



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

Table of Contents

1. Introduction	1
1.1. Intended Users	1
1.2. Purpose	1
2. System Requirements to run this Application software.....	1
3. Product Features	2
4. Online Transfer Apply Module and Operating Instructions (By MCH Staff)	3-18
4.1. Website landing Page.....	3
4.2. Registration & Login	4-6
4.2.1. Registration	4-5
4.2.2. Login	6
4.3. Dashboard.....	7
4.4. Complete Profile	7-10
4.4.1. Personal Details	7-8
4.4.2. Address Details	9
4.4.3. Service Details	10
4.5. Apply for Unilateral Transfer	11-13
4.5.1. Transfer Form Filling	11
4.5.2. Transfer History	12
4.5.3. Preview and Final Submit	12-13
4.5.4. Withdraw Application	13
4.6. Apply for Mutual Transfer	14-16
4.6.1. Search and Confirm the Co-worker	14-15
4.6.2. Transfer Form Filling & Send for Acknowledgement	15
4.6.3. Preview and Final Submit	16
4.7. Track Transfer Application	17-18
4.7.1. Pending Transfer Application	17
4.7.2. Resolved Transfer Applications.....	18

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:

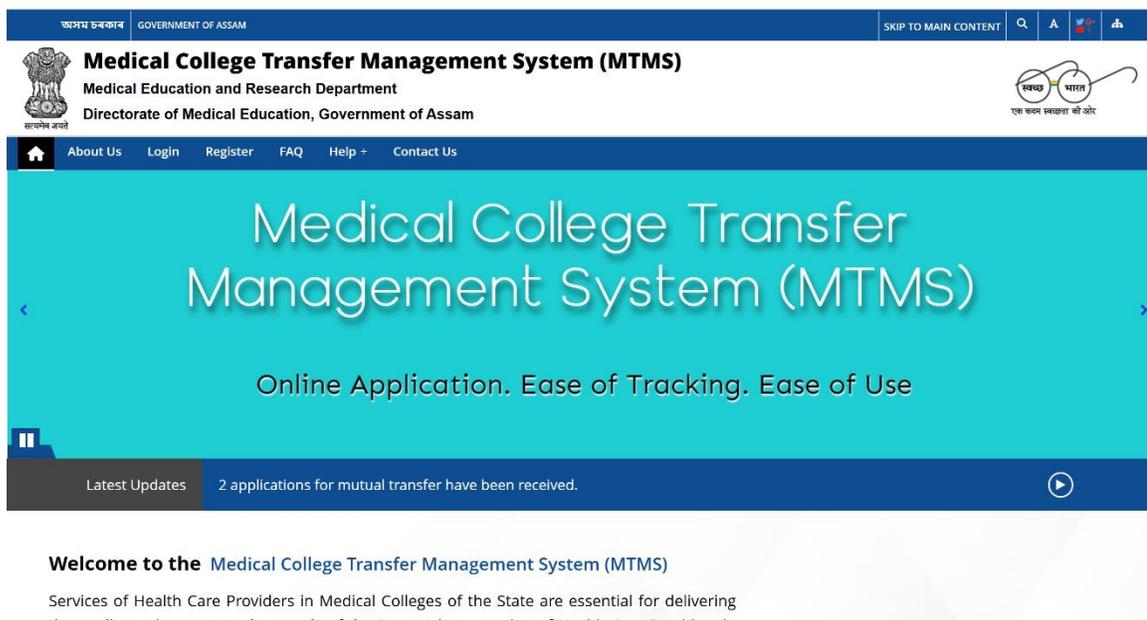
- ❖ It is an integrated application system, based on web technology which primarily aims at management of transfer applications by the MCH Admin, DME from anywhere within any time period. This will lead to the speedy and error-free management of transfer process.
- ❖ It facilitates easy and quick registration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

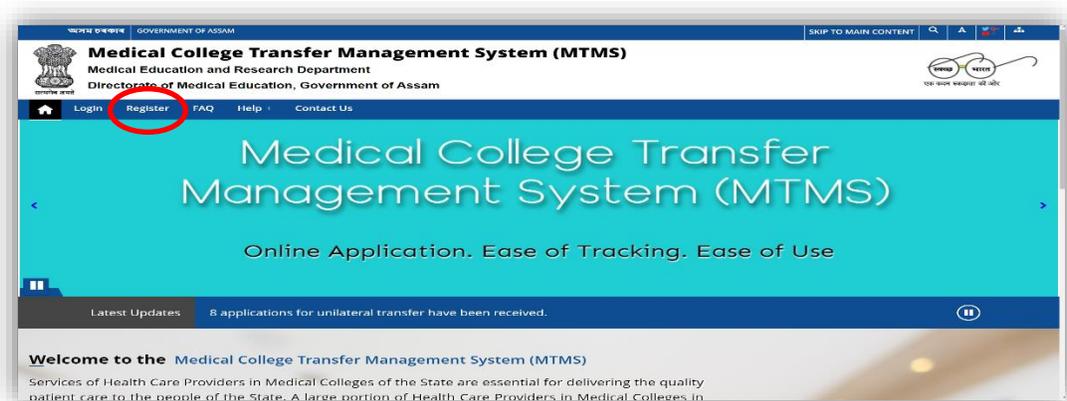
Before starting the registration process, please ensure that the Medical Staff have the following for registration:

