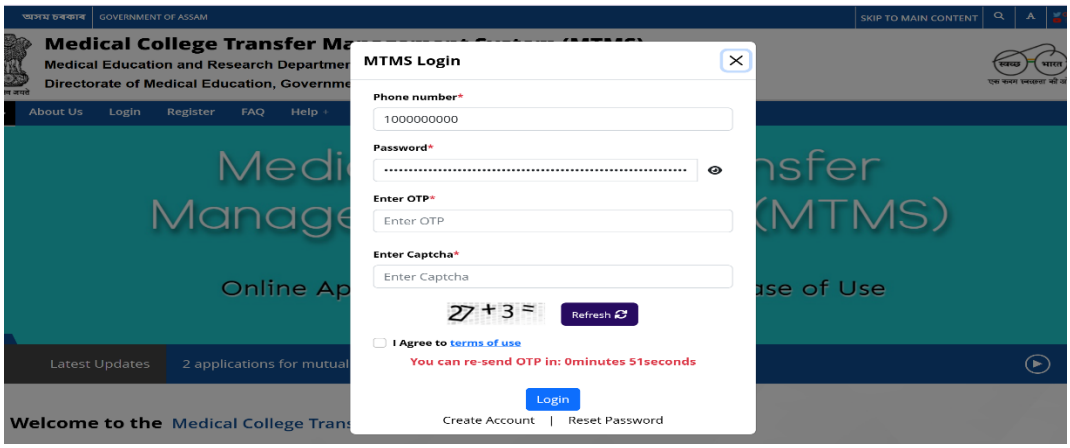
To login into the system Click on the "Login" menu item in the top navigation bar as shown below:



Then the Login modal will appear. At this point, the medical staff has to enter their registered Mobile number and Password. Then click on “Request OTP” button.

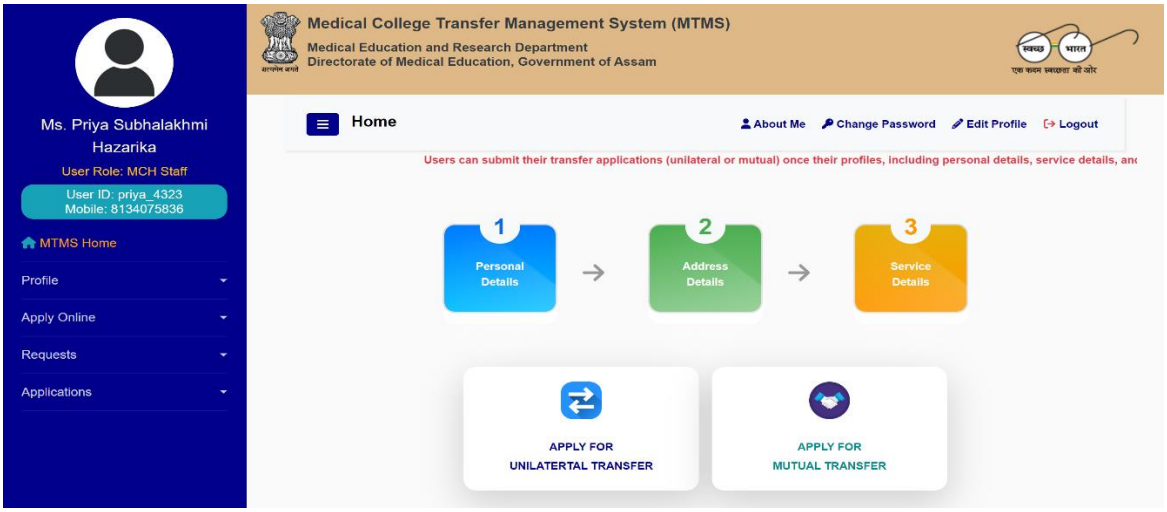


Once received, enter the OTP and check the “I Agree to terms of use” to provide consent to the Terms of Use. Then click on “Login” button as shown below:



4.3. Dashboard

After successful login, MCH Staff will get the dashboard as shown below:



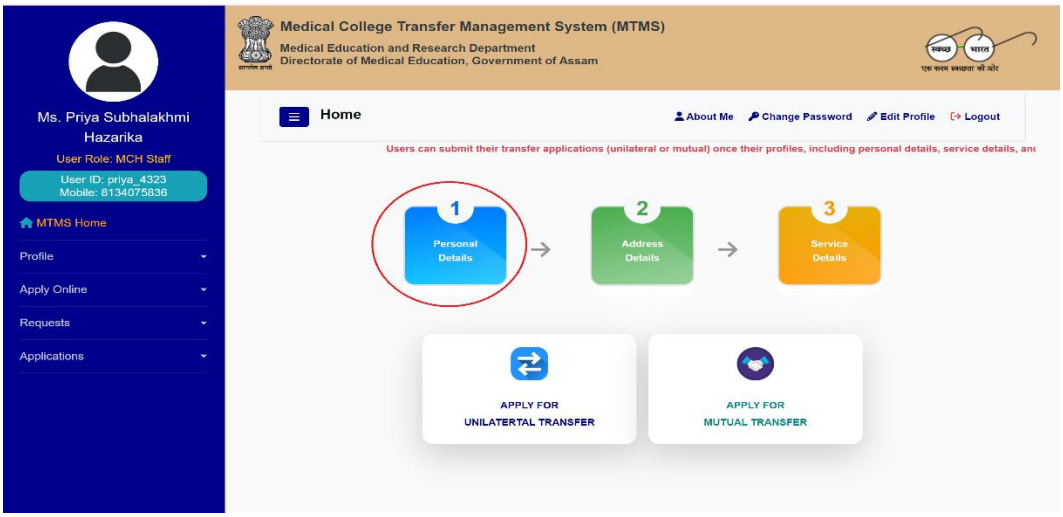
4.4. Complete Profile

Profile completion will be done by the MCH staff themselves. Profile can be edited multiple times even after they have been saved. There are 3 sections in profile: Personal Details, Address Details and Service Details.

