MISCO මෘදුකාංගයට පිවිසීම සඳහා අදාල උපදෙස්-ආයතන සඳහා

 LGN ඔස්සේ අන්තර්ජාල පහසුකම් සපයාගන්නේනම් http://10.250.1.112/misco/ වෙබ් ලිපිනයෙන්ද වෙනත් ජාලයන් ඔස්සේ අන්තර්ජාල පහසුකම් සපයාගන්නේනම් <u>http://43.224.125.68/misco/</u> යන වෙබ් ලිපිනයද සඳහන් කර අදාල අතුරුමුහුණතට සම්බන්ධ වන්න. මෙහිදී ආයතනය සතු තොරතුරු ඇතුලත් කිරීමට "Institute" icon භාවිතා කරන්න.



2. MISCO මෘදුකාංගය වෙත පිවිසීම සඳහා "Institute" Icon එක "Click" කර ඊට අදාල තොරතුරු පහත පරිදි ඇතුලත් කරන්න.



Ċĉ:-

කෘෂිකර්ම දෙපාර්තමේන්තුව / Agriculture Department

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- D "Institute Login" බටනය ක්ලික් කරන්න.

Home Page



Home Page වෙත පිවිසි විට මේ වන විට ක්රියාත්මක වන මොඩියුල ඉහත පරිදි පෙන්නුම් කරයි.මෙහිදී Graguate මගින් 2020 වර්ෂයේ ස්ථීර පත්වීම් ලබා දුන් සංවර්ධන නිලධාරීන්ගේ තොරතුරු බලා ගත හැකි වේ. සේවක තොරතුරු යාවත්කාලීන කිරීම සඳහා PACIS මොඩියුලය භාවිතා කල හැක. ඒ සඳහා වන පරිශීලක අත්පොත Login පිටුවෙහි Help හි දක්වා ඇත.

නිලධාරියාගේ තොරතුරු-Personal

එක් එක් නිළධාරියාට අදාලව ආයතනය මගින්ද තොරතුරු ඇතුලත් කල හැකි අතර ඒ සම්බන්ධ උපදෙස් පරිශීලක සදහා උපදෙස්හි දක්වා ඇත. නිළධාරියාට අදාල තොරතුරු නිළධාරියා විසින්ම ඇතුලත් කිරීමට මග පෙන්විය යුතු වේ.හදිසි අවශාතාවයක් සඳහා පමණක් මේ හරහා නිළධාරීන්ගේ තොරතුරු ඇතුලත් කල යුතු වේ.

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Appeal Recommendation:

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						PONED	වා දැනට නවියයි. මුල් අධර්තය පසුවිත අතර වසර 3 ක කර්දු කිරීමට කර්දු කිරීමට කර්දු කිරීමට කර්දු කිරීමට කර්දු කරීමට කර්දු කරීමට කරීම කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීමට කරීම කරීමට කරීම කරීමට කරීම කරීමට කරීම කරීම කරීමට කරීම කරීම කරීම කරීම කරීමට කරීම කරීම කරීම කරීම කරීම කරීම කරීම කරීම					

Public Service commission Recommendation:

නිළධාරීන් විසින් ස්ථාන අයදුම් කල පසු Transfer මොඩියුලයෙහි Recommend(PSC) උප මොඩියුලය විවෘත කල විට පහත පරිදි දැකිය හැක.අදාල නිළධාරියා තෝරා, නිළධාරීයාගේ ඉදිරියෙන් ඇති Select යන්න තෝරා Officer Recommendation යටතේ නිර්දේශය තෝරා Add Decision click කරන්න.එමගින් ස්ථාන මාරු සඳහා නිර්දේශ ලබා දිය හැක.

