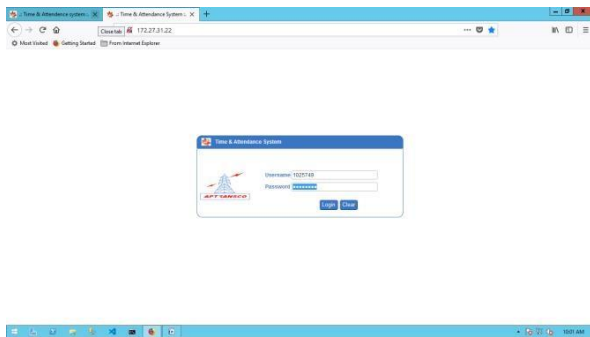


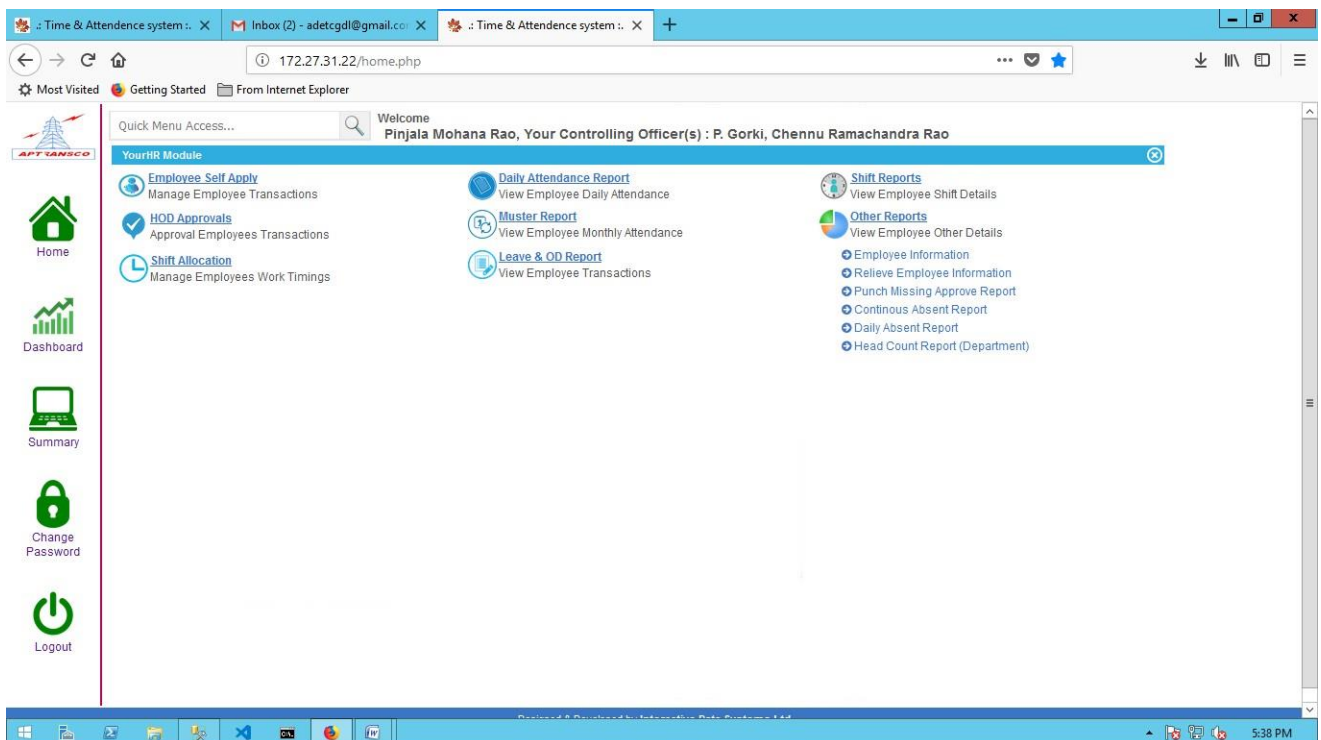
I. EMPLOYEE TRANSFER/PROMOTION

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 :: Inbox (2) - adetcgdl@gmail.com :: Time & Attendance System :: 172.27.31.22/MyTeam.php

Welcome Pinjala Mohana Rao, Your Controlling Officer(s) : P.Gorki, Chennu 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 :: Inbox (2) - adetcgdl@gmail.com :: Time & Attendance System :: 172.27.31.22/MyTeam.php

