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यूटी सचिवालय, लेह/ **UT Secretariat, Leh**  
Dated: 12.04.2025

**Subject: Standard Operating Procedure (SOP) for Transfer and Postings of Officers/Officials in the Health and Medical Education Department, UT of Ladakh.**

**ORDER No: - 10 (H&ME) UTL of 2025**  
**Dated: - 12.04.2025**

In order to streamline the process of transfers and postings, and with a view to establishing a structured, transparent, and uniform mechanism for the collection and processing of online applications for the annual transfer and posting of employees within the Health and Medical Education Department, Union Territory of Ladakh, the following Standard Operating Procedure (SOP) is hereby adopted for the operation of the online transfer system.

**This issues with the approval of the Lt. Governor, UT of Ladakh.**

*Sd/-*  
**(Dr. Vasanthakumar Namasivayam) IAS**  
Commissioner Secretary  
Health and Medical Education Department

**Encl: SOP and User Manual**

**Copy to the:**

1. Administrative Secretary, General Administration Department, UT of Ladakh.
2. Deputy Commissioner/CEO, LAHDC, Leh & Kargil.
3. Director Health Service, UT Ladakh.
4. Joint Director, Information, Ladakh.
5. State Informatics Officer, NIC Ladakh.
6. Chief Medical Officer, Leh and Kargil.
7. Medical Superintendent, SNM Leh and District Hospital, Kargil.
8. Private Secretary to Chief Secretary, UT of Ladakh for kind information Chief Secretary, UT of Ladakh.
9. Private Secretary to Chief Executive Councilor, LAHDC, Leh and Kargil for kind information of the Chief Executive Councilor.

**Jigmet Angchuk (JKAS)**  
Under Secretary  
Health and Medical Education Department



## Standard Operating Procedure (SOP)

For collection of Annual Online Application for Transfers and Postings for the Health and Medical Education Department, Union Territory of Ladakh.

- Title:** - Standard Operating Procedure (SOP) for Transfers and Postings of Officers/Officials in the Health and Medical Education Department, UT of Ladakh.
- Purpose:** - To establish a structured, transparent, and uniform process for the collection of online applications for annual transfer and posting of employees of the Health and Medical Education Department, UT of Ladakh, in accordance with the provisions of the **UT Transfer Policy**, issued vide **Order No. 47-LA(GAD) of 2020 dated 31.07.2020**.
- Scope:** - This SOP applies to all officers and officials working under the Health and Medical Education Department, UT of Ladakh, including those holding **District, Divisional**, and **UT cadre** posts.
- Classification of Posts and Competent Authorities for transfers as per the Order No. 47-LA(GAD) of 2020 dated 31.07.2020:** -

Class of Employees	Authority Delegated / Competent Authority
District Cadre Post(s).	Chief Executive Officer of the respective LAHDC, with the prior approval of the Executive Council. (Refer UT-Ladakh Transfer Policy Annexure-A)

Class of Employees	Authority Delegated / Competent Authority
<b>Divisional Cadre Post(s).</b>	<ul style="list-style-type: none"> <li>i. Chief Executive Officers of the respective LAHDC, with Executive Council approval (for posts listed in Annexure-B of UT-Ladakh Transfer Policy).</li> <li>ii. Inter-district transfers by Director/Divisional Head.</li> <li>iii. Intra-district transfers (excluding the posts listed in Annexure-B of UT-Ladakh Transfer Policy) by Director Health Services.</li> </ul>
<b>UT Cadre Post(s).</b>	<ul style="list-style-type: none"> <li>i. UT Administration.</li> <li>ii. Chief Executive Officers of the respective LAHDC, with Executive Council approval (for posts listed in Annexure-C of UT-Ladakh Transfer Policy).</li> <li>iii. Inter-district transfers of Level-8 to Level-10A posts by Directors/Head of the Departments with approval of Administrative Department.</li> </ul>

5. **Tenure Criteria:** - The minimum tenure on a post eligible for intra-district transfer shall be **02 (two) years**. An officer/official holding a Divisional or UT cadre post becomes due for inter-district transfer after **four (04) years** of continuous posting in one district.
6. **Transfer Calendar and Timeline:** - To ensure predictability and consistency, the following annual timeline shall be followed:

Activity	Timeline
Online portal open for transfer requests	1st February to 15th February
Issuance of transfer/posting orders	On or before 20th March
Effective date of transfer/posting orders	1st April

**Note:** For the current year, the portal shall remain open from **15th April 2025 to 30th April 2025**, and transfer/posting orders shall be issued by the **30th May 2025**, positively.