Velcom	e PSC APPI	EAL RECOMMO	NDATION)
Selected	d Employee: .		Officer Recommendati	ion:	Recommended	~	Reason:				I	Add Dicision Print I	List
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			Show 10	✓ entries					Search				
	ţ1	NIC		REASON 1	REASON 2	REASON 3 11	RELIEF 01	RELIEF 02	RELIEF 03 11		REASON	ID 11	
	Select	801880843v	SIVASEGARAN	Parents medical reason	Wedding will be in May at home town	Long distance from home nearly 100 km	Transfer to Point Pedro Divisional Secretariat	Transfer to Karaveddy Divisional Secretariat	NO	NO		801880843v2021ANL1	
	Select	827682292V	Jayatha	I have two small bables .	My mother is illness	My native place in point pedro.	Already i applied to transfer.but not appeal.because I am maternaty leave. Please i should beg request	Travelling distance .very far	Now situation is not good. (Covit 19)	NO		827682292V2021ANL1	
	Select	795922237V	Uthayaranjani	l got late married. And taking treatment for babyso I am unable to travel long distance.	I have look after my parents and no any other brother or sister	I have worked nearly nine years in remod area	It is very helpful for my life if you give transfer.			NULL	NULL	795922237V2021ANL1	
	Select	826741929v	Rajini	Child related matters	parental care	The work place is too far	two time applied for transfer			NO		826741929v2021ANL1	

Release from the Institute:

නිළධාරීන් විසින් ස්ථාන අයදුම් කල පසු Transfer මොඩියුලයෙහි Releasement උප මොඩියුලය විවෘත කල විට පහත පරිදි දැකිය හැක.අදාල නිළධාරියා තෝරා, නිළධාරීයාගේ ඉදිරියෙන් ඇති Select යන්න තෝරා Release Button click කරන්න.එමගින් ස්ථාන මාරු ලද නිළධාරියා සේවා ස්ථානයෙන් නිදහස් කිරීම කල හැකි අතර නිළධාරියෙකු හට නිදහස් කිරීමක් කිරීම අවශා නොවේනම් Remove Button click කල විට නිළධාරියා අදාල ලැයිස්තුවෙන් නිදහස් කල හැකි වේ.

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	Ť1	EMP.NO ↑↓	NIC 11	NAME 11	SERVICE 11	FROM 11	TRNS.TO	TRNS.ID	DATE	RELEASE	†⊥.
	Release / Remove	CS\DOS\59995	898160807v	D R R Preethika	Development Officer Service	වන සංරක්ෂණ දෙපාර්තඓන්තුව	පරිසර අමාකයංශය MN	8683	4/17/2021 12:00:00 AM	NO	N92781
	Release / Remove	CS\DOS\58423	892770115v	K T SHEHAN SAMEERA	Development Officer Service	වන සංරක්ෂණ දෙපෘර්තමේන්තුව	ශි ලංකා මිතින්දෝරු දෙපාර්තමෙන්තුව DP	9110	5/4/2021 12:00:00 AM	R-2021- 05-05	N000453
	Release / Remove	CS\DOS\61386	865863586V	WSSANDAMALI	Development Officer Service	වන සංරක්ෂණ දෙපාර්තමෙන්තුව	කැගල්ල දිස්තික් ලේකම් කාර්යාලය DI	9186	5/6/2021 12:00:00 AM	NO	N000091
	Release / Remove	CS\DO5\58637	817070442V	E C M Wickramanayaka	Development Officer Service	වන සංරක්ෂණ දෙසාර්තමේන්තුව	තැලේල දිස්තික් ලේකව කාර්යාලය DI	9212	5/7/2021 12:00:00 AM	NO	N000091
	Release / Remove	CS\DOS\64857	199061701694	WAK Priyadarshani	Development Officer Service	වන සංරක්ෂණ දෙපාර්තඓත්තුව	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව DP	9353	5/19/2021 12:00:00 AM	NO	N001868
	Release / Remove	CS\DOS\64364	907481514V	KLANimali	Development Officer Service	වන සංරක්ෂණ දෙපාර්තමේන්තුව	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව DP	9354	5/19/2021 12:00:00 AM	NO	N001868
	Release / Remove	CS\DOS\63668	916032897V	G D S Gajanayake	Development Officer Service	වන සංරක්ෂණ දෙපාර්තමේන්තුව	කැගල්ල දිස්තික් ලේකම් කාර්යාලය DI	9145	5/5/2021 12:00:00 AM	R-2021- 05-06	N000091
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Attachment

තම ආයතනය යටතේ උපකාර්යාල සඳහා නිලධාරීන් අනුයුක්ත කිරීම මේ ඔස්සේ සිදු කල හැක. ආයතනය යටතේ ඇති වෙනත් උප කාර්යාලයක් වෙත නිළධාරියෙකු අනුයුක්ත කරයි නම් පසු Transfer මොඩියුලයෙහි Attachment උප මොඩියුලය විවෘත කල විට Attachment Place select කර අදාල ආයතනය තෝරා Attach to Sub Office Button click කල විට උප කාර්යාලයකට අනුයුක්ත කල හැක. අනුයුක්තය ඉවත් කිරීමට Remove Attachment Button Click කරන්න.

