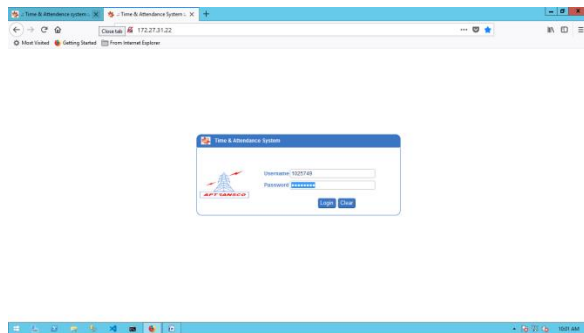


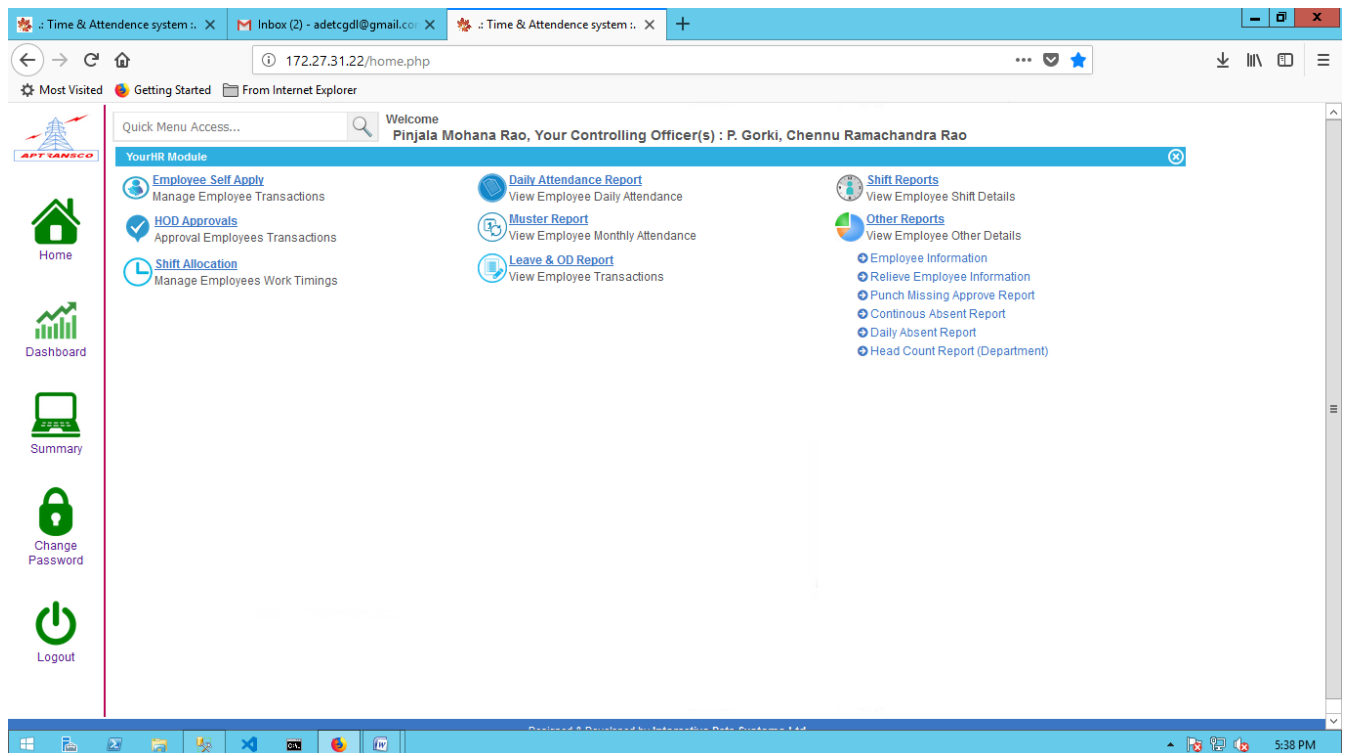
# I. EMPLOYEE TRANSFER/PROMOTION

## RELIEVING PROCEDURE BY EXISTING CONTROLLING OFFICER

1. Login ERP: 172.27.31.22; Internet: biometric.aptransco.co.in



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



Time & Attendance system .. X Inbox (2) - adetcgdl@gmail.com X Time & Attendance System .. X