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

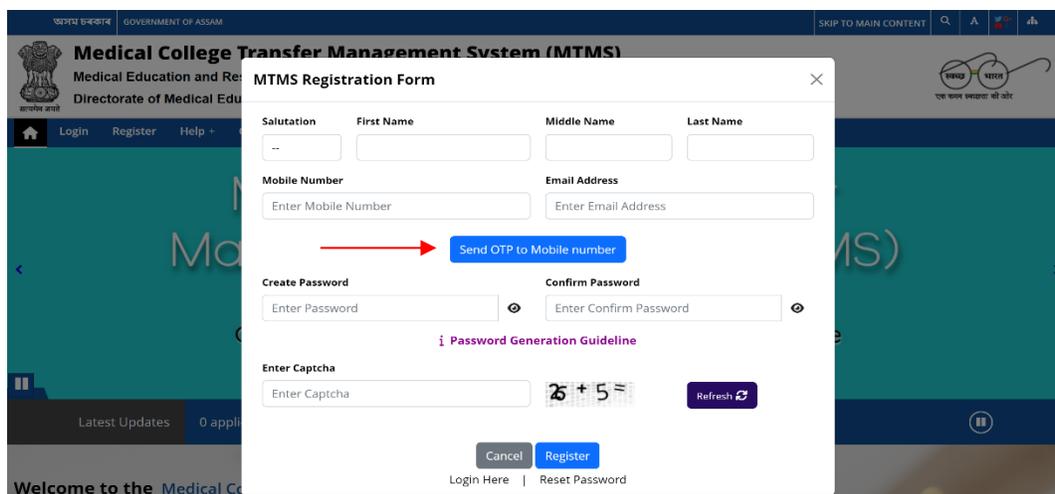
Please keep in mind that the basic information that has entered at the time of registration cannot be edited.

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:

The screenshot shows the 'MTMS Registration Form' with the following fields and elements:

- Salutation*: Mr.
- First Name*: JOHN
- Middle Name: (empty)
- Last Name: DOE
- Mobile Number*: 1000000000
- Email Address*: test@gmail.com
- Enter OTP: (input field)
- Submit OTP: (button, highlighted with a red circle)
- Message: You can re-send OTP in: 9minutes 20seconds
- Create Password*: Enter Password
- Confirm Password*: Enter Confirm Password
- Enter Captcha*: Enter Captcha
- Captcha: 23 + 7 =
- Refresh: (button)
- Buttons: Cancel, Register
- Footer: Login Here | Reset Password

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.

The screenshot shows the 'MTMS Registration Form' with the following fields and elements:

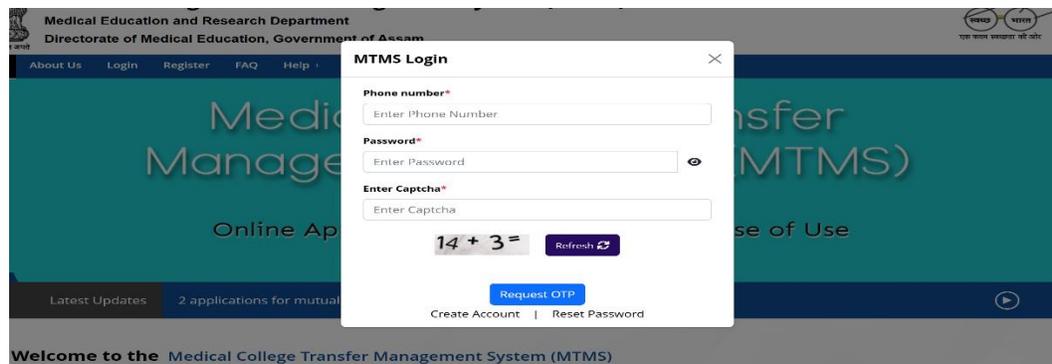
- Salutation*: Mr.
- First Name*: JOHN
- Middle Name: (empty)
- Last Name: DOE
- Mobile Number*: 1000000000
- Email Address*: test@gmail.com
- Message: Mobile number Verified Successfully ✓
Time remaining to register: 9minutes 20seconds
- Create Password*:
- Confirm Password*:
- Enter Captcha*: 29
- Captcha: 25 + 4 =
- Refresh: (button)
- Buttons: Cancel, Register (highlighted with a red circle)
- Footer: Login Here | Reset Password

4.2.2. Login

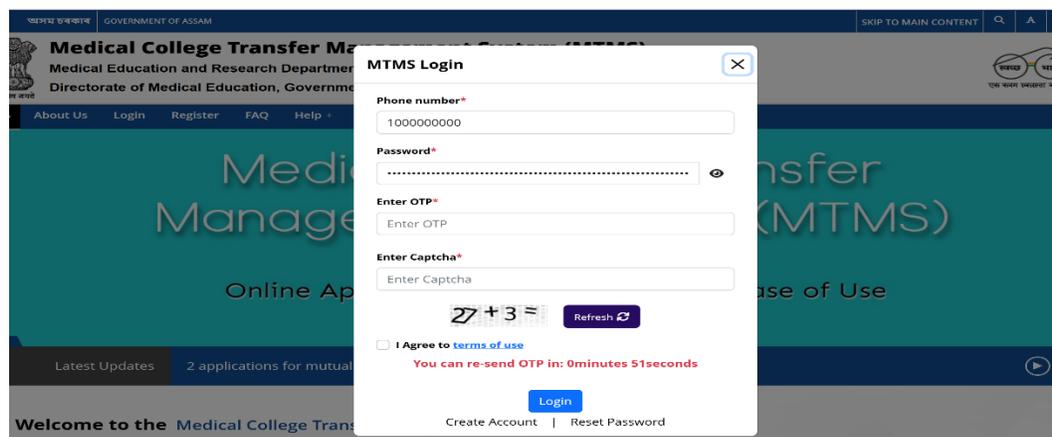
To login into the system Click on the "Login" menu item in the top navigation bar as shown below:



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.