Icome Employee Attachm	ent								1
Attachment Details					Attached List				
Date:	09 V entries	Sub Office : Select Search:	~	Attach	OByNIC	O By date range From (yyyy-MM-DD)	Oall To (yyyy-MM-DD)	Letter List	
NIC	NAME		DUTY ASSUME	ţ1					
198114203424	எம். மரியதயாளன்	Development Officer Service	2021-01- 01	Select					
198561000537	එම.එස්.පී. විනුමාරවව්	Development Officer Service	2021-04- 06	Select					
199061701694	ඩබලිව. ඒ. කෝ. පියදර්ශනි	Development Officer Service	2021-03- 27	Select					
199153801138	වබ.ඩ.එත්, විනුමසිංහ	Development Officer Service	2021-04- 01	Select					
199265703861	ආර්. කේ. තාරකා	Development Officer Service	2021-04- 01	Select					
817070442V	ර්.සි.එම. විසුමනායක	Development Officer Service	2021-04- 01	Select					
847340797V	8.0869.00.0.	Development	2021-04-	Select					

Duty Assume

නිළධාරීන් විසින් ස්ථාන අයදුම් කල පසු Transfer මොඩියුලයෙහි Duty assume උප මොඩියුලය විවෘත කල විට පහත පරිදි දැකිය හැක.අදාල නිලධාරියා තෝරා ගැනීම සඳහා select click කරන්න.

Duty assume	ist										
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t.	EMP.NO	NIC 1		ţ1	DA.F.APPNT	TRNS.NO	RELEASE	DA. J TRANSFER	TL		_
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Select	CS\DOS\63803	198561000537	එම.එස්.පි. විකුමාරවව්	මේය	Duty Assume (FA) : 2021- 04-06		-	-	N		
Select	CS\DOS\64857	199061701694	ඩබලිව. ඒ. කේ. පුයදර්ශනි	ම්ය	Duty Assume (FA) : 2021- 03-27				N		
Select	CS\DOS\64707	199153801138	ඩබ.ඩ්.එත්. විනුමයිංහ	ම්ය	Duty Assume (FA) : 2021- 04-01				N		
Select	CS\DOS\64436	199265703861	ආර්. කේ. කාරකා	ම්ය	Duty Assume (FA) : 2021- 04-01				N		
Select	CS\DOS\58637	817070442V	රී.සි.එම. විසුමනායක	ම්ය	Duty Assume (FA) : 2021- 04-01			-	Ν		
Select	CS\DOS\65661	831541768V	எம்.எஸ்.எம். றியாஸ்	මයා	-		-	-	Ν		
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Solort	C51005155254	9494020094	ord # 3 m24		Duty Assume				N		•
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Reports

ස්ථාන මාරු සම්බන්ධ වාර්තා ලබා ගැනීම සඳහා මෙනුවෙහි Transfer යටතේ Reports යන්න තෝරා ගන්න.



එවිට පහත පිටුවට යොමු වන අතර ඒ ඒ සබැඳියන් තුලින් වාර්තා ලබා ගැනීමට හැකියාව ඇත.

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		Summary	Request	Shedule-I	Shedule-II	Report-I	Report-II	Appeal Request List	Appeal Result	PSC Report	Close
Summary											
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Report - ආයතනය තුල ස්ථාන මාරු ඉල්ලා ඇති නිලධාරීන්ගේ සාරාංශය

Shedule-I - සේවා ස්ථානයේ වසර 5 කට වඩා සේවය කර ඇති නිලධාරීන්ගේ තොරතුරු

Shedule-II - සේවා ස්ථානයේ වසර 5 කට වඩා සේවය කර ඇති නිලධාරීන්ගේ වැඩිදුර තොරතුරු Report I-ආයතනයෙන් පිටතට ස්ථාන මාරු ලද නිලධාරීන්ගේ තොරතුරු Report II- ආයතනය වෙත ස්ථාන මාරු ලද නිලධාරීන්ගේ තොරතුරු Appeal Request List-අභියාවනා කරන ලද නිලධාරීන්ගේ තොරතුරු

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<u>නිලධාරීන්ගේ සේවා විස්තර ඇතුලත් කිරීම</u>

සේවා විස්තර ඇතුලත් කිරීම සඳහා මෙනුවෙහි Service යන්න තෝරන්න.



