

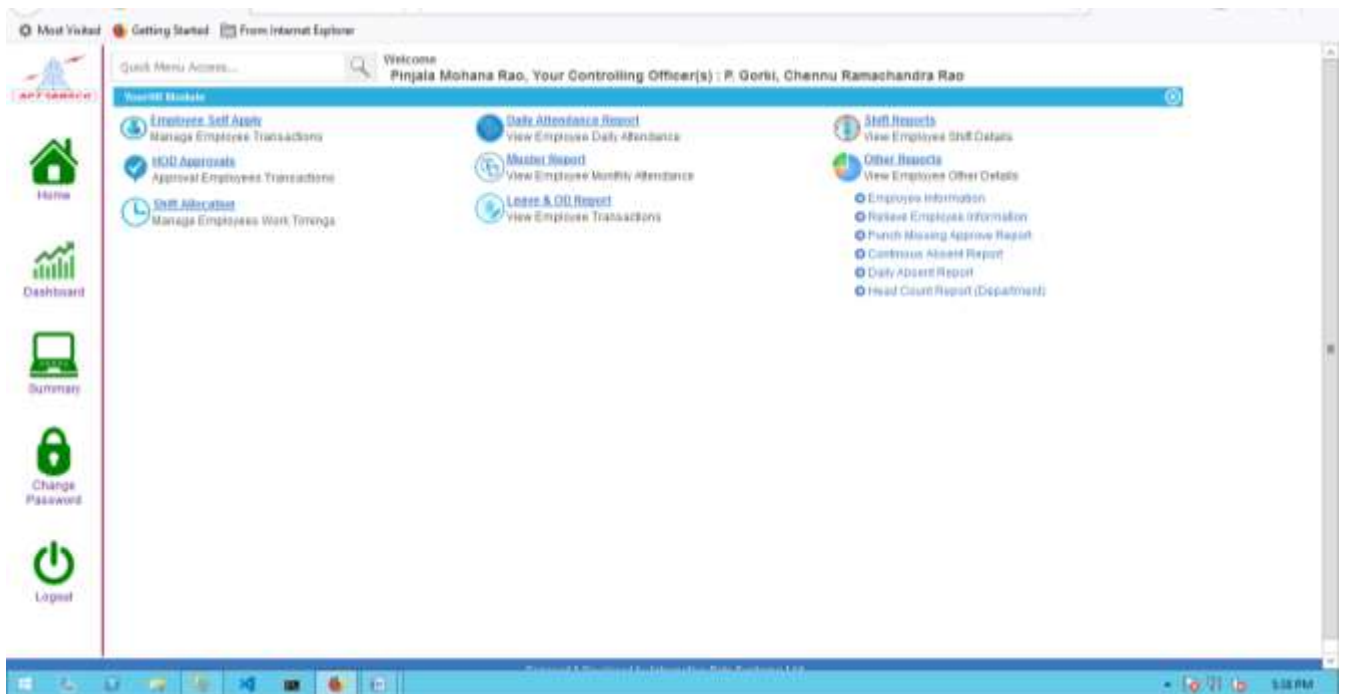
# I. EMPLOYEE TRANSFER/PROMOTION

## RELIEVING PROCEDURE BY EXISTING CONTROLLING OFFICER

1. Login biometric.aptransco.co.in (Link available in aptransco.co.in -> internal apps)



2. Click on Other Reports ----> Click on Employee Information -----> Click on Show



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Welcome **Pinjala Mohana Rao**, Your Controlling Officer(s) : P. Gorki, Chenna Ramachandra Rao

Search Employees: Employees Employee Roles Display Registered Location Display Last Patch Employee Show Clear

Sl No	Employee ID	Edit	Employee Name	Designation	Department	Emp Type	Company	Mobile Number	Division	State	Card No	Inactive Dt	Role	Remarks	Reporting
<b>Number of Employees 0</b>															