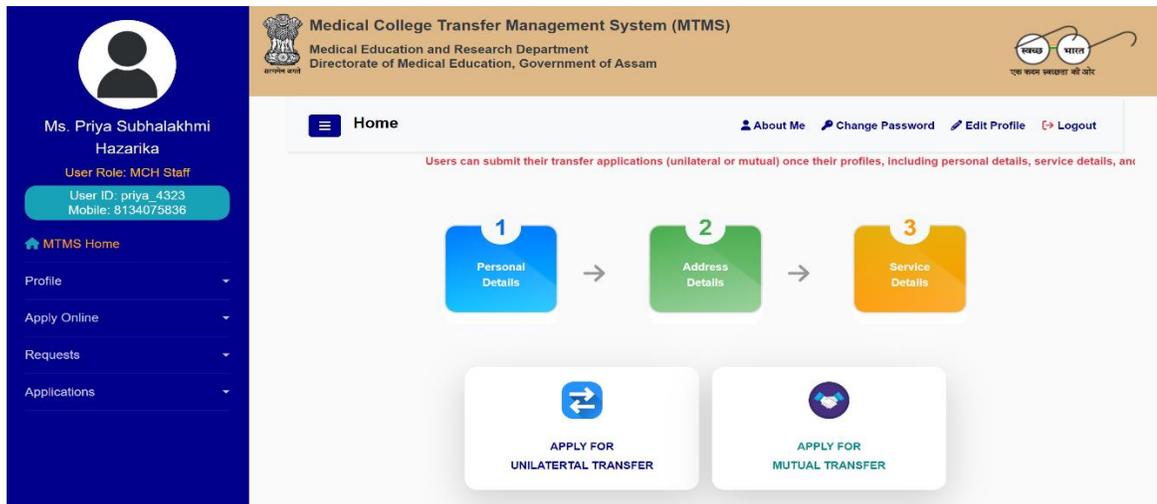


Once received, enter the OTP and check the "I Agree to terms of use" to provide consent to the Terms of Use. Then click on "Login" button as shown below:



4.3. Dashboard

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



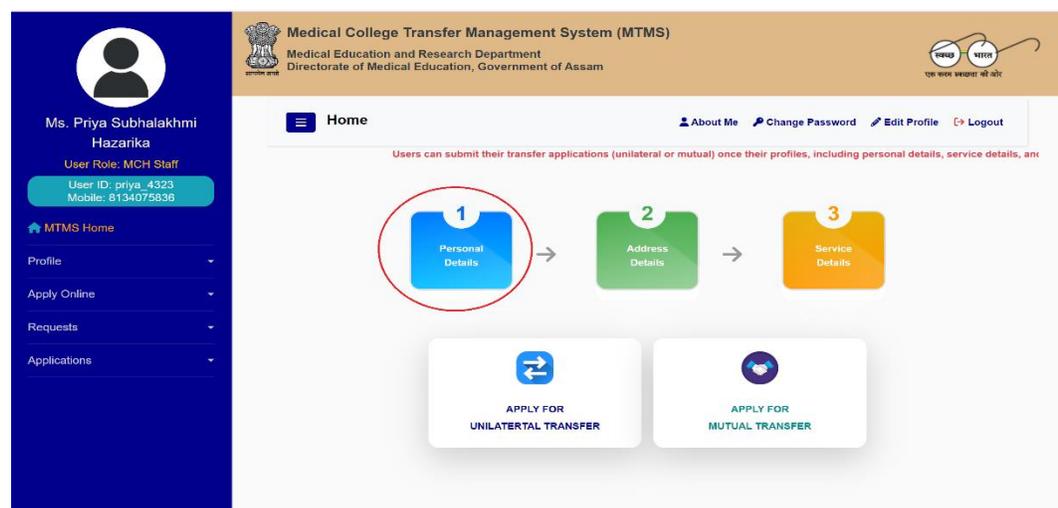
4.4. Complete Profile

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:



User Manual for Medical College Transfer Management System (MTMS)

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

The screenshot shows the 'Personal Details' form with a progress indicator at the top showing three steps: 1. Personal Details, 2. Address Details, and 3. Service Details. The first step is active. Below the progress indicator, there are navigation links: 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. A note states: 'All the mandatory fields are marked with an asterisk (*)'. The form contains several input fields: Salutation (Mr.), First Name (ARTHUR), Middle Name (FREYA YORK), Last Name (JEFFERSON), Mobile (3000000011), Email (lotolu@mailinator.com), Gender (dropdown), Date of Birth (dd-mm-yyyy), Caste (dropdown), and Religion (dropdown). A blue button labeled 'Send OTP to Email address' is circled in red. Below the email field, there is a red error message: 'Email Not Verified'.