මෙහි Service History Click කල විට පහත පිටුවට යොමු වේ.

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<u>MISCO மென்பொருளை அணுகுவதற்கான அறிவுறுத்தல்கள் - நிறுவனத்திற்கானது</u>

1. LGN http://10.250.1.112/misco/ மூலமாக இணைய வசதியினை அணுகுவதாயின் எனும் முகவரியையும் பிற வலைப்பின்னல் வசதியினை இணையதள மூலமாக இணைய <u>http://43.224.125.68/misco/</u>எனும் முகவரியையும் அணுகுவதாயின் இணையதள பயன்படுத்தி இதனுடன் தொடர்புடைய இடைமுகத்தை(Interface) பெறலாம். இங்கு நிறுவனத்தின் தகவல்களை உள்ளீடுவதற்கு "Institute" icon ஐப் பயன்படுத்தவும்.

$ \begin{array}{c} \hline \textbf{O} \textbf{CS} \text{ HRM Login Screen.} \\ \hline \textbf{X} \\ \hline \textbf{+} \\ \hline \textbf{C} \\ \hline \textbf{O} \text{ Not secure } 43.224.125.68/\text{misc}, \textbf{A} \\ \hline \textbf{Type } 12.224.125.68/\text{misc}, \textbf{A} \\ \hline \textbf{Type } 12.224.125.125.124.125.125.125.125.125.125.125.125.125.125$	1.112/mig	
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_Combined Services In	formation Technology Unit [Updated 2019-L	December-307

 MISCO மென்பொருளை அணுகுவதற்கு "Institute" Icon ஐ "Click" செய்து அதனுடன் தொடர்புடைய தகவல்களைப் பின்வருமாறு உள்ளிடவும்.



உதாரணம்:- விவசாயத் திணைக்களம் / Agriculture Department

- A Department B Agriculture Department
- C நிறுவனத்திற்கான கடவுச்சொல் D "Institute Login" Button ஐ "Click" செய்யவும்.

Home Page



Home Page தற்போது Module இனுள் உள்நுழையும் போது செயற்பாட்டிலுள்ள மேலே காட்டப்பட்டிருக்கும். இங்கு Graguate மூலமாக 2020 ஆம் ஆண்டில் நிரந்தர நியமனம் வழங்கப்பட்ட அபிவிருத்தி உத்தியோகத்தர்களின் விபரங்களைக் காண முடியும். அலுவலர்களின் தகவல்களை புதுப்பிப்பதற்கு PACIS Module ஐப் பயன்படுத்த முடியும். இதற்கான பயனர் வழிகாட்டி Login பக்கத்தில் Help இல் காணமுடியும்.

<u>அலுவலரின் தகவல்</u> - Personal

ஒவ்வொரு அலுவலருக்கும் உரிய நிறுவனத்தினூடாக தகவல் உள்ளீடு செய்ய முடியுமென்பதோடு அது தொடர்பான பயனர் வழிகாட்டலானது அறிவுறுத்தலில் பெற்றுக் கொள்ள முடியும். குறித்த தகவல்கள் அலுவலரினால் உள்ளீடு செய்யுமாறு அறிவுறுத்தப்பட வேண்டும். அவசர தேவையின் பொருட்டு மாத்திரமே இதன் மூலமாக அலுவலர்களின் தகவல்கள் உள்ளீடு செய்யப்பட வேண்டும்.

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இங்கு Personal Information ஐ click செய்த பின்னர், பின்வரும் பக்கம் தோன்றும்.

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_Combined Services Transfer Unit & Information Technology Unit/div>			

Employee Details ஐ click செய்யும் போது, பின்வரும் பக்கம் தோன்றும்.

