

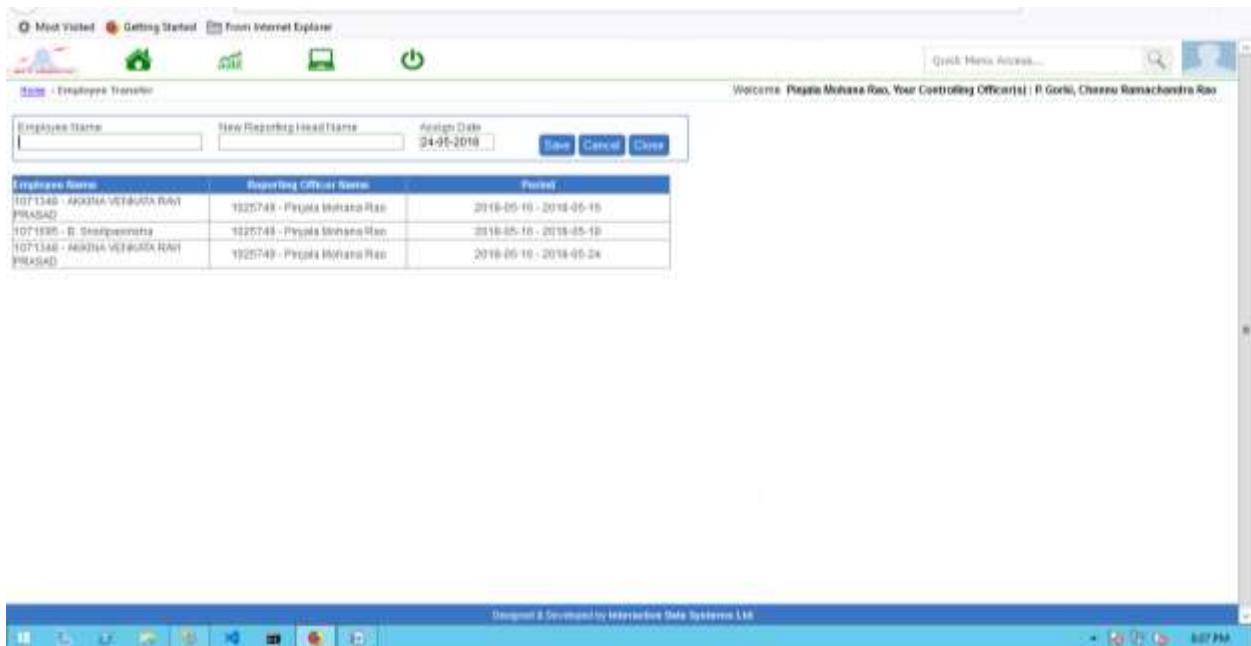
II. EMPLOYEE TRANSFER/PROMOTION

JOINING PROCEDURE OF EMPLOYEES BY NEW CONTROLLING OFFICER

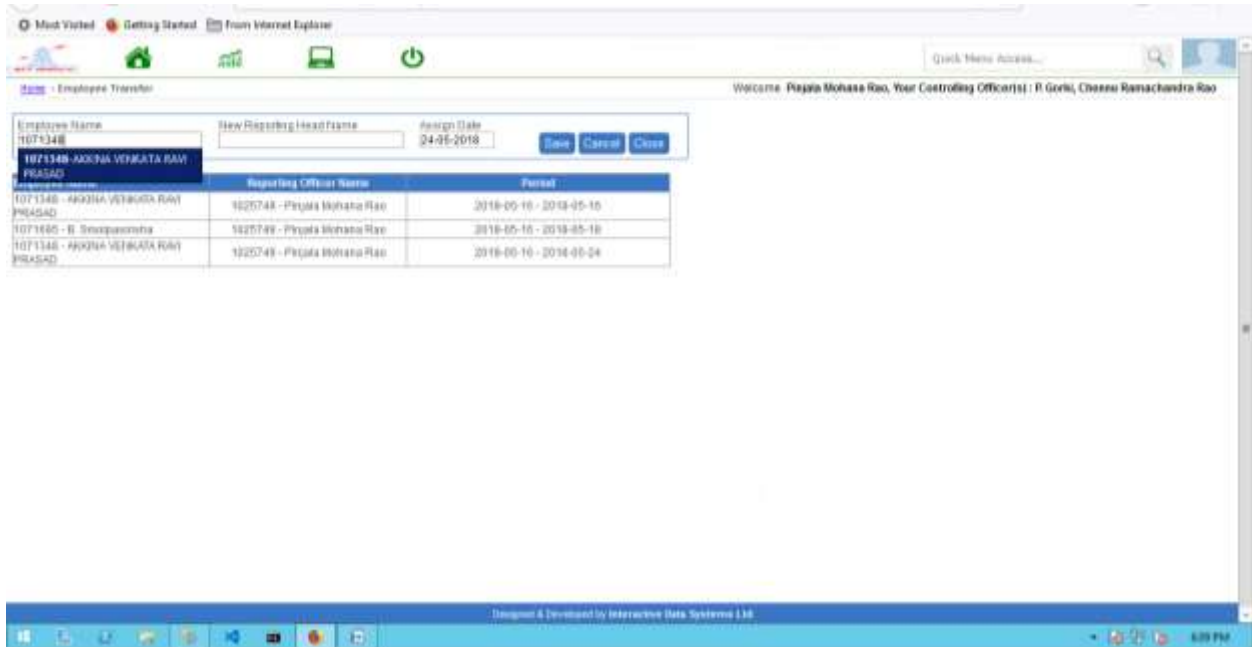
1. Login biometric.aptransco.co.in (Link available in aptransco.co.in -> internal apps)



