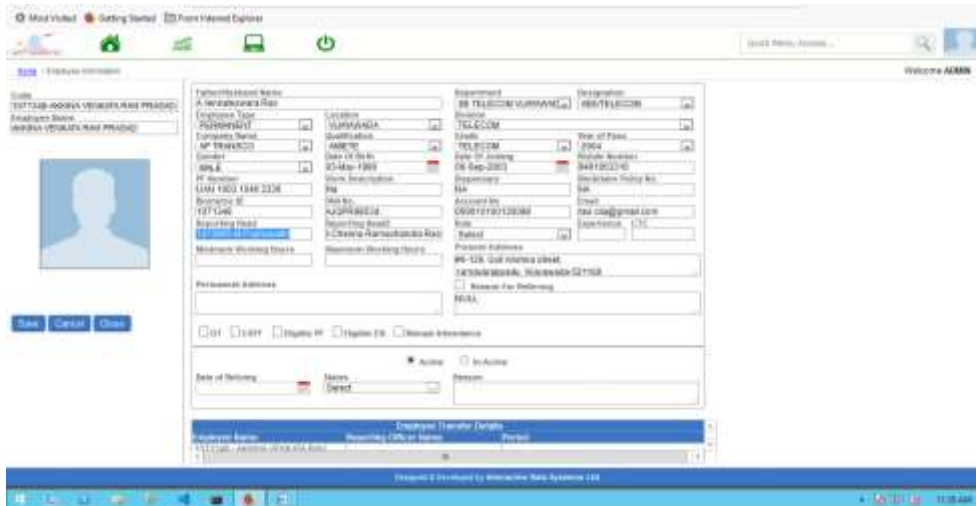


IF CONTROLLING OFFICER GOT TRANSFERRED

LOGIN TO CONTROLLING OFFICER ----> OTHER REPORTS----->EMPLOYEE INFORMATION ----> SHOW

THIS SHOWS ALL EMPLOYEES WORKING UNDER CONTROL

NOW CLICK ON EDIT, THIS WILL SHOWS THE EMPLOYEE DATA AS FOLLOWS.



NOW, SELECT REPORTING HEAD FIELD AND ENTER NEW CONTROLLING OFFICER EMP ID IN THIS FIELD, THIS WILL SHOW CONTROLLING OFFICER NAME, THEN CLICK ON THAT NAME. SIMILARLY, YOU CAN CHANGE SECOND REPORTING HEAD NAME -----> CLICK ON SAVE BUTTON. SEE MESSAGE "TRANSACTION COMPLETED SUCCESSFULLY" ON THE TOP.

REPEAT ABOVE PROCEDURE FOR ALL EMPLOYEES UNDER PREVIOUS CONTROLLING OFFICER CONTROL.