7. **Mode of Application:** -All application requests for transfers/postings shall be submitted only through the official online portal: <https://transferportal.ladakh.gov.in>. Offline/manual applications shall not be entertained under any circumstances. **The user manual for applying on the portal is enclosed as Annexure -I.**
8. **Roles and Responsibilities:** -

Stakeholder	Responsibility
Officers/Officials	Submit transfer requests as per the timeline on the online portal.
Competent Authorities as per the GAD order No. 47-LA(GAD) of 2020 dated 31.07.2020	Review, approve, and issue orders as per delegation and policy.
IT Department	Ensure availability, functionality, and data security of the transfer portal.
Departmental Heads / Offices	Verify eligibility, tenure, and policy compliance before forwarding recommendations.

9. **Vacancy Preferences:** - In addition to the standard transfer process, existing vacancies for key posts such as doctors and nurses will be made available each year on the portal for employees to check for vacancies and submit their preferences. The officials can also select any of the centre but the chances of postings are higher if vacant locations are chosen. This will allow officers/officials to indicate their interest in specific vacancies, ensuring that critical positions are filled based on both departmental needs and staff preferences.
10. **Non-Submission of Transfer Requests:** - All officers who have completed 02 (two) years of service for intra-district transfers and 04 (four) years of service for inter-district transfer have to apply on the portal. However, if officers/officials who are eligible for transfer fail to submit their transfer requests on the online portal within the specified timeline, are also liable for consideration of transfer. The

officers who have submitted online application with preferences will still be considered first for transfer and postings and the officer not applied on the portal considered later for transfer/postings.

11. **Transfer / Posting process:** The competent authorities as per the GAD order No. 47-LA(GAD) of 2020 dated 31.07.2020 (respective Deputy Commissioners for posts under the power of LAHDC and Director Health Services for Divisional, UT Cadre posts not under LAHDC) will be able to see all the applications received. The competent authorities shall follow their set internal procedures, taking into consideration the officers who have applied online and those who are eligible for transfer but not applied and take appropriate decisions after approval of the competent authorities. To the extent possible like (similar skills) should be replaced by like (similar skills) and if not possible to the centre with higher patient load. The decision on the online applications for transfer will be updated for each case in the portal and the transfer order published will also be uploaded on the portal for transparency.
12. **Monitoring and Compliance:** - The Department of Health and Medical Education shall ensure strict adherence to this SOP. Any deviations must be approved by the Administration of the Union territory of Ladakh under exceptional circumstances.
13. **Grievance Redressal:** - Any grievances regarding transfer/posting shall be addressed through proper channel within **15 days** of issuance of the transfer order. The final decision rests with the competent authority as per the transfer policy.
14. The Administration reserves the right to do transfer / postings in the interest of Administration and patients care services at any point during the year.
15. **Effective Date:** - This SOP shall come into force **with immediate effect** and shall remain valid until revised or superseded by subsequent orders by the competent authorities.