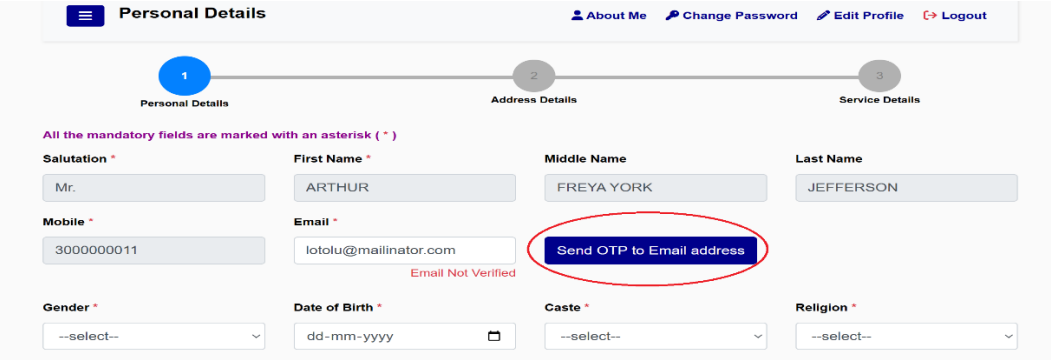
Note: Only after the completion of profile, MCH staff can apply for transfer.

4.4.1. Personal Details

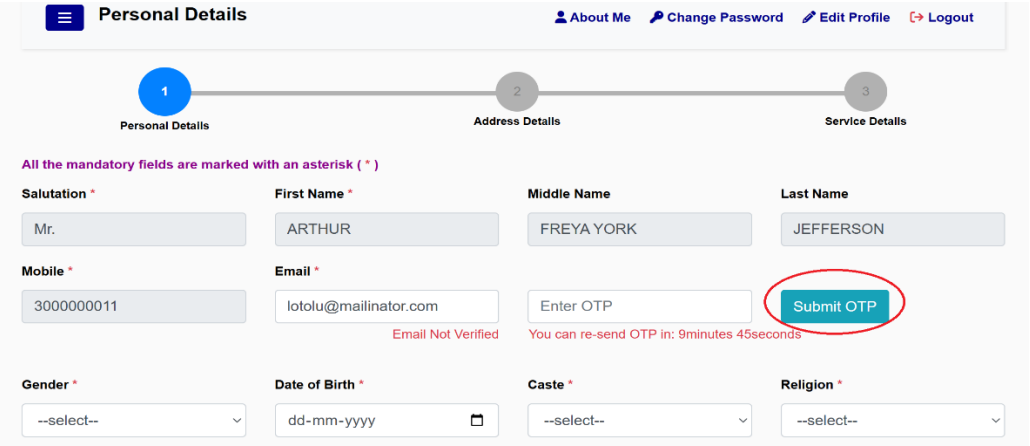
First step is to save the personal details, click on the "Personal" tab under the "Profile" section of the sidebar or else click the "Personal Details" as shown below:



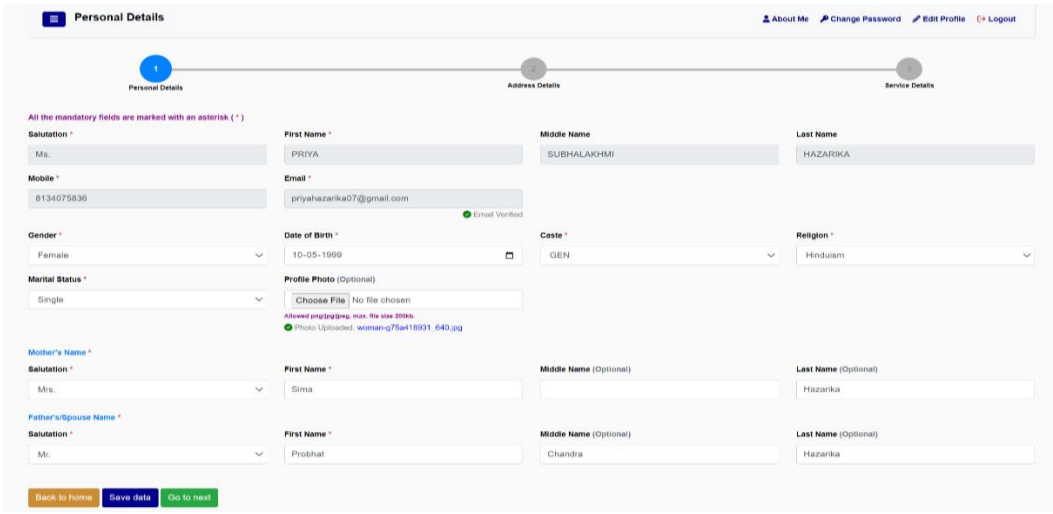
Here, first thing is to OTP verify your Email by clicking the “Send OTP to Email address” button. Please do not refresh the page.



Then, enter the OTP received in the email and click on “Submit OTP” button.

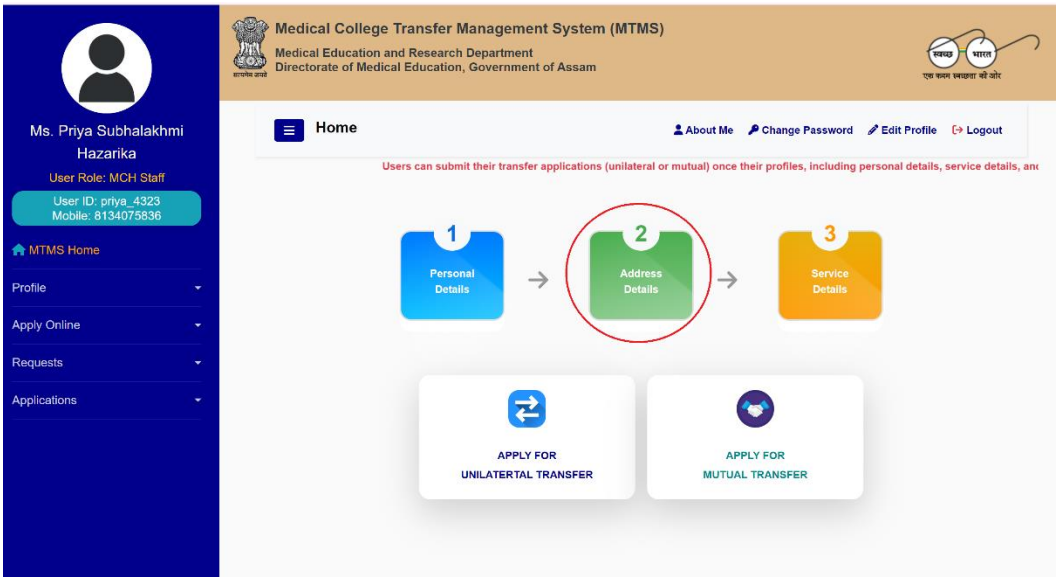


Once the Email is verified, you can now proceed to fill out the required personal details in the corresponding fields. Then click on the "Save data" button.