5:31 PM


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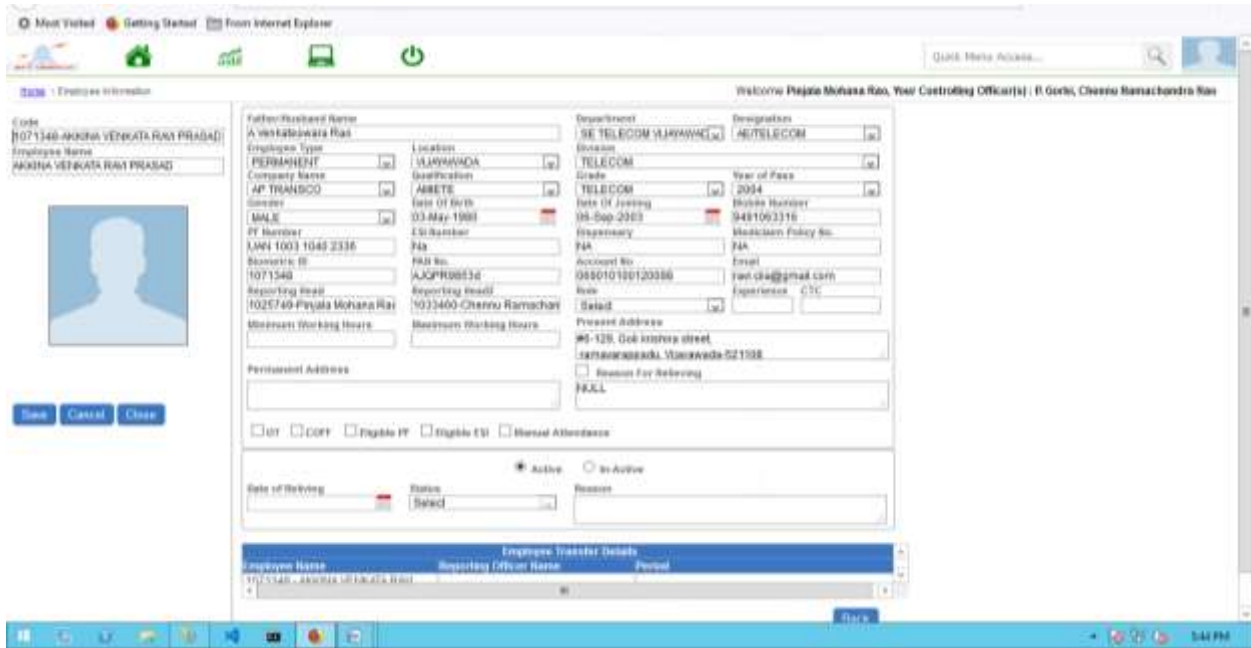
Welcome **Pinjala Mohana Rao**, Your Controlling Officer(s) : P. Gorki, Chenna Ramachandra Rao

Search Employees: Employees Employee Roles Display Registered Location Display Last Patch Employee Show Clear