**Jigmet Angchuk (JKAS)**  
Under Secretary  
Health and Medical Education Department

## # STEP 1

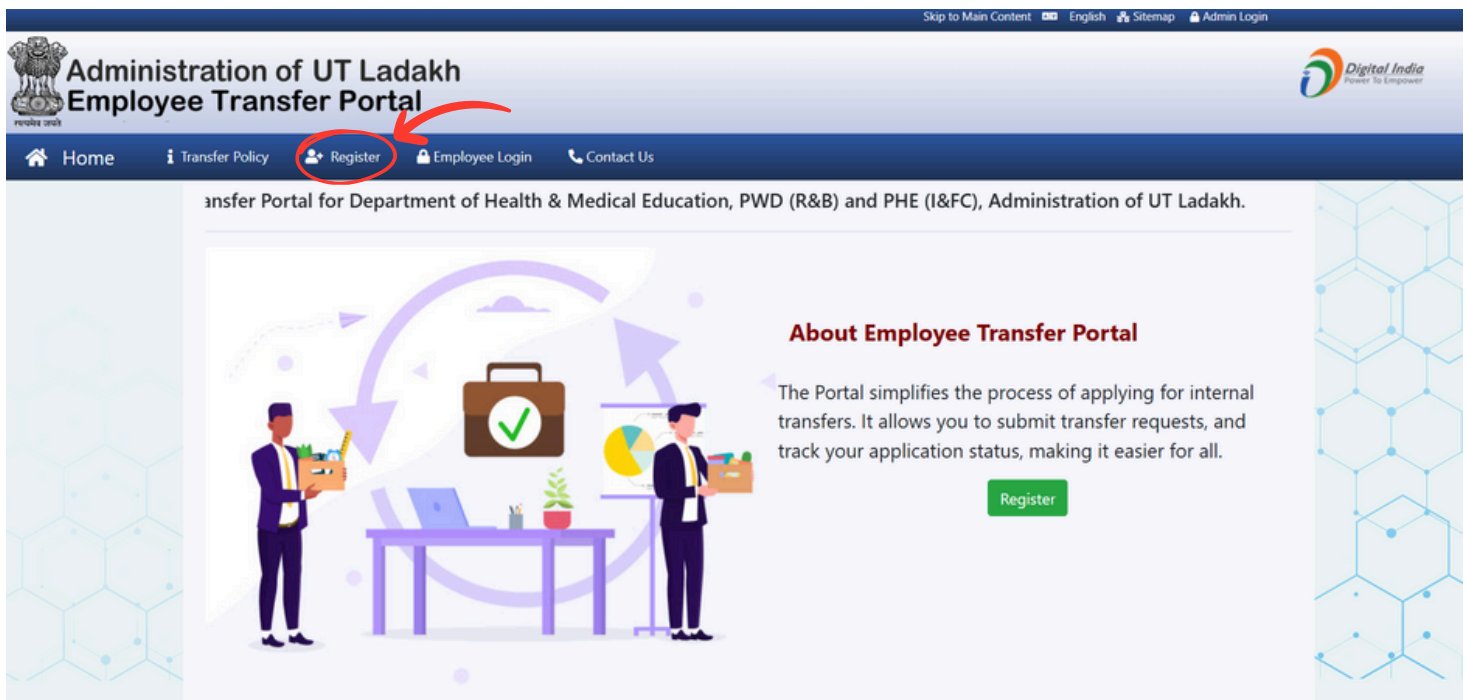
### 1. Accessing transfer portal

- Open a web browser (Chrome, Firefox, Edge, etc.).
- Enter the URL: **transferportal.ladakh.gov.in**
- Press Enter to load the webpage.

