**MOH Portal**

**User Manual- First Form of External Transfer Request**

1. **External Transfer Form 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| This part to be filled by transfer seeker  | 1. Transfer Seeker Data
 |  |  |  |  |  |  |
| Name  |  |  | Civil Register  |  |  |  |
| Job |  |  | Rank & No. |  |  |  |
| Beginning of service  |  |  | Qualification  |  |  |  |
| Current Employer  |  |  | Specialization  | General  |  |  |
| Minor specialization  |
| Transfer Destination  |  |  | Ministry Pledges | Scholarship  | Internal Scholarship  | Other  |
| Scholarship Period  |  |  | Beginning time:  | From |  |
| TO |  |
| Reasons of Transfer Request  |  |
| 1-……………………………………………………………………………………………………………………………………………… 2-……………………………………………………………………………………………………………………………………………… 3-……………………………………………………………………………………………………………………………………………… 4- ………………………………………………………………………………………………………………………………………………  |
| Transfer Seeker Name:………………………………… Signature:………………………………………….. Date / / 143 H |
| This part to be filled by the current employer  | 1. Employers Decision
 |  |
|  Approval Disapproval Justifications: |
| Current Employer's Director Name:………………………………… Signature:………………………………………….. Date / / 143 H Stamp  |

All fields must be filled accurately