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

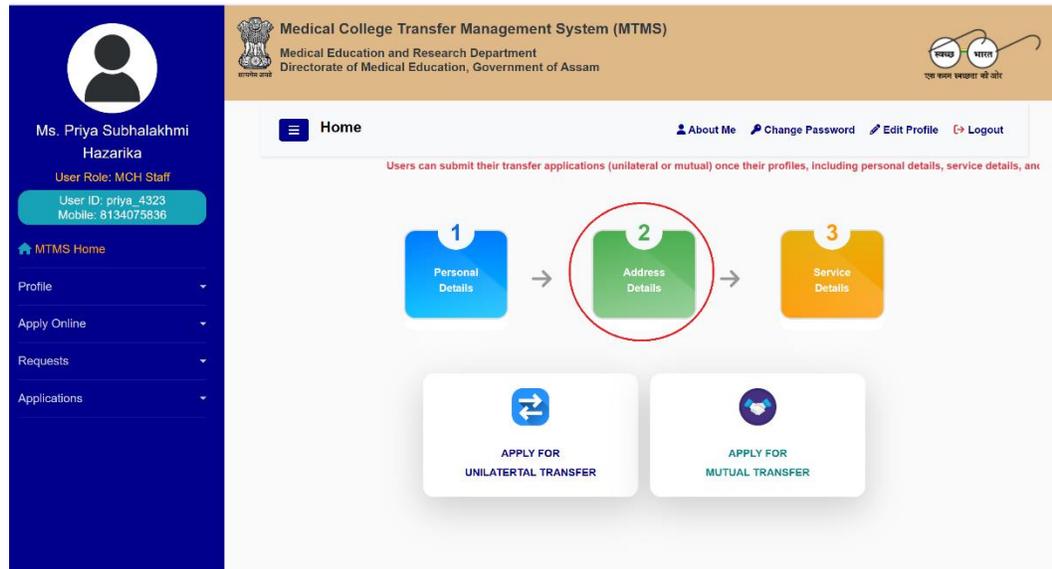
This screenshot shows the same 'Personal Details' form, but now the 'Send OTP to Email address' button is replaced by an input field for 'Enter OTP' and a green button labeled 'Submit OTP', which is circled in red. Below the email field, there is a red error message: 'Email Not Verified'. Below the OTP field, there is a red message: 'You can re-send OTP in: 9minutes 45seconds'.

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.

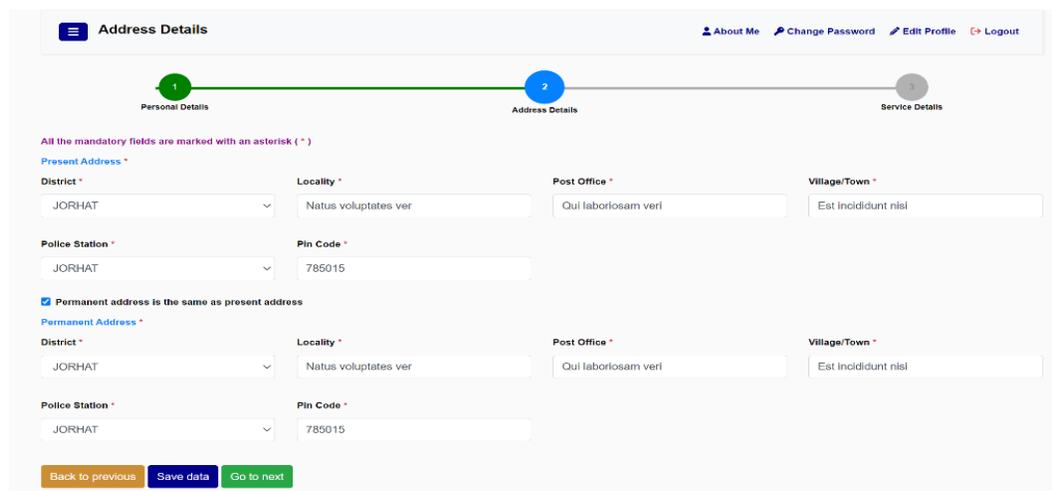
This screenshot shows the 'Personal Details' form with all fields filled out. The progress indicator shows three steps: 1. Personal Details, 2. Address Details, and 3. Service Details. The first step is active. Below the progress indicator, there are navigation links: 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. A note states: 'All the mandatory fields are marked with an asterisk (*)'. The form contains several input fields: Salutation (Ms.), First Name (PRIYA), Middle Name (SUBHALAKHMI), Last Name (HAZARIKA), Mobile (8134075836), Email (priyahazarika07@gmail.com), Gender (Female), Date of Birth (10-05-1999), Caste (GEN), Religion (Hinduism), Marital Status (Single), Profile Photo (Optional) (womansg70a110031_640.jpg), Mother's Name (Salutation: Mrs., First Name: Sima), and Father's Name (Salutation: Mr., First Name: Prohbat). At the bottom of the form, there are three buttons: 'Back to home', 'Save data', and 'Go to next'.