## # STEP 2

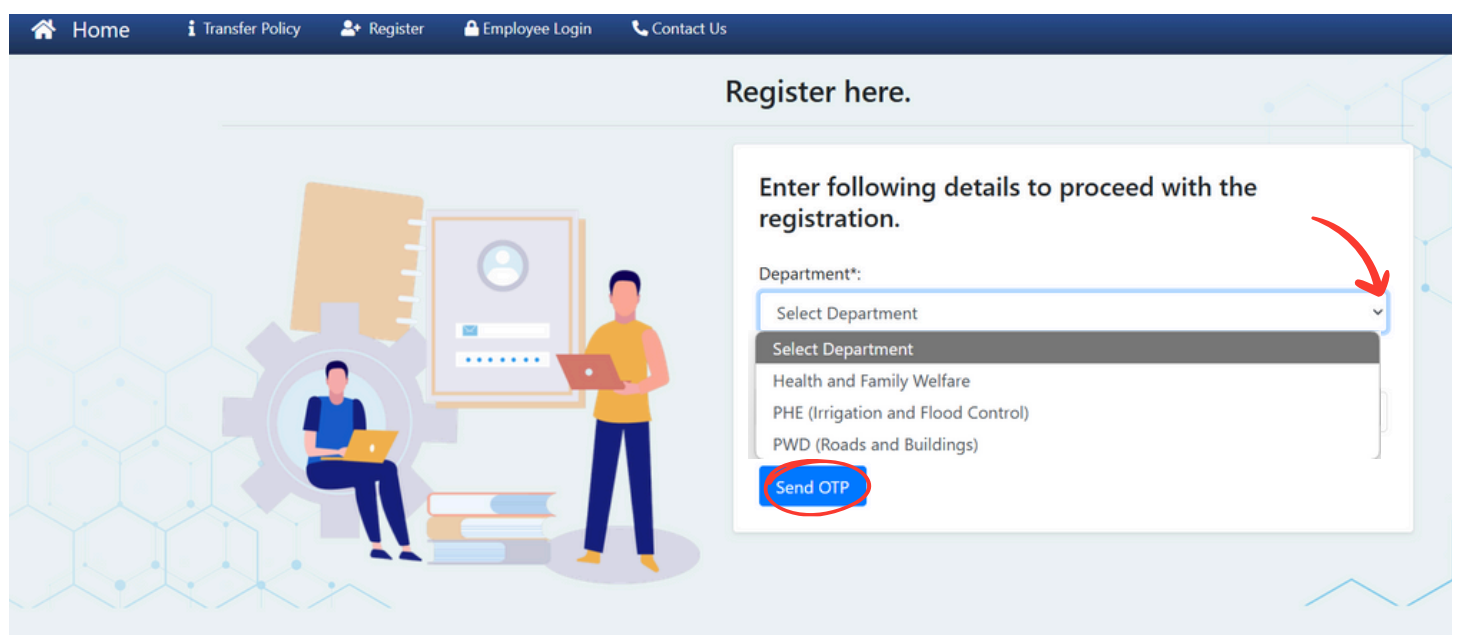
### 1. User Registration

- Click on the **Register** button.



## # STEP 3

- Select your Department from a drop-down menu.
- Enter a valid mobile number and click Send OTP.



## # STEP 4

- Enter the **6-character OTP** sent to your number.
- Click **Verify OTP** button.

Home Transfer Policy Register Employee Login Contact Us

Register here.

Enter following details to proceed with the registration.

Department\*: Health and Family Welfare

Mobile Number\*: 12121266

Send OTP

Verify OTP

Enter OTP\*:

Verify OTP

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## # STEP 5

- Select Cadre (District OR Divisional/UT) as per your requirement.
- Enter Basic Details.
- Select Date of Birth (DOB) by clicking the calendar icon.

Skip to Main Content English Sitemap Admin Login

Administration of UT Ladakh  
Employee Transfer Portal

Home Transfer Policy Register / Apply Contact Us

Registration Form

Select Cadre: Select Cadre

Name: full name Phone Number: 1234567890

Date of Birth: 12-04-2025 Date of Initial Appointment: 19-04-2025

Select District\*: Leh Department: Health and Family Welfare

Post:



## # STEP 6

- Select **Transfer History (Effective from 31.10.2019)** from the options.
- If there is more than one transfer history, click the **Add Row** button to enter additional data.
- To delete a row, click the **Delete Row** button.
- Tick the **Declaration checkbox** to confirm that all the information entered is correct.
- Enter the Captcha as shown in the image.
- Click the **Submit** button to finalize and submit the form.

Transfer History (Effective from 31.10.2019):

Transfer Date	From	To	Joining Date
31-10-2019	Enter location...	Enter location...	dd-mm-yyyy

[+ Add Row](#) [- Delete Row](#)

☐ I declare that the information provided is accurate and true. The authority may take appropriate action if any discrepancies are found.

Captcha: 3WASH4

Enter valid code

Submit

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## # STEP 7

- If you notice any incorrect information, you can edit the fields by click **EDIT DETAILS**
- Once the details are correctly filled, click the **Final Submit** button to complete the registration process.