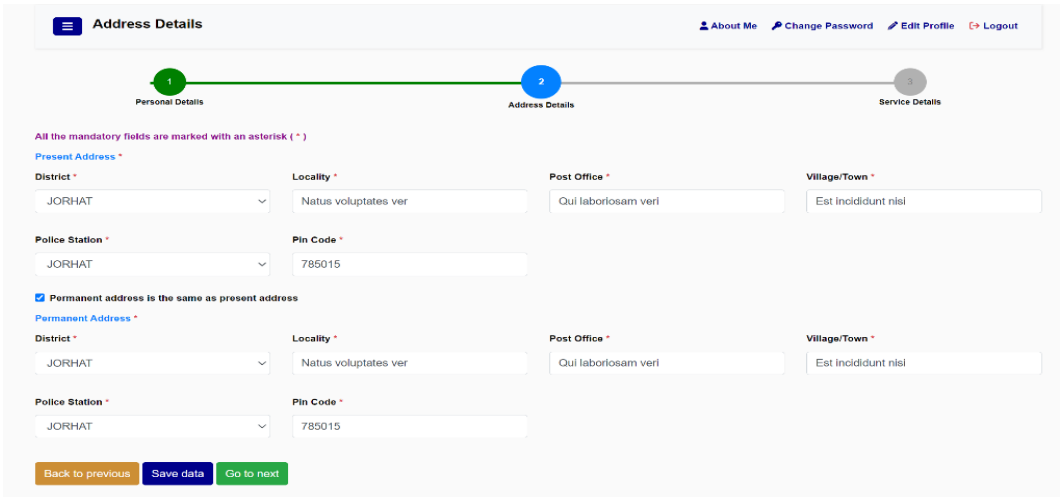


4.4.2. Address Details

Next step is to provide the address details. Click on the "Address Details" tab as shown in the screen below:

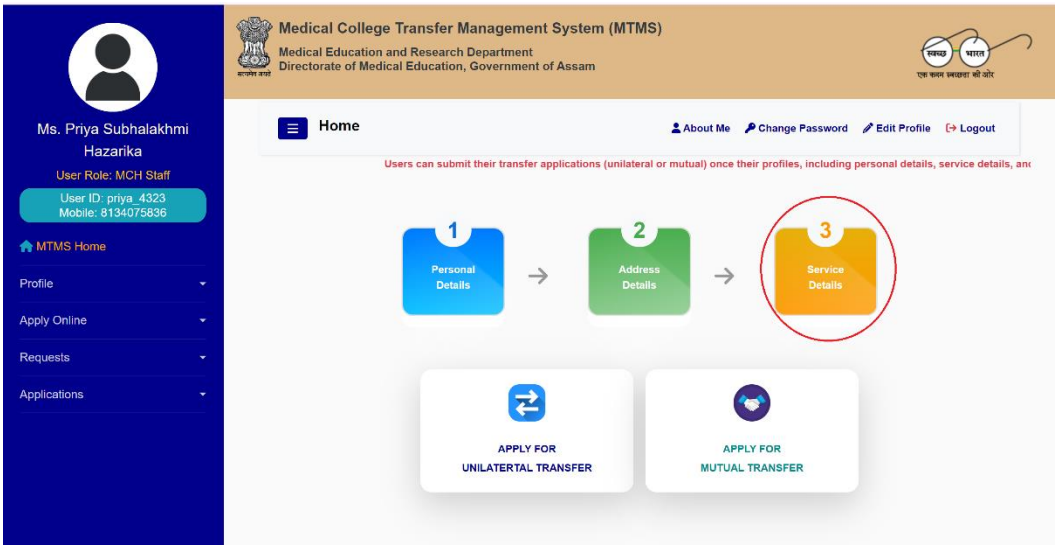


Fill up the required fields and once sure that the information entered are correct, click on the "Save data" and go to the next section.



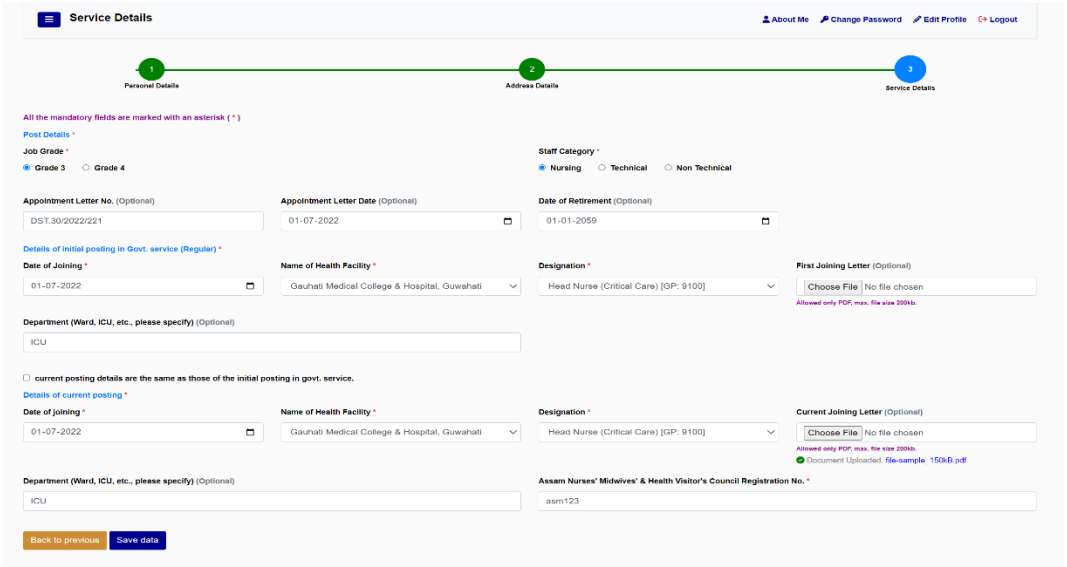
4.4.3. Service Details

Next step is to save the service details. Click on the “Service Details” tab or in the sidebar as shown:



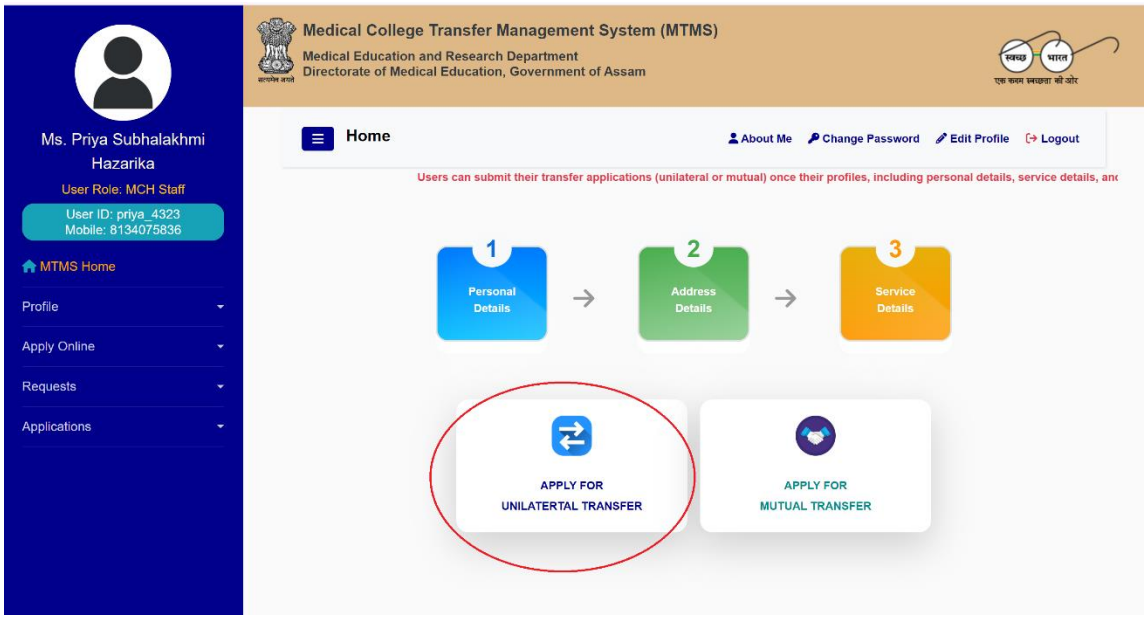
The form shown below will appear, after entering the required data, click on the “Save data” button.

Note: please make sure to provide the Current Posting Details correctly.



4.5. Apply for Unilateral Transfer

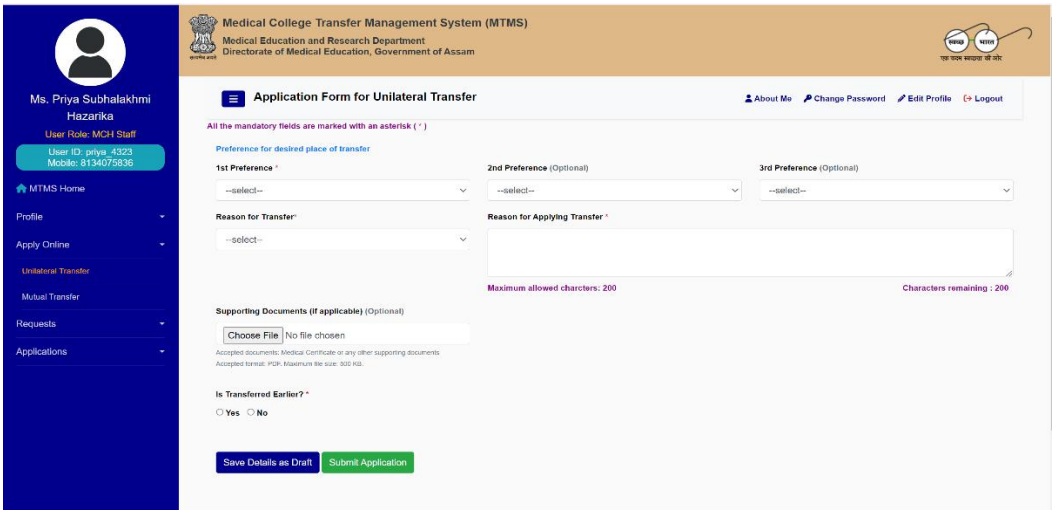
To Apply for Unilateral Transfer, go to "Apply Online" section of the sidebar, select the “Unilateral Transfer” or click on the tab shown below:



4.5.1. Transfer Form Filling

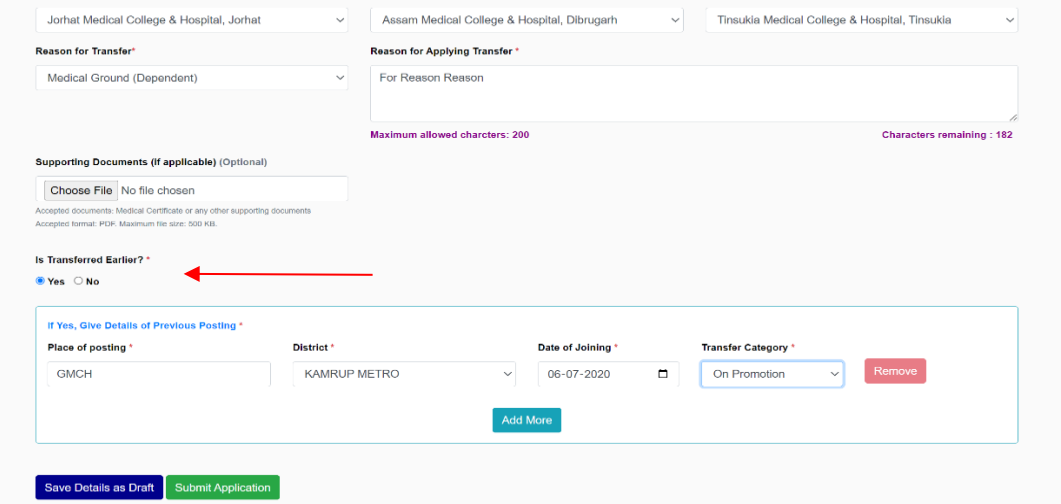
Fill up the required fields in Application form for Unilateral Transfer. The application can be saved as draft.

Note: Please provide the preferences for desired place of transfer carefully.



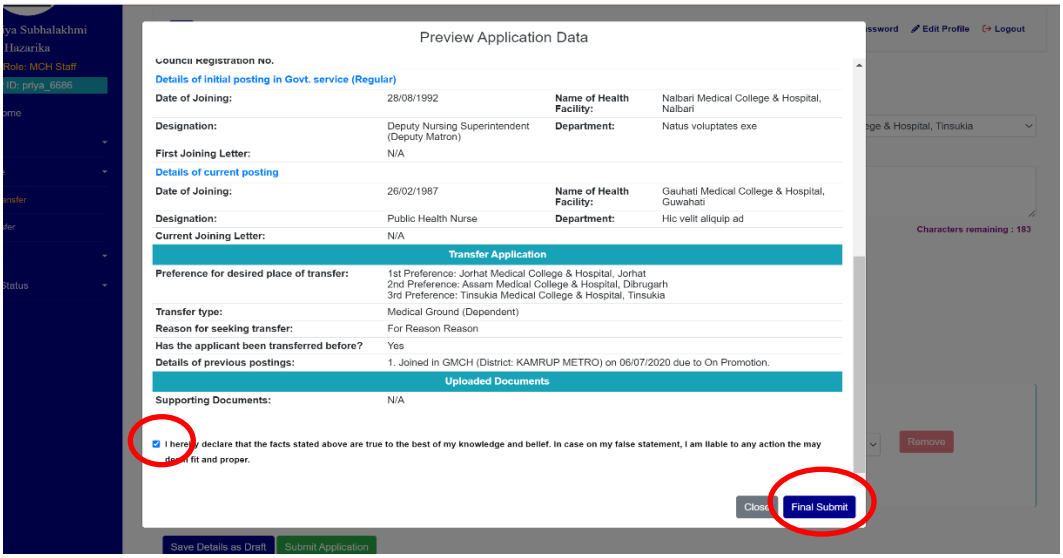
4.5.2. Transfer History

After entering the transfer details in the corresponding fields, if the medical staff transferred earlier, choose the "yes" in the option given. Then, enter the details of previous posting as shown:

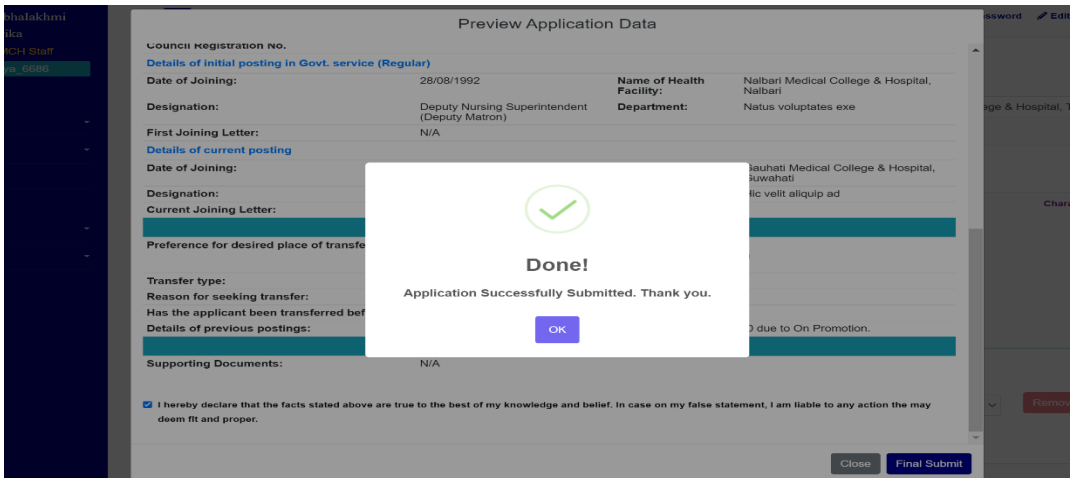


4.5.3. Preview and Final Submit

Once clicked on "Submit Application", a preview of the transfer application will appear on screen. Verify the correctness then check the undertaking and click on "Final Submit" to submit the transfer application as shown:

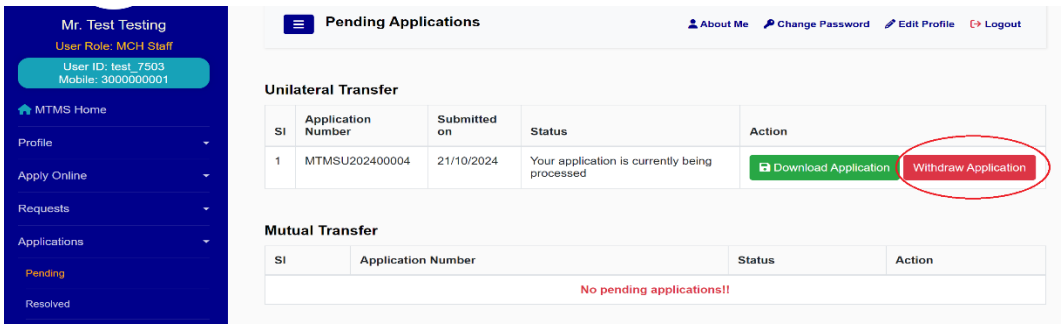


After final submission of application, a “Success” alert will appear on screen and an SMS will also be received in the registered mobile number, indicating application has been successfully submitted.

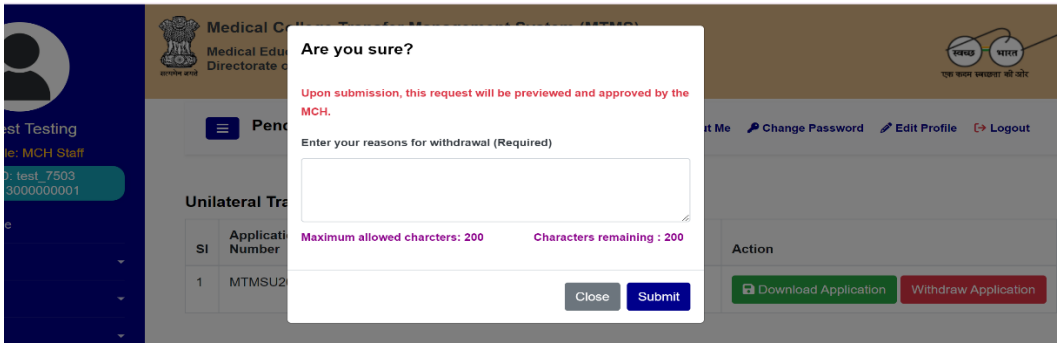


4.5.4. Withdraw Application

To Withdraw a Unilateral Transfer Application, go to “Applications” section of the sidebar, select the “Pending” then click on the button shown below:

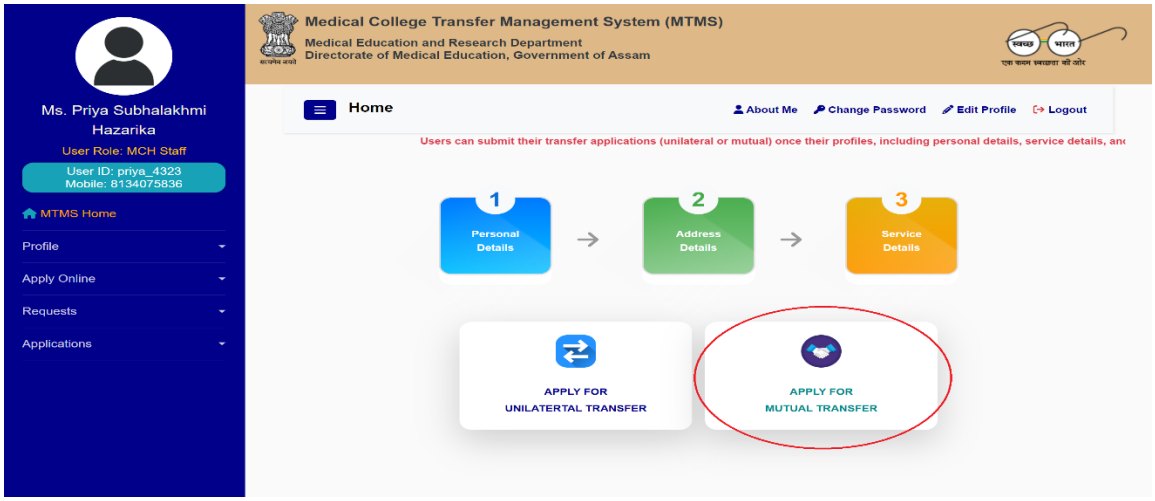


Then, enter the reasons for withdrawal and submit. Once approved by the MCH Admin, your application will be withdrawn.