172.27.31.22/MyTeam.php

Most Visited Getting Started From Internet Explorer

Home > Employee Information Welcome **Pinjala Mohana Rao**, Your Controlling Officer(s) : P. Gorki, Chennai Ramachandra Rao

Search Employees Employees Employee Roles Disply Registered Location Disply Last Punch 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
Number of Employees 0															

5:39 PM

Time & Attendance system .. X Inbox (2) - adetcgdl@gmail.com X Time & Attendance System .. X

172.27.31.22/MyTeam.php

Most Visited Getting Started From Internet Explorer


Home > Employee Information Welcome **Pinjala Mohana Rao**, Your Controlling Officer(s) : P. Gorki, Chennai Ramachandra Rao

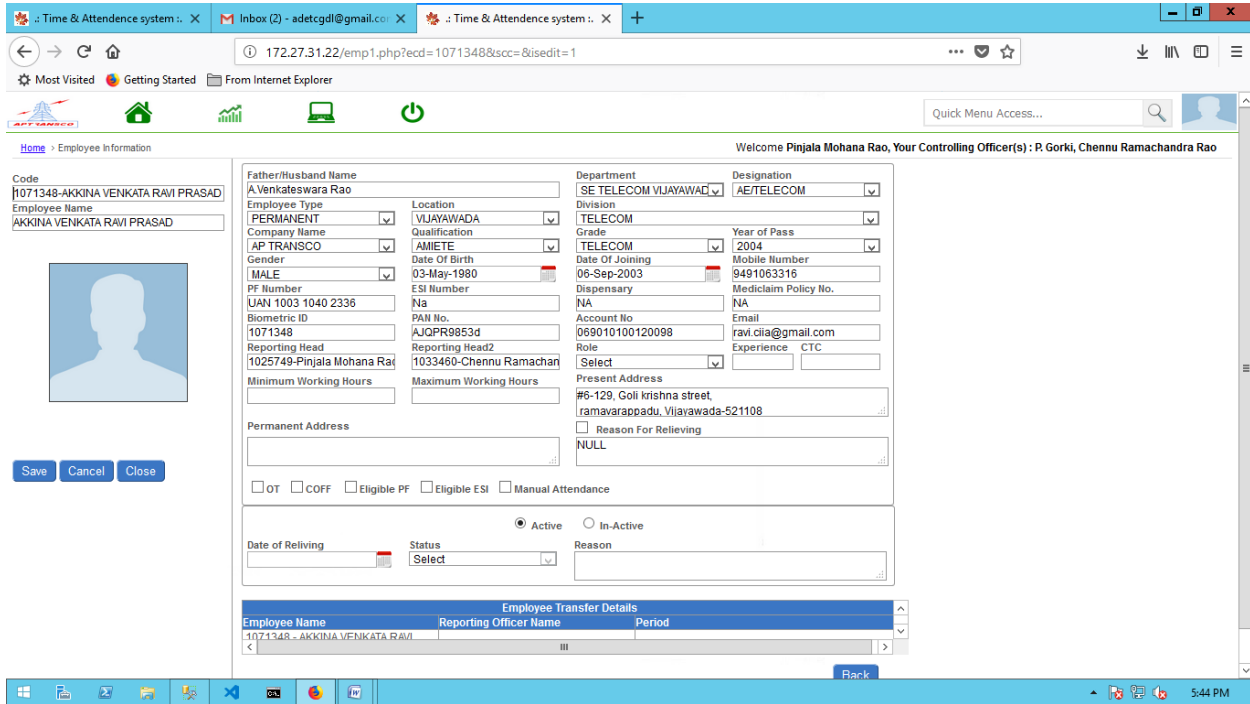
Search Employees Employees Employee Roles Disply Registered Location Disply Last Punch Employee Show Clear

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/TC/GUNADALA	SE TELECOM VIJAYAWADA	PERMANENT	AP TRANSCO	9440817061	TELECOM	VIJAYAWADA	1025749	-	-	1033485 P. Gorki	1
2	1071305		G. Swapna	AE ( TELECOM)	SE TELECOM VIJAYAWADA	PERMANENT	AP TRANSCO	9490153013	TELECOM	VIJAYAWADA	1071305	-	-	1025749 Pinjala Mohana Rao	1
3	1071348		AKKINA VENKATA RAVI PRASAD	AE/TELECOM	SE TELECOM VIJAYAWADA	PERMANENT	AP TRANSCO	9491063316	TELECOM	VIJAYAWADA	1071348	-	-	1025749 Pinjala Mohana Rao	1
4	1071695		B. Srisilpasirisha	AE ( TELECOM)	SE TELECOM VIJAYAWADA	PERMANENT	AP TRANSCO	9490153014	TELECOM	KANUMOLU	1071695	-	-	1025749 Pinjala Mohana Rao	1

Number of Employees 4

5:40 PM

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.



