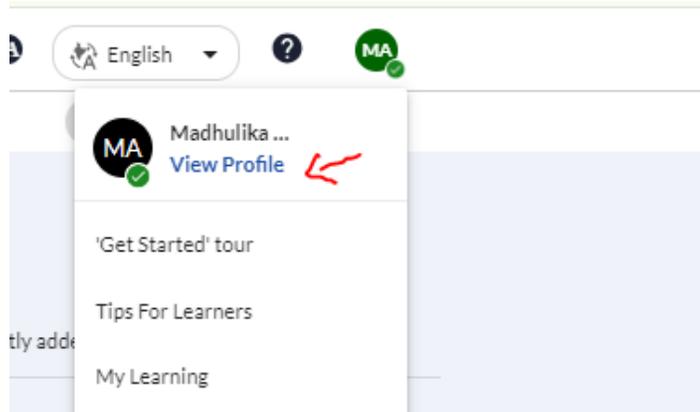
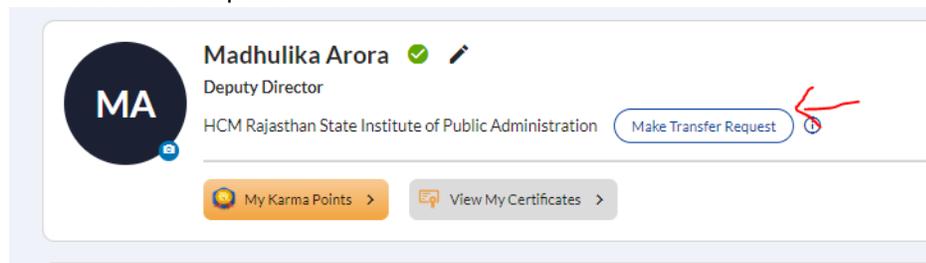


## Process of Changing (Transferring) Department

1. Login to iGOT Portal
2. View Profile



3. Click on – make transfer request



4. Select your department by scrolling up/down
5. Select your Designation & submit request.

A screenshot of the 'Make Transfer Request' form. The form is titled 'Select all the fields to make transfer request.' and contains three dropdown menus: 'Organization' (Department of Information Technology), 'Group' (Group A), and 'Designation' (Deputy Director). Below the dropdowns, there is a note: 'If you make a transfer request, your profile will need verification again.' At the bottom of the form, there are two buttons: 'Cancel' and 'Submit request'.

6. Once your request is confirmed by the departmental nodal officer, the changes will take effect.