4.6. Apply for Mutual Transfer

To Apply for Mutual Transfer, go to "Apply Online" section of the sidebar, select the "Mutual Transfer" or click on the tab shown below:

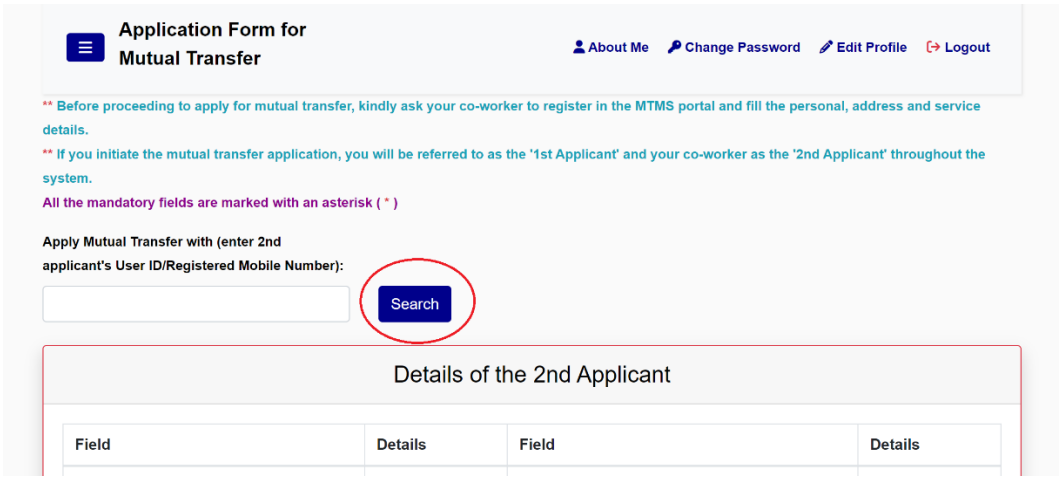


Note:

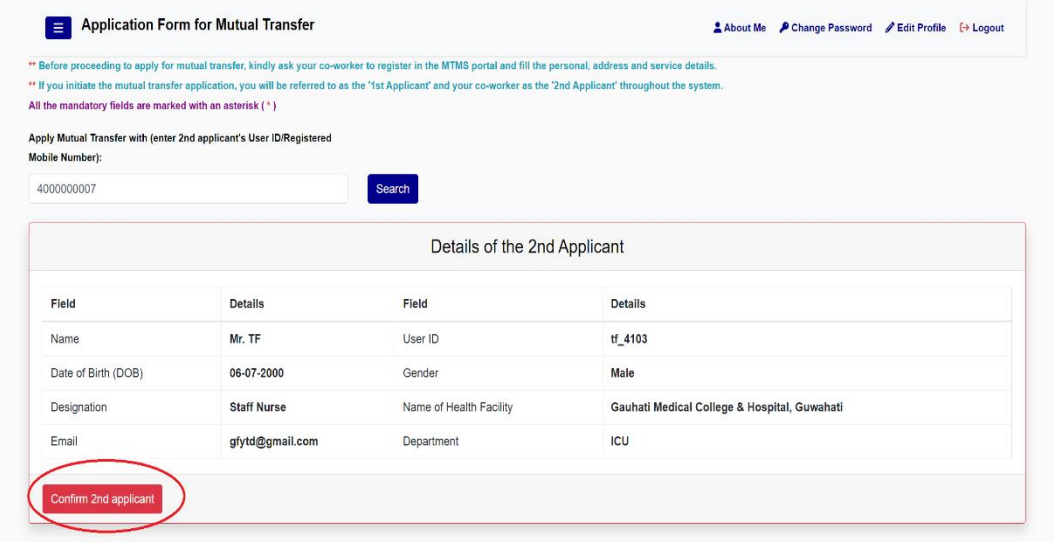
- Before proceeding to apply for mutual transfer, kindly ask your co-worker to register in the MTMS portal, and complete their profile.
- If you initiate the mutual transfer application, you will be referred to as the '1st Applicant' and your co-worker as the '2nd Applicant' throughout the system.

4.6.1. Search and Confirm the Co-worker

Enter your co-worker's User ID/Registered Mobile Number, then click on "Search" button as shown below:



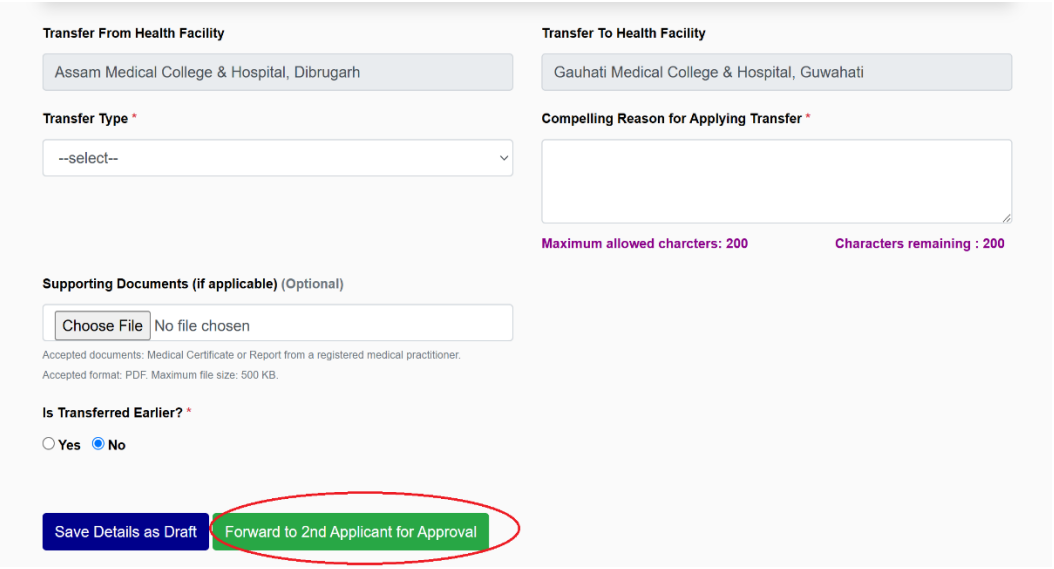
Then confirm the 2nd applicant by clicking the "Confirm 2nd applicant" button.