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:

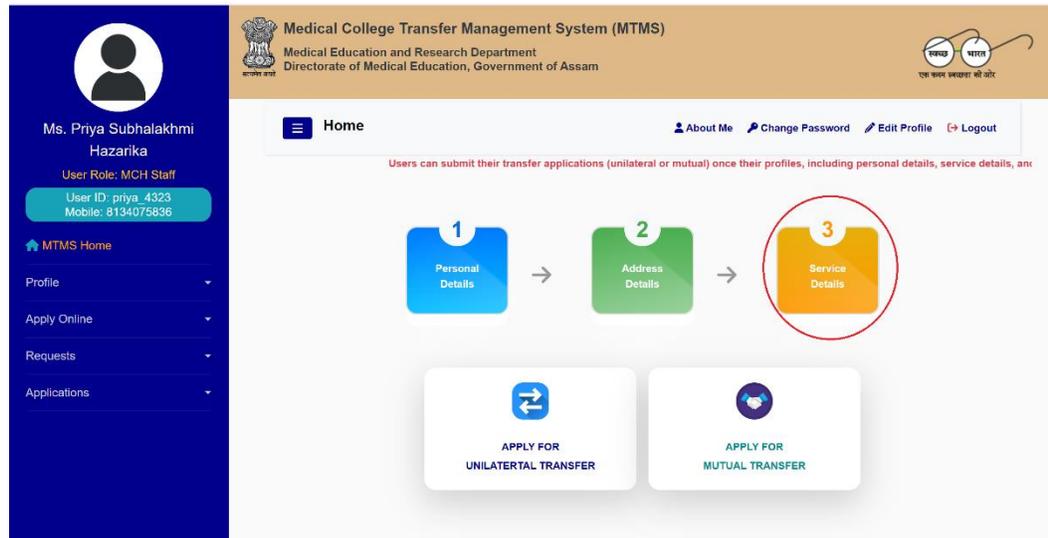


Fill up the required fields and once sure that the information entered are correct, click on the “Save data” and go to the next section.



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:



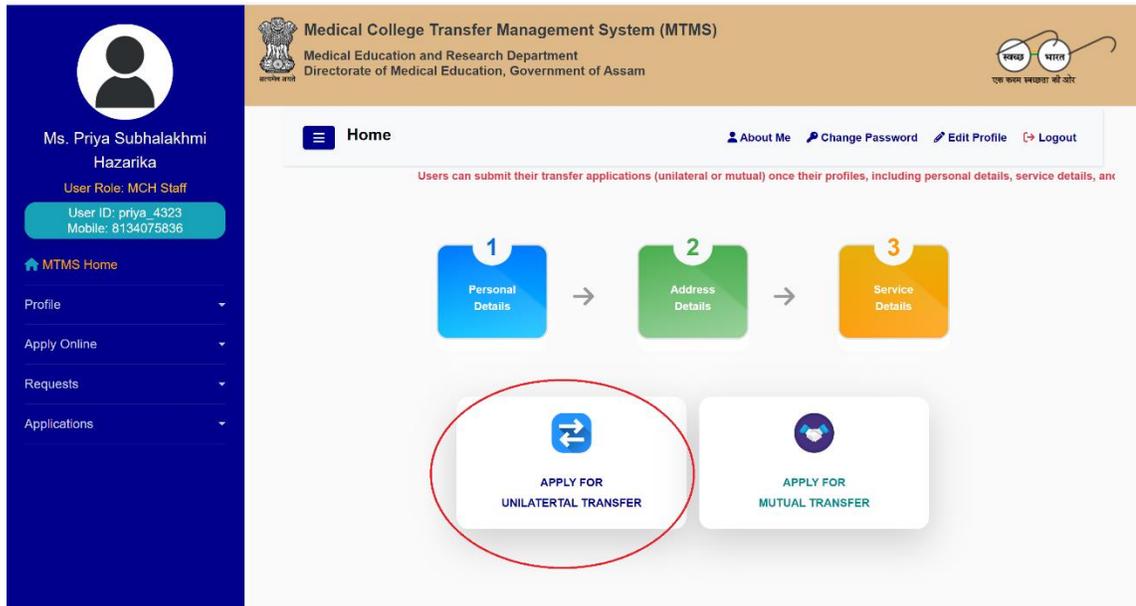
The form shown below will appear, after entering the required data, click on the “Save data” button.

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

The screenshot shows the "Service Details" form. At the top, there is a progress bar with three steps: 1. Personal Details, 2. Address Details, and 3. Service Details (highlighted in blue). Below the progress bar, a note states: "All the mandatory fields are marked with an asterisk (*)". The form is divided into two sections: "Details of initial posting in Govt. service (Regular)" and "Details of current posting". Both sections have identical fields: Job Grade (radio buttons for Grade 3 and Grade 4), Appointment Letter No. (Optional), Appointment Letter Date (Optional), Date of Retirement (Optional), Name of Health Facility (dropdown), Designation (dropdown), and First/Current Joining Letter (file upload). The Department field is set to "ICU". The Staff Category is set to "Nursing". The Assam Nurses' Midwives' & Health Visitor's Council Registration No. is "asm123". At the bottom, there are "Back to previous" and "Save data" buttons.

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.

The screenshot shows the 'Application Form for Unilateral Transfer' page. The form includes the following fields and options:

- Preference for desired place of transfer:** Three dropdown menus for 1st Preference, 2nd Preference (Optional), and 3rd Preference (Optional).
- Reason for Transfer:** A dropdown menu.
- Reason for Applying Transfer:** A text area with a character limit of 200.
- Supporting Documents (if applicable) (Optional):** A file upload button labeled 'Choose File' and a status 'No file chosen'. Accepted formats are PDF, and the maximum file size is 500 KB.
- Is Transferred Earlier? *** Radio buttons for Yes and No.
- Buttons:** 'Save Details as Draft' and 'Submit Application'.

