**Steps To Transfer Employee from Other to Regular category**

1. Click on **View Payee** link on left menu bar, it will show all Registered Payees under the DDO, then click on **Red Pen Icon** in front of employees in **Other** category.



1. Once clicked, a window will be shown to change the employee type. Select **Transfer Type** as Regular and enter HRMS Employee code as shown in screenshot give below:



1. In case HRMS Employee Code employee not mapped with the DDO, then an alert message will be shown as given below and use **Employee Transfer** screen for the same.



1. Click on **Employee Transfer 🡪 Request For Transfer** link as shown below to transfer the Employee by selecting **Transfer Type** as **Regular** and entering the **HRMS Employee Code.**



1. If HRMS Employee Code not be available as entered, then system will give error message as shown below:



1. To **Add Payee**, login with your clerk id and click on **Add Payee** link on left menu, it will display screen as shown below:



1. If system says “Payee already exists” as shown below: 
2. Please mail the data to helpdesk team at **etreasuryifms@gmail.com** with screen shot of **Payee already exists** as per below attached format.