Code: 1071348-AKKINA VENKATA RAVI PRASAD  
Employee Name: AKKINA VENKATA RAVI PRASAD

Father/Husband Name: A Venkateswara Rao  
Employee Type: PERMANENT  
Company Name: AP TRANSCO  
Gender: MALE  
PF Number: UAN 1003 1040 2336  
Biometric ID: 1071348  
Reporting Head: 1025749-Pinjala Mohana Rao

Location: VIJAYAWADA  
Qualification: AMIETE  
Date Of Birth: 03-May-1980  
ESI Number: Na  
PAN No.: AJQPR9853d  
Reporting Head2: 1033480-Chennu Ramachan

Department: SE TELECOM VIJAYAWAD  
Division: TELECOM  
Grade: TELECOM  
Date Of Joining: 06-Sep-2003  
Account No.: 069010100120098  
Role: [Select]

Designation: AE/TELECOM  
Year of Pass: 2004  
Mobile Number: 9491063316  
Dispensary: NA  
Email: ravi.cia@gmail.com  
Experience: CTC

Present Address: #6-129, Goli krishna street, ramavarappadu, Vijawada-521108  
Reason For Relieving: NULL

OT  COFF  Eligible PF  Eligible ESI  Manual Attendance

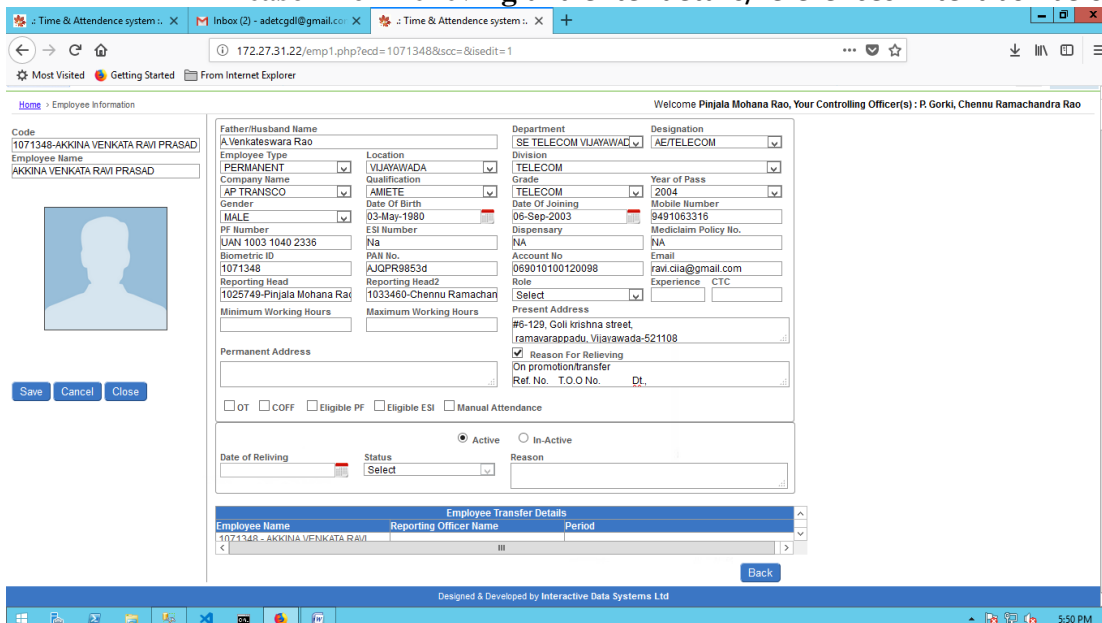
Active  In-Active

Date of Relieving: [Calendar] Status: [Select] Reason: [Text Box]

Employee Name	Reporting Officer Name	Period
1071348 - AKKINA VENKATA RAVI		

Buttons: Save, Cancel, Close

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



Code: 1071348-AKKINA VENKATA RAVI PRASAD  
Employee Name: AKKINA VENKATA RAVI PRASAD