4.6.2. Transfer Form Filling & Send for Approval

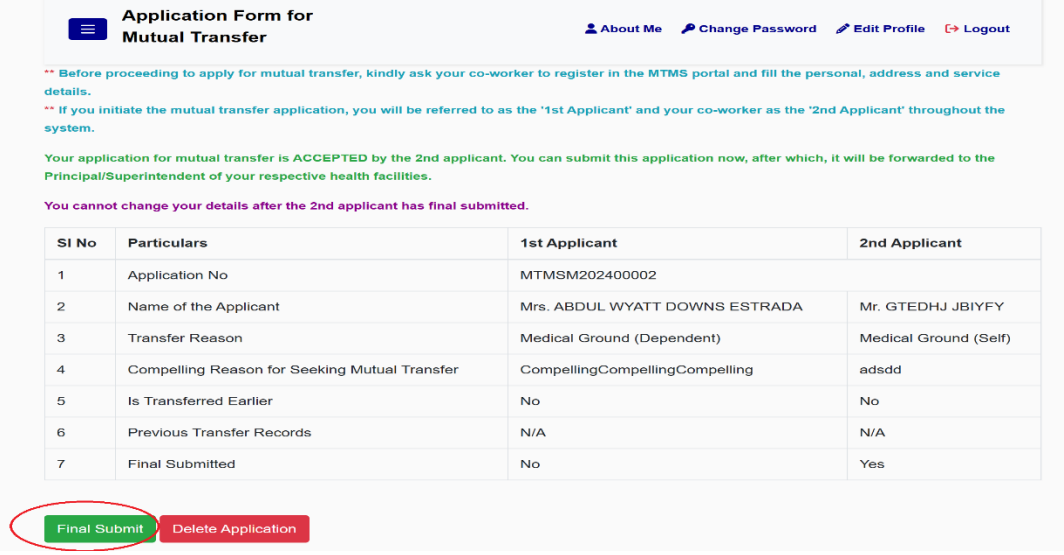
Fill out the Application Form for Mutual Transfer with the required details. The application can be saved as draft. If the medical staff transferred earlier, choose the "yes" in the option given. Then, enter the details of previous posting. Once confirmed, forward to 2nd Applicant for Approval as shown below:

Note: After forwarding to the 2nd applicant, 1st applicant will not be able to edit their reason/type/history of transfer any further!

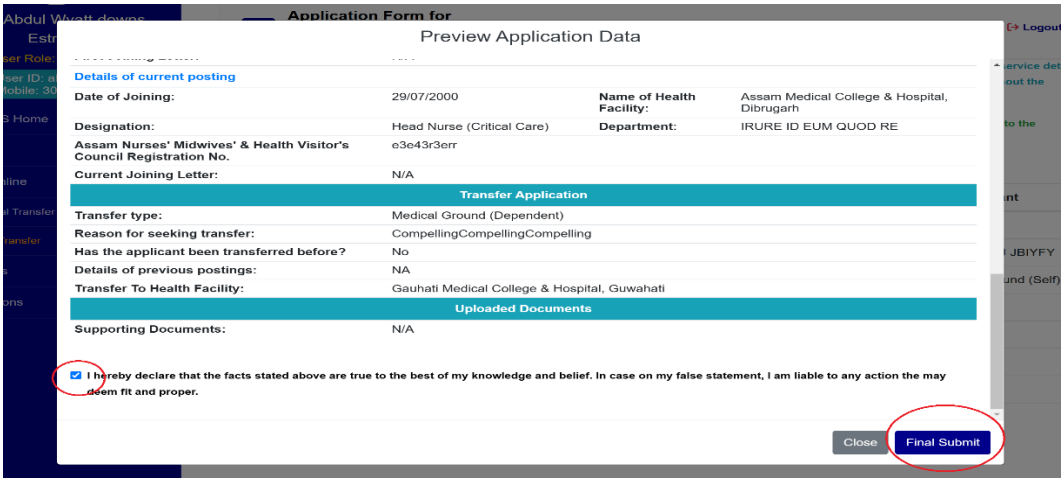


4.6.3. Preview and Final Submit

Once the application for mutual transfer is accepted by the 2nd applicant. You can submit this application, after which, it will be forwarded to the Principal/Superintendent of your respective health facilities. clicked on “Final Submit” as shown below:



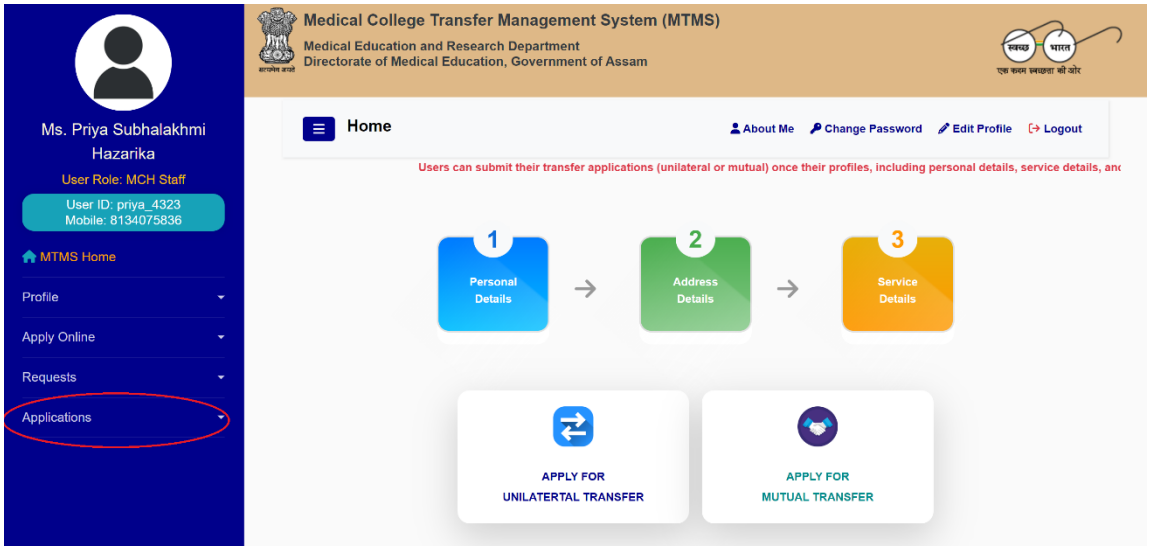
A preview of the application will appear on screen. Verify the correctness then check the undertaking and click on “Final Submit” to submit the transfer application as shown:



After final submission of application, a “Success” alert will appear on screen and an SMS will also be received in the registered mobile number, indicating application has been successfully submitted.