Home Transfer Policy Register / Apply Contact Us

### Preview Registration Details

Personal Details	
Registration ID	UTL/T/2025/227029
Name	full name
Phone Number	1234567890
Date of Birth	2025-04-12
District	Leh

Job Details	
Cadre	district
Department	Health and Family Welfare
Date of Initial Appointment	2025-04-19
Post	Steno Typist

Transfer History			
Transfer Date	From	To	Joining Date
2019-10-31			2025-04-04

[Edit Details](#) [Final Submit](#)



## # STEP 8

- After completing your registration, login from the **Employee Login** button to apply for transfer.
- Select your Department from the drop-down menu.
- Enter your **Registration Mobile Number**.
- Click **Send OTP** to receive a verification code.
- Enter the OTP and click **Verify OTP**.
- Once the OTP is verified, you will be redirected to user Dashboard.

**Employee Transfer Portal**

Home Transfer Policy Register **Employee Login** Contact Us

**Employee Login (Enter your registered mobile number)**

Department\*:

Select Department

Select Department

Health and Family Welfare

PHE (Irrigation and Flood Control)

PWD (Roads and Buildings)

Send OTP

## # STEP 9

### Applying for Transfer

- To apply for a transfer, click the **Apply Transfer button** in the sidebar menu.
- This will open the transfer application form where you can enter the required details and submit your transfer request.

**Administration of UT Ladakh Employee Transfer Portal**

Welcome full name - Department of Health and Family Welfare

Logout

Basic Details

REGISTRATION ID	NAME	PHONE	DATE OF BIRTH	POST	DISTRICT
UTL/T/2025/227029	full name	1234567890	12-04-2025		

Transfer Histroy

S NO	TRANSFER DATE	FROM	TO	JOINING DATE
1	31-10-2019			

## # STEP 10

On the **Apply Transfer Page**, the employees have to check the vacancy against your post (If uploaded) before proceeding with entering further details. Accordingly the preferences to be filled as per vacancies available.

Administration of UT Ladakh  
Employee Transfer Portal

Welcome teststerst - Department of Health and Family Welfare

Logout

Basic Details  
Apply Transfer →  
Preferences Applied  
View Status  
Update

### Apply Transfer

**Check Vacancy (Required)**

Transfer Applied For:  
Select Transfer Type

Details of Present Place of Posting:  
--Select Location--

In current place, working since:  
dd-mm-yyyy

Enter Location preferences

Preference 1: --Select Location--  
Preference 2: --Select Location--  
Preference 3: --Select Location--

Reason for Transfer Request:

## # STEP 11

- Available vacancy details will be displayed for your post.
- Go through the vacancy details and click the **“i’ve checked vacancies”** button

Apply Transfer →  
Preferences Applied  
View Status  
Update

### Vacancy Details

LOCATION	POST	VACANCY
CHC Chiktan	Dental Surgeon	1
CHC Sankoo	Dental Surgeon	1
PHC Temisgam	Dental Surgeon	1
SDH Drass	Dental Surgeon	1

I've Checked Vacancies

# # STEP 12

- The other fields will get enabled after checking the vacancies. Fill in the required fields and select your preferences based on the vacancy available.

Welcome teststerst - Department of Health and Family Welfare

Logout

Basic Details

Apply Transfer

Preferences Applied

View Status

Update

Apply Transfer

✓ Vacancies Checked (Required)

Transfer Applied For:  
Select Transfer Type

Details of Present Place of Posting:  
--Select Location--

In current place, working since:  
dd-mm-yyyy

Enter Location preferences

Preference 1:  
--Select Location--

Preference 2:  
--Select Location--

Preference 3:  
--Select Location--

Reason for Transfer Request:

Please fill out this field.

Upload Supporting Documents (if any): (PDF only, max 300KB)

# #NOTE

- In the View Status section, you can check the status of your application.
- This will display whether your application is **Pending, Approved, or Rejected**.

Welcome full name - Department of Health and Family Welfare

Logout

Basic Details

Apply Transfer

Preferences Applied

View Status

Update

Transfer Application Status

STATUS	REMARKS
Application Submitted	Under Process