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:

The screenshot shows a web form for a transfer application. At the top, there are three dropdown menus for 'From', 'To', and 'Current' medical colleges. Below these are dropdowns for 'Reason for Transfer' (Medical Ground (Dependent)) and 'Reason for Applying Transfer' (For Reason Reason). A text area for 'Reason' is present with a character count of 182. There is a 'Supporting Documents' section with a 'Choose File' button and a note that no file is chosen. A section titled 'Is Transferred Earlier?' has radio buttons for 'Yes' (selected) and 'No'. Below this is a section for 'Details of Previous Posting' with fields for 'Place of posting' (GMCH), 'District' (KAMRUP METRO), 'Date of Joining' (06-07-2020), and 'Transfer Category' (On Promotion). There are 'Add More', 'Remove', 'Save Details as Draft', and 'Submit Application' buttons.

4.5.3. Preview and Final Submit

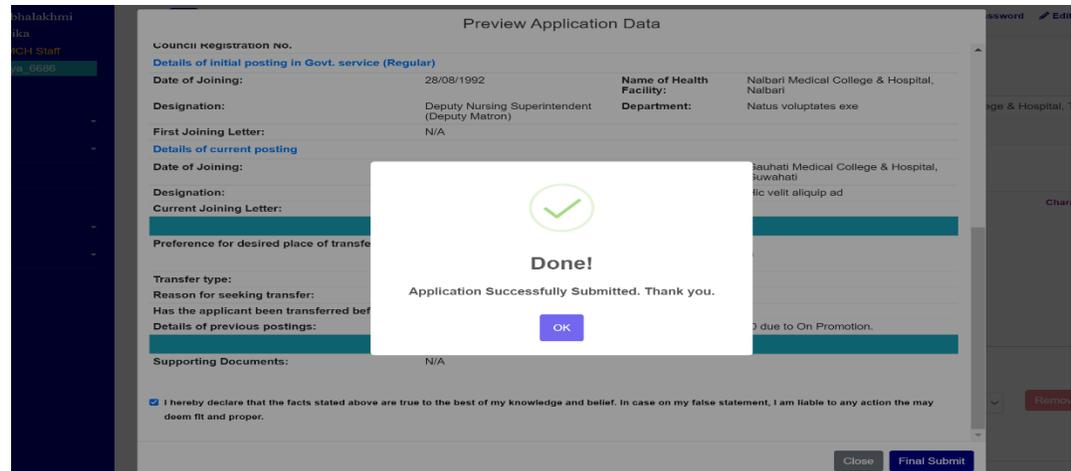
Once clicked on “Submit Application”, a preview of the transfer application will appear on screen. Verify the correctness then check the undertaking and click on “Final Submit” to submit the transfer application as shown:

The screenshot shows the 'Preview Application Data' page. It contains a table with the following data:

Details of initial posting in Govt. service (Regular)			
Date of Joining:	28/08/1992	Name of Health Facility:	Nalbari Medical College & Hospital, Nalbari
Designation:	Deputy Nursing Superintendent (Deputy Matron)	Department:	Natus voluptates exe
First Joining Letter:	N/A		
Details of current posting			
Date of Joining:	26/02/1987	Name of Health Facility:	Gauhati Medical College & Hospital, Guwahati
Designation:	Public Health Nurse	Department:	Hic velit aliquip ad
Current Joining Letter:	N/A		
Transfer Application			
Preference for desired place of transfer:	1st Preference: Jorhat Medical College & Hospital, Jorhat 2nd Preference: Assam Medical College & Hospital, Dibrugarh 3rd Preference: Tinsukia Medical College & Hospital, Tinsukia		
Transfer type:	Medical Ground (Dependent)		
Reason for seeking transfer:	For Reason Reason		
Has the applicant been transferred before?	Yes		
Details of previous postings:	1. Joined in GMCH (District: KAMRUP METRO) on 06/07/2020 due to On Promotion.		
Uploaded Documents			
Supporting Documents:	N/A		

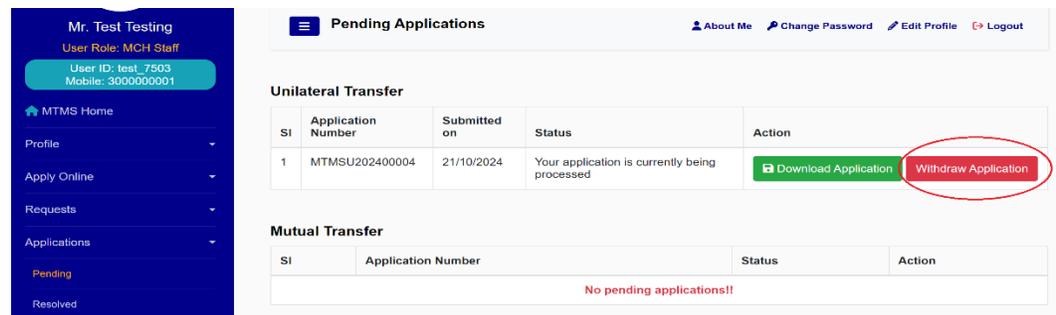
At the bottom, there is a declaration checkbox: I hereby declare that the facts stated above are true to the best of my knowledge and belief. In case on my false statement, I am liable to any action the may deem fit and proper. A 'Final Submit' button is highlighted with a red circle.

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.