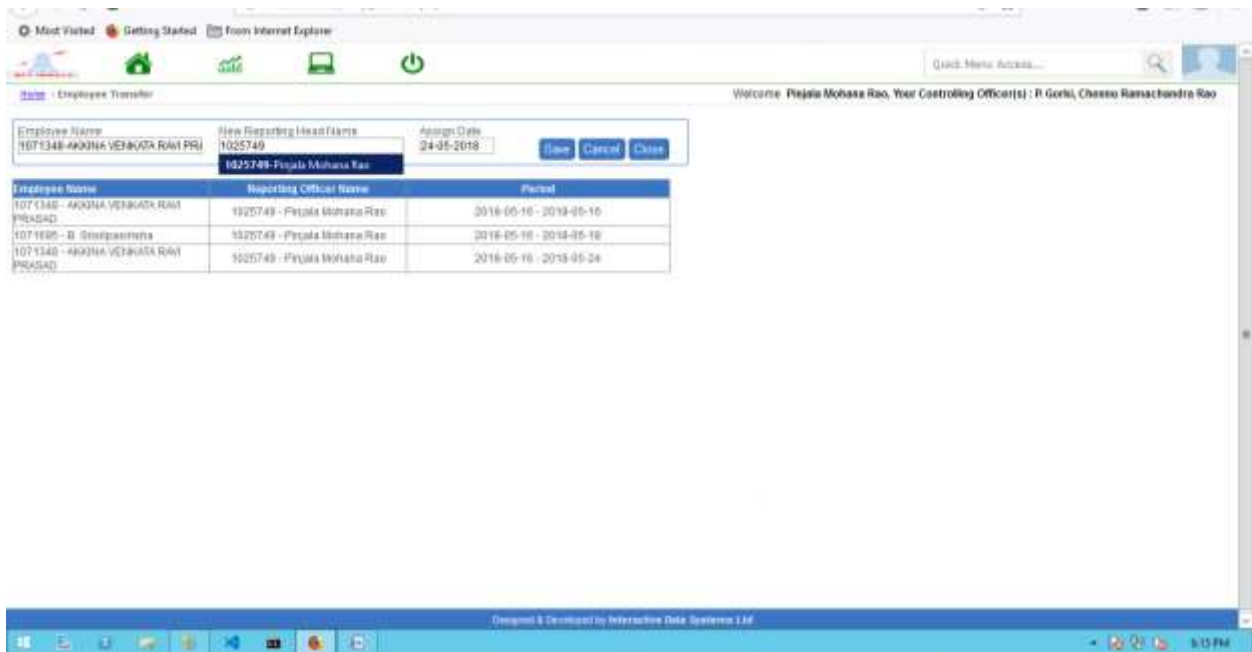
2. Click on HOD Approvals ----> Click on [Employee Transfer](#)



3. Enter Employee ID in Employee Name field. This will show Employee name after entering employee ID and then click on employee ID & Name. (Blue Colored in the following depiction)



4. Similarly, Enter Controlling Officer ID & Name in "New Reporting Head Name" and then click on employee ID & Name. (Blue Colored in the following depiction)



5. Click on Save. Employee Reporting Officer Changed Successfully appears as follows.

