

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.

The screenshot displays a web browser window with the URL 172.27.31.22/emp1.php. The page title is "Time & Attendance system". The user is logged in as "ADMIN". The main content area shows the "Employee Information" form for employee A Venkateswara Rao. The form includes fields for personal details, employment information, and transfer details. The "Reporting Head" field is currently set to "1070995-04 Padmayash".

Employee Name	Reporting Officer Name	Period
1071348 - AKKINA VENKATA RAO	III	

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.