Welcome Pinjala Mohana Rao, Your Controlling Officer(s) : P.Gorki, Chennu 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 VJJAYAWADA	PERMANENT	AP TRANSCO	9440817061	TELECOM VJJAYAWADA	1025749	-	-	-	1033485 P. Gorki	1
2	1071305		G. Swagna	AE (TELECOM)	SE TELECOM VJJAYAWADA	PERMANENT	AP TRANSCO	9490153013	TELECOM VJJAYAWADA	1071305	-	-	-	1025749 Pinjala Mohana Rao	1
3	1071348		AKKINA VENKATA RAVI PRASAD	AE/TELECOM	SE TELECOM VJJAYAWADA	PERMANENT	AP TRANSCO	9491063316	TELECOM VJJAYAWADA	1071348	-	-	-	1025749 Pinjala Mohana Rao	1
4	1071695		B. Srisilpasinsha	AE (TELECOM)	SE TELECOM VJJAYAWADA	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.

Employee Information

Code: ANKNA VENKATA RAI PRASAD
Employee Name: ANKNA VENKATA RAI PRASAD

OR COFF Eligible PF Eligible ES Manual Attendance

Active In-Active

Date of Relieving: Status: Reason:

Employee Transfer Details

Employee Name	Reporting Officer Name	Period
ANKNA VENKATA RAI PRASAD		

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

Employee Information

Code: ANKNA VENKATA RAI PRASAD
Employee Name: ANKNA VENKATA RAI PRASAD

OR COFF Eligible PF Eligible ES Manual Attendance

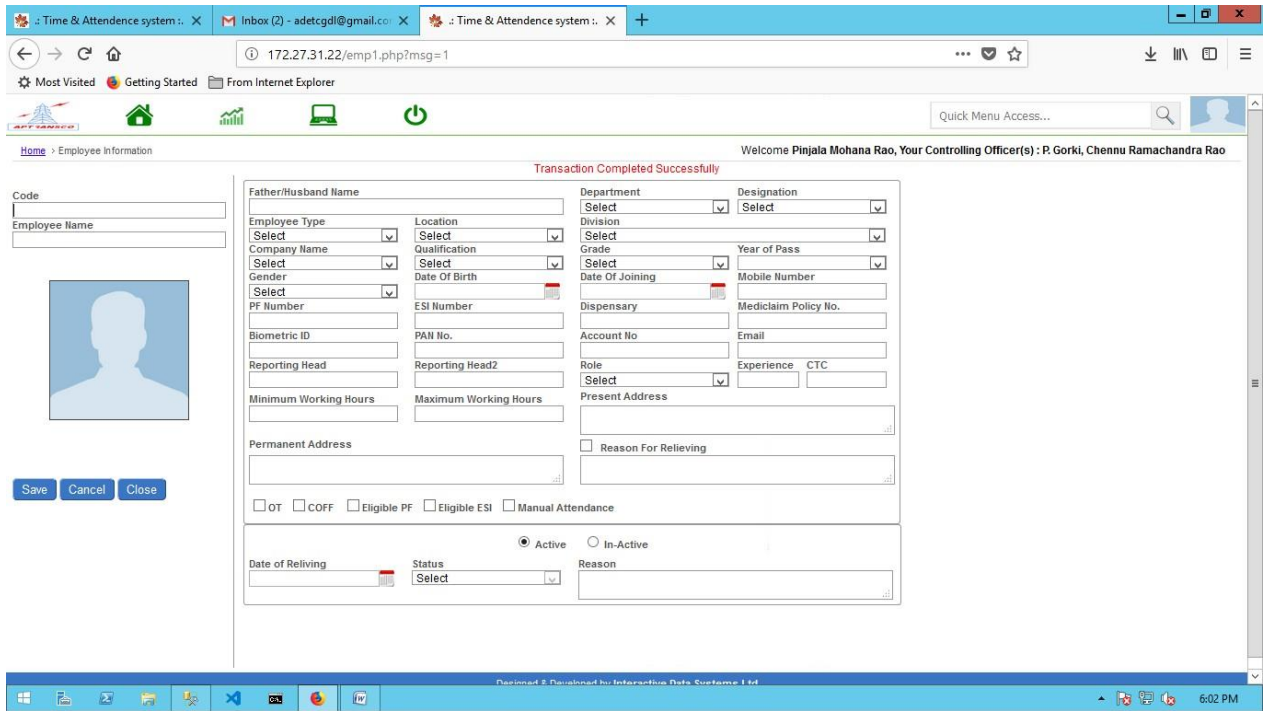
Active In-Active

Date of Relieving: Status: Reason:

Employee Transfer Details

Employee Name	Reporting Officer Name	Period
ANKNA VENKATA RAI PRASAD		

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



* * * * *