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	Select	762543320V	DSP/6762/V	Mr.	Iddamalgoda	ISL		අයි.එස්.එල්. ඉද්දමල්ගොඩ	9/10/1976 12:00:00 AM	Driver Service	2	н	Forest Department of
	Select	762150107V	DSP/7783/V	Mr.	Kumarasiri	KVA		කවිසි විදානෙලාගේ අයිත් කුමාරසිරි	8/2/1976 12:00:00 AM	Driver Service	2	н	Forest Department of
	Select	760843806V	CS/DOS/A/46630	Mr.	JAYASURIYA	JAPS		ෙජ්.ඒ.පී.ඒස්.ජයසූරිය	3/24/1976 12:00:00 AM	Development Officer Service	3	н	Forest Department of
	Select	760631787V	DSP/6898/V	Mr.	Wijenayaka	MDM R		එම.ඩී.එම.ආර්. විජේනායක	3/3/1976 12:00:00 AM	Driver Service	3	ш	Forest Department of
	Select	751012756v		Mr.	sampath Kumara	NNM PG		එත්.එත්.එම්.පී.සම්පත් කුමාර	4/10/1975 12:00:00	Driver Service	3	N/A	Forest Department

அங்கே காணப்படும் Personal என்பதை click செய்யும் போது, பின்வரும் பக்கம் தோன்றுவதோடு அங்கு அலுவலருடன் தொடர்புடைய தகவலை உள்ளீடு செய்ய முடியும்.

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Service என்பதை Click செய்யும் போது பின்வரும் பக்கம் தோன்றும். அதனூடாக அலுவலருடன் தொடர்புடைய சேவை விபரங்களை உள்ளீட்ட முடியும்

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Termination என்பதினை தெரிவு செய்வதன் மூலம் நிறுவனத்திலுள்ள அலுவலர்கள் ஏதேனும் நிறுத்தியிருப்பார்களாயின் அத்தகவலை இருப்பினும் காரணத்தால் சேவையை உள்ளிட முடியும். இடமாற்றம் பெற்றதனால் நிறுவனத்தில் இல்லாத அலுவலர்களை நிறுவனத்திலிருந்து நீக்க முடியாது.

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<u>இடமாற்றங்களுக்கான கோரிக்கை</u>

இடமாற்றங்களுக்கான பரிந்துரைகளை வழங்க Menu இல் Transfer என்பதை தெரிவு செய்யவும்.

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அங்கு Entry ஐ click செய்வதன் மூலம் பின்வரும் பக்கத்துடன் இணைக்கப்படுவீர்கள்.



Transfer Request Recommendation:

அலுவலர்களினால் இடமாற்றத்திற்கு விண்ணப்பித்த பின்னர், Transfer Module இல் Recommend(T) எனும் Sub Module ஐ திறக்கும் போது, பின்வருமாறு காணப்படும். உரிய அலுவலரை தெரிவு செய்து, அலுவலரின் பெயருக்கு முன்னாலுள்ள Select என்பதை தெரிவு செய்த பின்னர், Officer Recommendationக்கு கீழுள்ள பரிந்துரையை தெரிவு செய்து Add Decision Button ஐ click செய்யவும். இதனூடாக இடமாற்றத்திற்கான பரிந்துரையை வழங்க முடியும்.

lcome Depa	rtment Head's reco	mmendation to transf	er request								
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Select	760843806V	JAYASURIYA.	Development Officer Service	9/25/2020 12:00:00 AM	ANNUAL			760843806VANL20211			N00
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Appeal Recommendation:

அலுவலர்களினால் இடமாற்றத்திற்கு விண்ணப்பித்த பின்னர், Transfer Module இல் Recommend(A) எனும் Sub Module ஐ திறக்கும் போது, பின்வருமாறு காணப்படும். உரிய அலுவலரை தெரிவு செய்து, அலுவலரின் பெயருக்கு முன்னாலுள்ள Select என்பதை தெரிவு செய்த பின்னர், Officer Recommendationக்கு கீழுள்ள பரிந்துரையை தெரிவு செய்து Add Decision ஐ click செய்யவும். இதனூடாக இடமாற்றத்திற்கான பரிந்துரையை வழங்க முடியும்.