Father/Husband Name: A Venkateswara Rao  
Employee Type: PERMANENT  
Company Name: AP TRANSCO  
Gender: MALE  
PF Number: UAN 1003 1040 2336  
Biometric ID: 1071348  
Reporting Head: 1025749-Pinjala Mohana Rao

Location: VIJAYAWADA  
Qualification: AMIETE  
Date Of Birth: 03-May-1980  
ESI Number: Na  
PAN No.: AJQPR9853d  
Reporting Head2: 1033480-Chennu Ramachan

Department: SE TELECOM VIJAYAWAD  
Division: TELECOM  
Grade: TELECOM  
Date Of Joining: 06-Sep-2003  
Account No.: 069010100120098  
Role: [Select]

Designation: AE/TELECOM  
Year of Pass: 2004  
Mobile Number: 9491063316  
Dispensary: NA  
Email: ravi.cia@gmail.com  
Experience: CTC

Present Address: #6-129, Goli krishna street, ramavarappadu, Vijawada-521108  
 Reason For Relieving: On promotion/transfer Ref. No. T.O.O No. Dt.

OT  COFF  Eligible PF  Eligible ESI  Manual Attendance

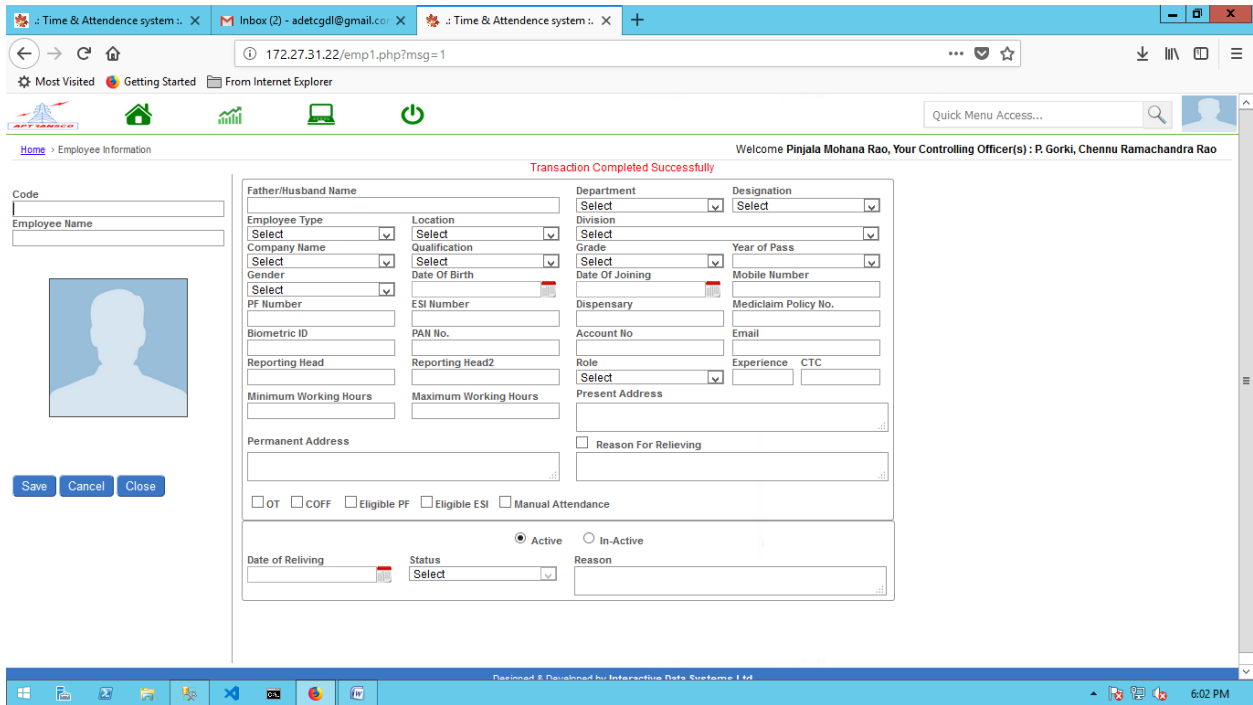
Active  In-Active

Date of Relieving: [Calendar] Status: [Select] Reason: [Text Box]

Employee Name	Reporting Officer Name	Period
1071348 - AKKINA VENKATA RAVI		

Buttons: Save, Cancel, Close, Back

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



\* \* \* \* \*