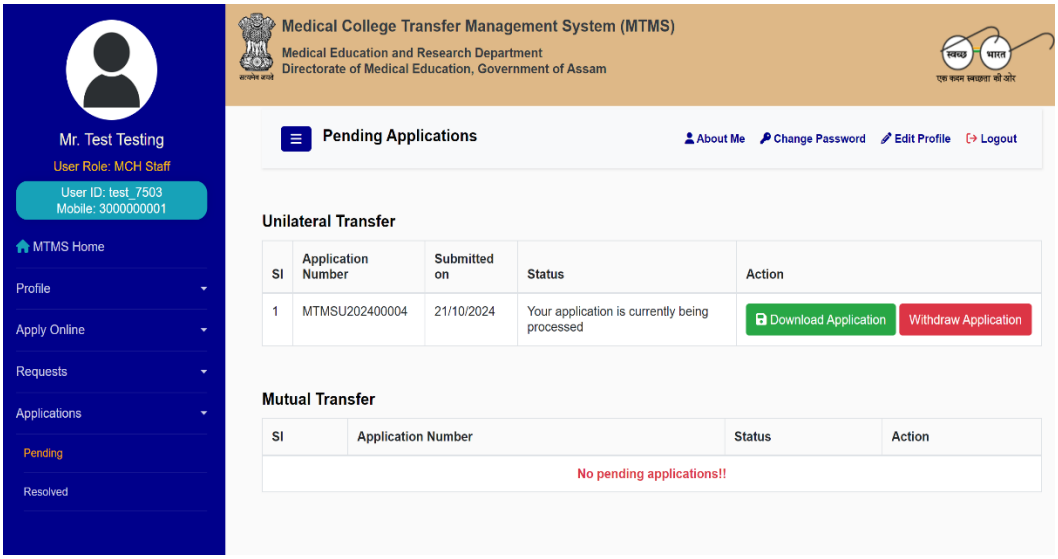
4.7. Track Transfer Application

After submitting application through the MTMS portal, medical staff can navigate to the "Applications" section to view the status of transfer request as shown below:



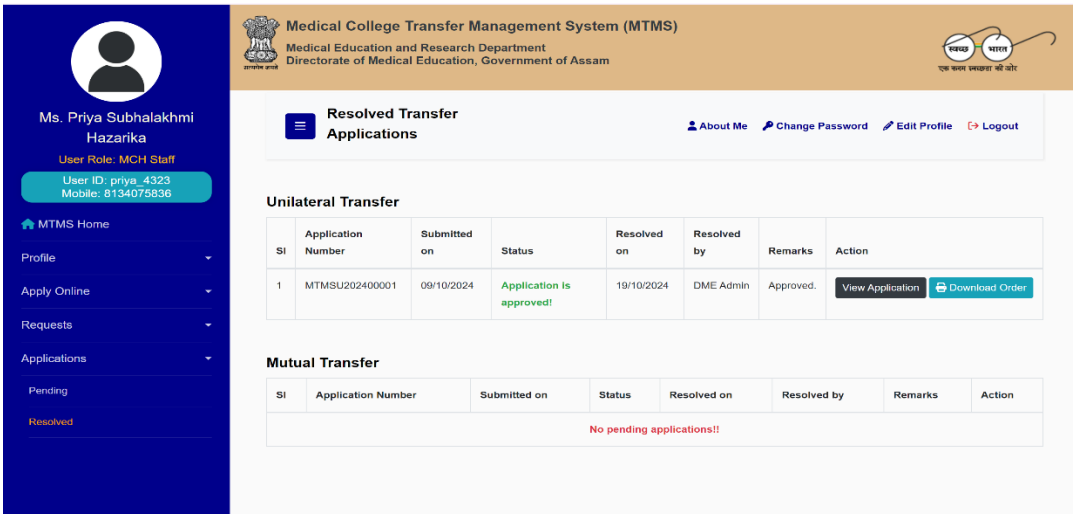
4.7.1. Pending Transfer Application

Here they can view the current status of any pending transfer request.

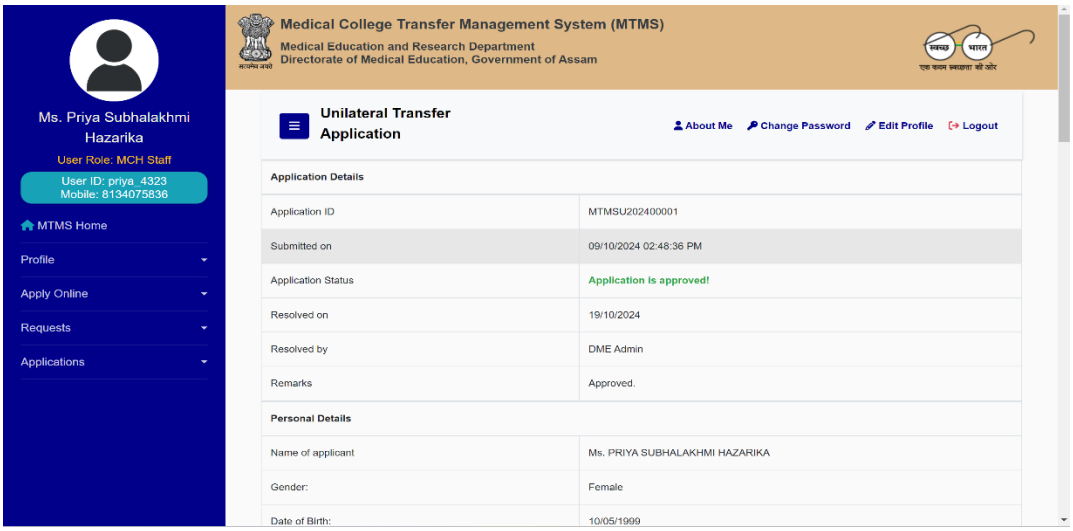


4.7.2. Resolved Transfer Applications

Here they can view the list of resolved transfer applications:



By clicking on the "View Application" button, they can view the resolved application details:



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