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	NIC	INI	NAME	TRNS.TO	TYPE	POST PONED	REASON	RECOMMON	WORKPLACE	SERVICE	REQUEST ID	
							මා දෙනට ගතිනයි. මුල් අවධියේ පවුණි ම දින් අවධියේ ම දින් කර්ගයාගතින් ම දින් කර්ගයාගතින් ම දින් කර්ගයාගතින් කර්ගයාගතින් අපි කරන පිරි කරන					

Public Service commission Recommendation:

அலுவலர்களினால் இடமாற்றத்திற்கு விண்ணப்பித்த பின்னர், Transfer Module இல் Recommend(PSC) எனும் Sub Module ஐ திறக்கும் போது, பின்வருமாறு காணப்படும். உரிய அலுவலரை தெரிவு செய்து, அலுவலரின் பெயருக்கு முன்னாலுள்ள Select என்பதை தெரிவு செய்த பின்னர், Officer Recommendationக்கு கீழுள்ள பரிந்துரையை தெரிவு செய்து Add Decision ஐ click செய்யவும். இதனூடாக இடமாற்றத்திற்கான பரிந்துரையை வழங்க முடியும்.

Welcome	PSC APPE	EAL RECOMMON	NDATION										Х
Selected	l Employee: .		Officer Recommendati	on :	Recommended	~	Reason:					Add Dicision Print Li	st
List1	to be Confirm												
			Show 10	\checkmark entries					Search:				
	ţ1			REASON 1	REASON 2 11	REASON 3 11	RELIEF 01	RELIEF 02	RELIEF 03 11			ID 11	
	Select	801880843v	SIVASEGARAN	Parents medical reason	Wedding will be in May at home town	Long distance from home nearly 100 km	Transfer to Point Pedro Divisional Secretariat	Transfer to Karaveddy Divisional Secretariat	NO	NO		801880843v2021ANL1	
	Select	827682292∨	Jayatha	I have two small bables .	My mother is illness	My native place in point pedro.	Already i applied to transfer.but not appeal.because I am maternaty leave. Please i should beg request	Travelling distance .very far	Now situation is not good. (Covit 19)	NO		827682292V2021ANL1	
	Select	795922237V	Uthayaranjani	l got late married. And taking treatment for babyso I am unable to travel long distance.	I have look after my parents and no any other brother or sister	I have worked nearly nine years in remod area	It is very helpful for my life if you give transfer.			NULL	NULL	795922237V2021ANL1	
	Select	826741929v	Rajini	Child related matters	parental care	The work place is too far	two time applied for transfer			NO		826741929v2021ANL1	

Release from the Institute:

அலுவலர்களினால் இடமாற்றத்திற்கு விண்ணப்பித்த பின்னர், Transfer Module இல் Releasement எனும் Sub Module ஐ திறக்கும் போது, பின்வருமாறு காணப்படும். உரிய அலுவலரை தெரிவு செய்து, அலுவலரின் பெயருக்கு முன்னாலுள்ள Select என்பதை தெரிவு செய்த பின்னர், Officer Recommendationக்கு கீழுள்ள பரிந்துரையை தெரிவு செய்து Release Button ஐ click செய்யவும். இதனூடாக இடமாற்றம் பெற்ற அலுவலரை சேவை நிலையத்திலிருந்து விடுவிக்க முடியுமென்பதோடு அலுவலருக்கு தாம் விடுவிக்கப்பட வேண்டிய அவசியமில்லையாயின் Remove Button ஐ click செய்வதன் மூலம் குறித்த பட்டியலிலிருந்து அலுவலரை விடுவிக்க முடியும்.