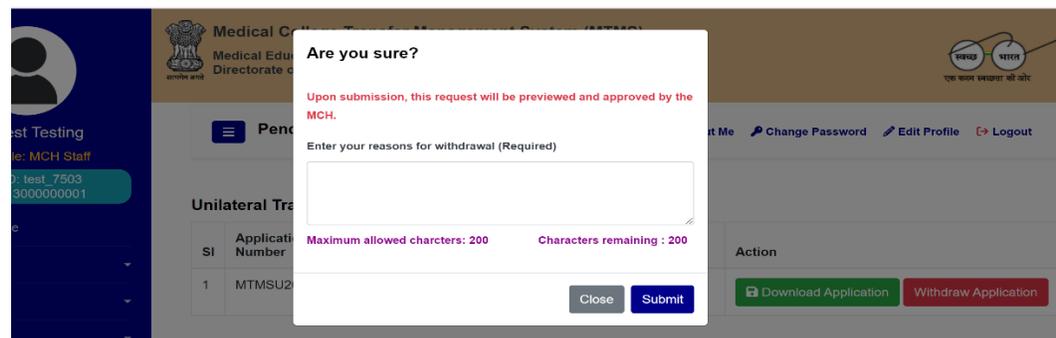


4.5.4. Withdraw Application

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

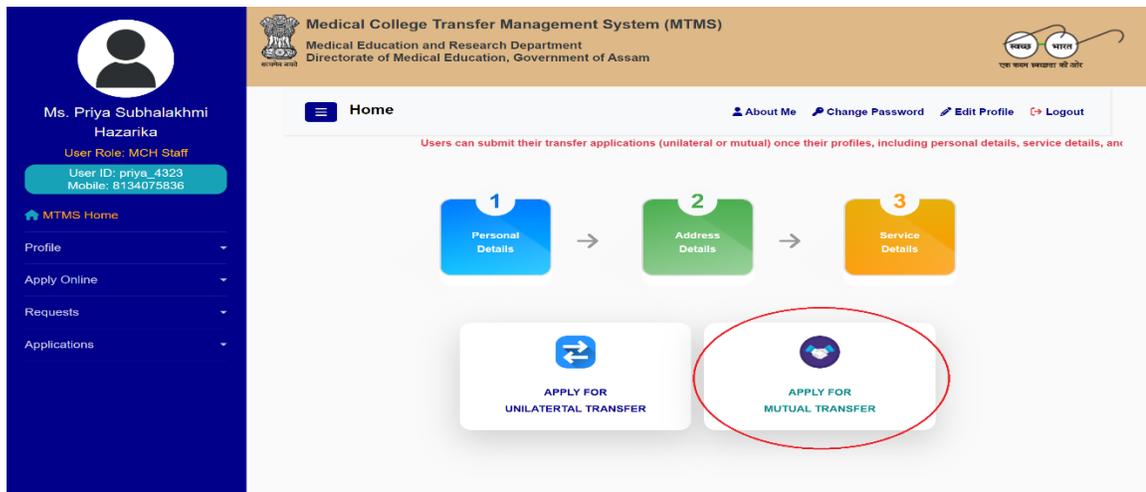


Then, enter the reasons for withdrawal and submit. Once approved by the MCH Admin, your application will be withdrawn.



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:

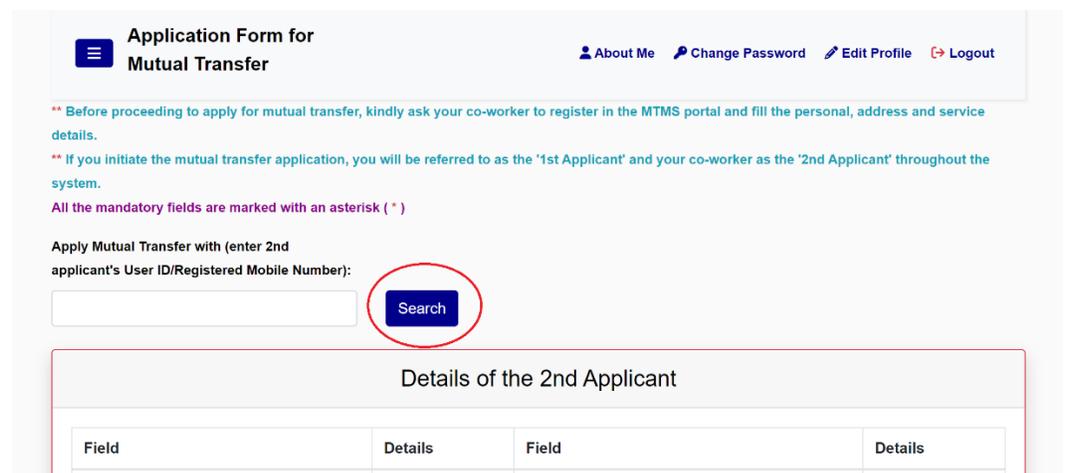


Note:

- 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.

Application Form for Mutual Transfer

Apply Mutual Transfer with (enter 2nd applicant's User ID/Registered Mobile Number):

400000007

Field	Details	Field	Details
Name	Mr. TF	User ID	tf_4103
Date of Birth (DOB)	06-07-2000	Gender	Male
Designation	Staff Nurse	Name of Health Facility	Gauhati Medical College & Hospital, Guwahati
Email	gtytd@gmail.com	Department	ICU

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!

Transfer From Health Facility

Assam Medical College & Hospital, Dibrugarh

Transfer Type *

--select--

Transfer To Health Facility

Gauhati Medical College & Hospital, Guwahati

Compelling Reason for Applying Transfer *

Maximum allowed characters: 200 Characters remaining : 200

Supporting Documents (if applicable) (Optional)

No file chosen

Accepted documents: Medical Certificate or Report from a registered medical practitioner.
Accepted format: PDF. Maximum file size: 500 KB.

