



## **TRANSFER**:

After the Transfer Action is run by HR Department, The Establishment Officers have to follow the steps below:

1. Relieving Order -

The Establishment Officer of the DDO from where the employee has been transferred has to run the Relieving Order of the transferred employee by following the below steps:

• Enter the FB number of the employee whose Transfer Action has been executed by HR Department. Enter the Date of Relieving and Select Relieving Order from the Action Type. Click on Execute.

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• Select the Reason for Relieving Action from the Help Box. Enter the Position, Personnel Area, Employee Group and Employee Subgroup. Click on Save.

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• It will take you to "Planned Working Time" Screen. Enter the Work Schedule according to the New Position and Location. Click on Save.

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• It will take you to "Addresses" Screen. Don't change any data and Click on Next Record.

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2. Joining on Transfer -

The Establishment Officer of the DDO where the Employee has been transferred has to run the Joining on Transfer action after the Relieved Order action has been run by following the below steps:

• Enter the FB number of the employee whose Relieving Action has been executed. Enter the Date of Joining and Select Joining on Action from the Action Type. Click on Execute.

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• Select the Reason for Joining Action from the Help Box. Enter/Verify the Position, Personnel Area, Employee Group and Employee Subgroup where the Employee is Joining. Click on Save.

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Percentage	100.00	Assignment	Group	UJVN			
Position	02003482 00	SM	PersAdmin	H01 Dehradun			
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• Enter/Verify the Work Schedule according to the New Location and Designation and Click on Save.

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Work schedule rule	GNR-OFF	General Officer				
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• It will take you to "Basic Pay" Screen. Click on Next Record.

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• It will take you to Bank Details Screen. Click on Next Record.



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ank Country	PUNB0000052	DNIR		PUNP000224	
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• It will take you to "Addresses" Screen. Click on Next Record.

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• It will take you the Correspondence Letter Screen. Enter the Joining Date and Joining Time. Click on Save.

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Org Unit	50000521	Current Org Unit		
Position	2003482	Effective Date	03.09.2019	
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• The Action is Complete.

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000004	User for All leave		Deputation - U	JVNL					
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000007	User test		Confirmation -	UJVNL					
000008	User 2		Issue of Trans	fer - UJVNL					
000009	Female Test User for Leave conditions		Relieving Orde	r - UJVNL					
0000010	Licor 5		loining on Tra	nsfer - UIVNI					
000011	Licer 6		Revoke Transf	er Order					
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## **Mutual Transfer:**

In case of Mutual Transfer, Contact HR Department first.

They will Delimit the Holder relationship of the employee transferred and then same Relieving Action and Joining Action is to be executed by Establishment Officers.