elcom	e RELEASEM	ENT										Х
Release	ement List		Date	09/07/2021								
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	Ť.	EMP.NO	NIC		SERVICE	FROM	TRNS.TO		DATE	RELEASE	†1	
	Release / Remove	CS\DOS\59995	898160807v	D R R Preethika	Development Officer Service	වන සංරක්ෂණ දෙසාර්තමේන්තුව	පරිසර අමාතාගංශය MN	8683	4/17/2021 12:00:00 AM	NO	N92781	
	Release / Remove	CS\DOS\58423	892770115v	K T SHEHAN SAMEERA	Development Officer Service	වන සංරක්ෂණ දෙසාර්තවේන්තුව	ළි ලංකා මිතින්දෝරු දෙපාර්තමේන්තුව DP	9110	5/4/2021 12:00:00 AM	R -2021- 05-05	N000453	
	Release / Remove	CS\DOS\61386	865863586V	W S SANDAMALI	Development Officer Service	වන සංරක්ෂණ දෙසාර්තමේන්තුව	කැලේල දිස්තික් ලේකව කාර්යාලය DI	9186	5/6/2021 12:00:00 AM	NO	N000091	
	Release / Remove	CS\DOS\58637	817070442V	E C M Wickramanayaka	Development Officer Service	වන සංරක්ෂණ දෙපාර්තඓන්තුව	කැගල්ල දිස්තික් ලේකව් කාර්යාලය DI	9212	5/7/2021 12:00:00 AM	NO	N000091	
	Release / Remove	CS\DOS\64857	199061701694	WAK Priyadarshani	Development Officer Service	වන සංරක්ෂණ දෙපාර්තමේන්තුව	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව DP	9353	5/19/2021 12:00:00 AM	NO	N001868	
	Release / Remove	CS\DOS\64364	907481514V	KLANimali	Development Officer Service	වන සංරක්ෂණ දෙසාර්තමේන්තුව	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව DP	9354	5/19/2021 12:00:00 AM	NO	N001868	
	Release / Remove	CS\DOS\63668	916032897V	G D S Gajanayake	Development Officer Service	වන සංරක්ෂණ දෙපාර්තමෙන්තුව	කැලේල දිස්තික් ලේකම් කාර්යාලය DI	9145	5/5/2021 12:00:00 AM	R-2021- 05-06	N000091	
6	9 📋	👛 🏫	i 🚺 🚺	s 🜔 💌		100 × 100		1000		🔺 😼 ail	🕩 ENG 09/	13 /0

Attachment

தங்கள் நிறுவனத்திற்கு கீழுள்ள உப அலுவலகங்களுக்கு அலுவலர்களை இதன் மூலமாக இணைக்க முடியும். தங்கள் நிறுவனத்திற்கு கீழுள்ள வேறொரு உப அலுவலகத்திற்கு அலுவலரை இணைத்த பின்னர் Transfer Module இல் Attachment எனும் Sub Module ஐ திறக்கும் போது, Attachment Place ஐ select செய்து, உரிய நிறுவனத்தை தெரிவு செய்து, Attach to Sub Office Button ஐ click செய்வதன் மூலம் உப அலுவலகத்திற்கு இணைக்க முடியும். இணைப்பை அகற்றுவதத்கு Remove Attachment Button ஐ click செய்யவும்.

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Attachment Details					Attached List				
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Show 10	✓ entries	Search:							
NIC 1	NAME		DUTY ASSUME	11					
198114203424	எம். மரியதயாளன்	Development Officer Service	2021-01- 01	Select					
198561000537	එම.එස්.පි. විනුමාරවිව්	Development Officer Service	2021-04- 06	Select					
199061701694	ඩබ්ලිව. ඒ. කේ. පියදර්ශනි	Development Officer Service	2021-03- 27	Select					
199153801138	ඩබ්.ඩී.එන්. විනුමසිංහ	Development Officer Service	2021-04- 01	Select					
199265703861	අාර්. කේ. තාරකා	Development Officer Service	2021-04- 01	Select					
817070442V	ර්.සි.එම. විනුමනායක	Development Officer Service	2021-04- 01	Select					
847340797V	ම්.ඩබලිට්.එම්.ඩි. කලකංග	Development Officer Service	2021-04-	Select					
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Duty Assume

அலுவலர்களினால் இடமாற்றத்திற்கு விண்ணப்பித்த பின்னர், Transfer Module இல் Duty assume எனும் Sub Module ஐ திறக்கும் போது, பின்வருமாறு காணப்படும். உரிய அலுவலரை தெரிவு செய்வதற்கு select ஐ click செய்யவும்.