Is Transferred Earlier? *

Yes No

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:

Application Form for Mutual Transfer

[About Me](#)
[Change Password](#)
[Edit Profile](#)
[Logout](#)

**** Before proceeding to apply for mutual transfer, kindly ask your co-worker to register in the MTMS portal and fill the personal, address and service details.**
**** 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.**

Your application for mutual transfer is **ACCEPTED** by the 2nd applicant. You can submit this application now, after which, it will be forwarded to the Principal/Superintendent of your respective health facilities.

You cannot change your details after the 2nd applicant has final submitted.

SI No	Particulars	1st Applicant	2nd Applicant
1	Application No	MTMSM202400002	
2	Name of the Applicant	Mrs. ABDUL WYATT DOWNS ESTRADA	Mr. GTEDHJ JBIYFY
3	Transfer Reason	Medical Ground (Dependent)	Medical Ground (Self)
4	Compelling Reason for Seeking Mutual Transfer	CompellingCompellingCompelling	adsdd
5	Is Transferred Earlier	No	No
6	Previous Transfer Records	N/A	N/A
7	Final Submitted	No	Yes

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:

Preview Application Data

Details of current posting

Date of Joining: 29/07/2000
Designation: Head Nurse (Critical Care)
Assam Nurses' Midwives' & Health Visitor's Council Registration No.: e3e43r3err
Current Joining Letter: N/A

Name of Health Facility: Assam Medical College & Hospital, Dibrugarh
Department: IRURE ID EUM QUOD RE

Transfer Application

Transfer type: Medical Ground (Dependent)
Reason for seeking transfer: CompellingCompellingCompelling
Has the applicant been transferred before? No
Details of previous postings: NA
Transfer To Health Facility: Gauhati Medical College & Hospital, Guwahati

Uploaded Documents

Supporting Documents: N/A

I hereby declare that the facts stated above are true to the best of my knowledge and belief. In case on my false statement, I am liable to any action the may deem fit and proper.

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:

The screenshot displays the MTMS portal interface. On the left, a dark blue sidebar contains the user's profile information: Ms. Priya Subhalakhmi Hazarika, User Role: MCH Staff, User ID: priya_4323, and Mobile: 8134075836. The 'Applications' menu item is highlighted with a red circle. The main content area features a header with the system name and logo, and a navigation bar with links for 'Home', 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. A message states: 'Users can submit their transfer applications (unilateral or mutual) once their profiles, including personal details, service details, and...'. Below this is a flowchart with three numbered steps: 1. Personal Details (blue box), 2. Address Details (green box), and 3. Service Details (orange box). At the bottom, there are two buttons: 'APPLY FOR UNILATERAL TRANSFER' and 'APPLY FOR MUTUAL TRANSFER'.

4.7.1. Pending Transfer Application

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

The screenshot shows the 'Pending Applications' page. The left sidebar displays the user profile for Mr. Test Testing, User Role: MCH Staff, User ID: test_7503, and Mobile: 3000000001. The 'Pending' menu item is highlighted. The main content area has a header with the system name and logo, and a navigation bar with links for 'Pending Applications', 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. A section titled 'Unilateral Transfer' contains a table with the following data:

SI	Application Number	Submitted on	Status	Action
1	MTMSU202400004	21/10/2024	Your application is currently being processed	Download Application Withdraw Application

Below this is a section titled 'Mutual Transfer' with a table that is currently empty, displaying the message 'No pending applications!!'.

4.7.2. Resolved Transfer Applications

Here they can view the list of resolved transfer applications:

The screenshot shows the MTMS dashboard for Ms. Priya Subhalakhmi Hazarika. The left sidebar contains navigation options: Profile, Apply Online, Requests, Applications (with sub-items Pending and Resolved), and MTMS Home. The main content area is titled 'Resolved Transfer Applications' and includes links for 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. It features two tables: 'Unilateral Transfer' and 'Mutual Transfer'. The 'Unilateral Transfer' table has one entry with Application Number MTMSU202400001, Submitted on 09/10/2024, Status 'Application is approved!', Resolved on 19/10/2024, Resolved by DME Admin, and Remarks 'Approved.'. The 'Mutual Transfer' table is empty with a message 'No pending applications!!'.

SI	Application Number	Submitted on	Status	Resolved on	Resolved by	Remarks	Action
1	MTMSU202400001	09/10/2024	Application is approved!	19/10/2024	DME Admin	Approved.	View Application Download Order

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

The screenshot shows the 'Unilateral Transfer Application' details page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Unilateral Transfer Application' and includes links for 'About Me', 'Change Password', 'Edit Profile', and 'Logout'. It features a table with 'Application Details' and 'Personal Details'. The 'Application Details' table includes Application ID (MTMSU202400001), Submitted on (09/10/2024 02:48:36 PM), Application Status (Application is approved!), Resolved on (19/10/2024), Resolved by (DME Admin), and Remarks (Approved.). The 'Personal Details' table includes Name of applicant (Ms. PRIYA SUBHALAKHMI HAZARIKA), Gender (Female), and Date of Birth (10/05/1999).

Application Details	
Application ID	MTMSU202400001
Submitted on	09/10/2024 02:48:36 PM
Application Status	Application is approved!
Resolved on	19/10/2024
Resolved by	DME Admin
Remarks	Approved.
Personal Details	
Name of applicant	Ms. PRIYA SUBHALAKHMI HAZARIKA
Gender	Female
Date of Birth	10/05/1999