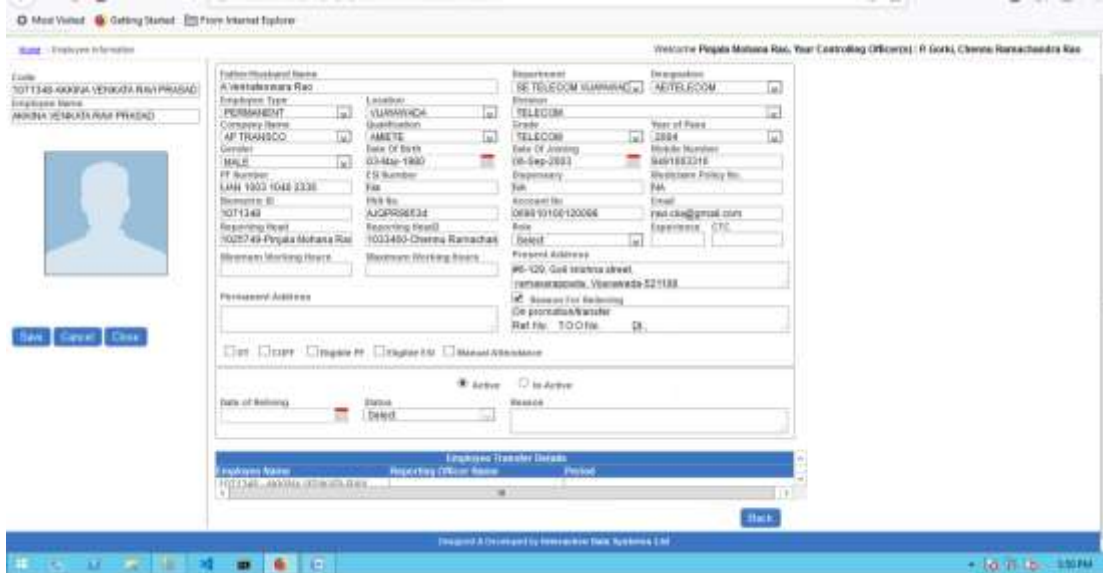
Sl No	Employee ID	Edit	Employee Name	Designation	Department	Emp Type	Company	Mobile Number	Division	State	Card No	Inactive Dt	Role	Remarks	Reporting To
1	1025749		Pinjala Mohana Rao	ADE/TO/GUNADALA	SE TELECOM VUJAWADA	PERMANENT	AP TRANSCO	9440817061	TELECOM VUJAWADA		1025749	-	-	1033495 P Gorki	1
2	1071305		G. Swarna	AE ( TELECOM)	SE TELECOM VUJAWADA	PERMANENT	AP TRANSCO	9499153013	TELECOM VUJAWADA		1071305	-	-	1025749 Pinjala Mohana Rao	1
3	1071348		AKHILA VENKATA RAVI PRASAD	AE/TELECOM	SE TELECOM VUJAWADA	PERMANENT	AP TRANSCO	9491093316	TELECOM VUJAWADA		1071348	-	-	1025749 Pinjala Mohana Rao	1
4	1071695		B. Srinivasitha	AE ( TELECOM)	SE TELECOM VUJAWADA	PERMANENT	AP TRANSCO	9499153014	TELECOM KANUMOLU		1071695	-	-	1025749 Pinjala Mohana Rao	
<b>Number of Employees 4</b>															

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4. Click on Edit  against the employee ID to be relieved. This will show all the details of employee to be relieved as following depiction.



5. Check on  **Reason For Relieving** and enter details/references in text box below the check box.



6. Click on Save (Left Side). This Shows Transaction Completed Successfully.

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Quick Menu Access...


Home Employee Information

Welcome Pragna Mohana Rao, Your Controlling Officer(s) : R Govil, Chenna Ramachandra Rao

Transaction Completed Successfully

Code

Employee Name



[Save](#) [Cancel](#) [Close](#)

Father/Husband Name		Residential	Immigration
Employee Type	Location	Select	Select
Select	Select	Select	Select
Company Name	Qualification	Select	Select
Select	Select	Select	Select
Gender	Date of Birth	Date	Year of Pass
Select	Select	Select	Select
PF Number	EM Number	Date of Joining	Mobile Number
		Select	
Electronic ID	Roll No.	Regulatory	Mediclam Policy No.
		Select	
Reporting Head	Reporting Head	Account No.	Email
		Select	
Maximum Working Hours	Maximum Working Hours	Role	Experience
		Select	Select
Permanent Address		Present Address	
		<input type="checkbox"/> Reason For Absence	
<input type="checkbox"/> Or <input type="checkbox"/> Core <input type="checkbox"/> Digital IP <input type="checkbox"/> Eligible ESI <input type="checkbox"/> Manual Attendance			
Date of Reliving		<input checked="" type="radio"/> Active <input type="radio"/> In Active	
	Status	Reason	
	Select		

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