me Date:			Letter Print : O B	y NIC	O By date range	•		OALL	No 04 List	No 031 ist	TRNE DA LETT
1-07-09					From (yyyy-MM-E	DD)			HO: OVEISE	Ho. 00 List	HAILDALLI II
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T1	EMP.NO î.	NIC 1	NAME î.		DA. F.APPNT	TRNS.NO	RELEASE 1	TRANSFER	Ť1.		
Select	CS\DOS\65658	198114203424	எம்.	Reta	Duty Assume (FA) - 2021-				N		
Sereet	0.000.0000	170114200424	மரியதயாளன்	005	01-01						
Select	CS\DOS\63803	198561000537	එම.එස්.පී. විනුමාරවව්	මේය	(FA) : 2021-				N		
			22.02.4		04-06 Duty Assume						
Select	CS\DOS\64857	199061701694	ඩබලව, ව. කෙ. පුයදර්ශනි	ම්ය	(FA): 2021- 03-27		-	-	N		
Colum	0000044707	400450004400	D 8 8 4 4 8 4 90 4		Duty Assume						
Select	CS\D05\64707	199153801138	ඩබ.ඩ.වත්. වනුමසංහ	88	(FA):2021- 04-01		-	-	N		
Select	CS\DOS\64436	199265703861	ආර්. කේ. කාරකා	5d	Duty Assume (FA) : 2021-				N		
					04-01 Duty Assume						
Select	CS\DOS\58637	817070442V	රී.සි.එම්. විනුමහායක	ම්ය	(FA): 2021-				N		
			எம்.எஸ்.எம்.		04-01						
Select	CS\DOS\65661	831541768V	றியாஸ்	මියා	-				N		
Select	C5\DO5\60989	847340797V	ම්.ඩබලිව්.එම.ඩ්.	ē.a	Duty Assume (FA): 2021-				N		
			ක්ලක්ංග		04-01						
Coloct	00000055254	8484020084	Bull of Burling	R.1	(FA) - 2021				N		

Reports

இடமாற்றங்கள் தொடர்பான அறிக்கைகளை பெற்றுக் கொள்ளுவதற்கு Menu இல் Transfer இற்கு கீழுள்ள Reports என்பதை தெரிவு செய்யவும்.



பின்வரும் பக்கத்திற்கு சென்று, அந்தந்த இணைப்புக்கள் மூலமாக அறிக்கைகளைப் பெற்றுக் கொள்ள முடியும்.



- Report நிறுவனத்தினுள் இடமாற்றத்தினை கோரும் அலுவலர்களின் சுருக்கம்
- Shedule-I சேவை நிலையத்தில் 5 வருடங்களுக்கு மேலாக சேவையாற்றும் அலுவலர்களின் தகவல்
- Shedule-II- சேவை நிலையத்தில் 5 வருடங்களுக்கு மேலாக சேவையாற்றும் அலுவலர்களின் மேலதிக தகவல்
- Report I- நிறுவனத்திலிருந்து வெளியே இடமாற்றம் பெற்ற அலுவலர்களின் தகவல்
- Report II- நிறுவனத்திற்கு இடமாற்றம் பெற்று வந்த அலுவலர்களின் தகவல்
- Appeal Request List- மேன்முறையீடு செய்துள்ள அலுவலர்களின் தகவல்
- Appeal Report- நிறுவனத்திற்குரிய மேன்முறையீடு செய்துள்ள அலுவலர்களின் மேன்முறையீட்டு முடிவுகள்

<u>அலுவலர்களின் சேவை விபரங்களை உள்ளிடுதல்</u>

சேவை விபரங்களை உள்ளீடு செய்வதற்கு Menu இல் Service என்பதை தெரிவு செய்யவும்.



இங்கு Service History ஐ Click செய்யும் போது, பின்வரும் பக்கத்துடன் இணைக்கப்படுவீர்கள்.

Service		ů ů		*
Welcome Forest Department of N000121	*			(8)
Summary	Summary	Service Histry	Duty Assume	Close
Print				

இங்கு Service History என்பதை Click செய்யும் போது, பின்வரும் பக்கத்துடன் இணைக்கப்படுவீர்கள். இது Personel இல் உள்ளடக்கப்பட்டுள்ளது.

NIC:	Name :		Designat	ture:		Load						
Transfer History Promotion History												
Transfer Type :	Select	`	•									
Institute From :						~						
Institute To :						~						
Recruitment Basis :	PERMANANT	`	/									
Designation :	Select				~							
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Class :	Select	`	/									
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	SUBMIT											

இங்கு Termination என்பதை click செய்யும் போது, பின்வரும் பக்கத்துடன் இணைக்கப்படுவீர்கள். இது Personel இல் உள்ளடக்கப்பட்டுள்ளது.

	🚊 🥏 Service Combined S	2 Services Inquiries	ti di Management System.		
Summary Forest Department of N000121				B Summary	Submit Document
	Total	Total	Total	Total	
	Request : 0	Approval : 0	Terminate : 0	Pending : 0	
1.0 Reque	at Approval Terminate	Pending			
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