Transfer: Transfer module is used for transfer the employee from one organization/unit to another.

Steps for transferring the employee are as follows:

1. Go **Manage Employee** ➝ **» Active Employees**

   Here Nodal Officer can view list of Employees with option to Edit and view employee Details.

Active Employees on (BAS)

| S.No. | Attendance ID | Aadhaar Number | Employee Name | Reporting Officer Name | Mobile No. | Designation | Division | Office Location | Detail |
|---|---|---|---|---|---|---|---|---|---|
| 1 | XXXXXX | EXXXXXX | A P Raju | | XXXXXX | Tradesman G Technical | General Infrastructure | CGO Complex A-Block | Edit / Detail |
| 2 | XXXXXX | XXXXXX | A. Jenishly | | 9XXXXXX | Programmer (NG) | NIC Delhi State Unit | CGO Complex A-Block | Edit / Detail |
| 3 | 9XXXXXX | 9XXXXXXXX | A. Ravikumar | | XXXXXX | Scientist - E | IVFRT (FRT) | MEA - Jawaharlal Nehru Bhawan | Edit / Detail |

2. Nodal Officer can search Employee by Name/Mobile No. and click on **Detail** to transfer a employee. A new screen will appear with complete employee detail.

## Manage Employee View Employee Information
🏠 Home › Manage Employee

### Employee Detail

| | |
|---|---|
| Aadhaar Number : | XXXXXXXXXXXXXX |
| Employee Name : | A P Raju |
| Organization Name : | XXXXXXXXXXXXXXXXXXXXXXXXXX |
| Designation : | XXXXXXXXXXXXX |
| Division within Organization : | General XXXXXXXX |
| Office Location : | XXXXXXXXXXXXX |
| DOB : | XXXXXXXXX |
| Gender : | Male |
| Mobile No. : | XXXXXXXXXXXXXX |
| E-Mail : | XXXXXXXXXXXXXX |
| Aadhar Status : | Aadhar Verified |

**Deactivate**  **Transfer**

3. For initiating the Transfer of Employee Click on "Transfer" . A Pop-up window will appear to choose an Organization to Transfer and with a reason.
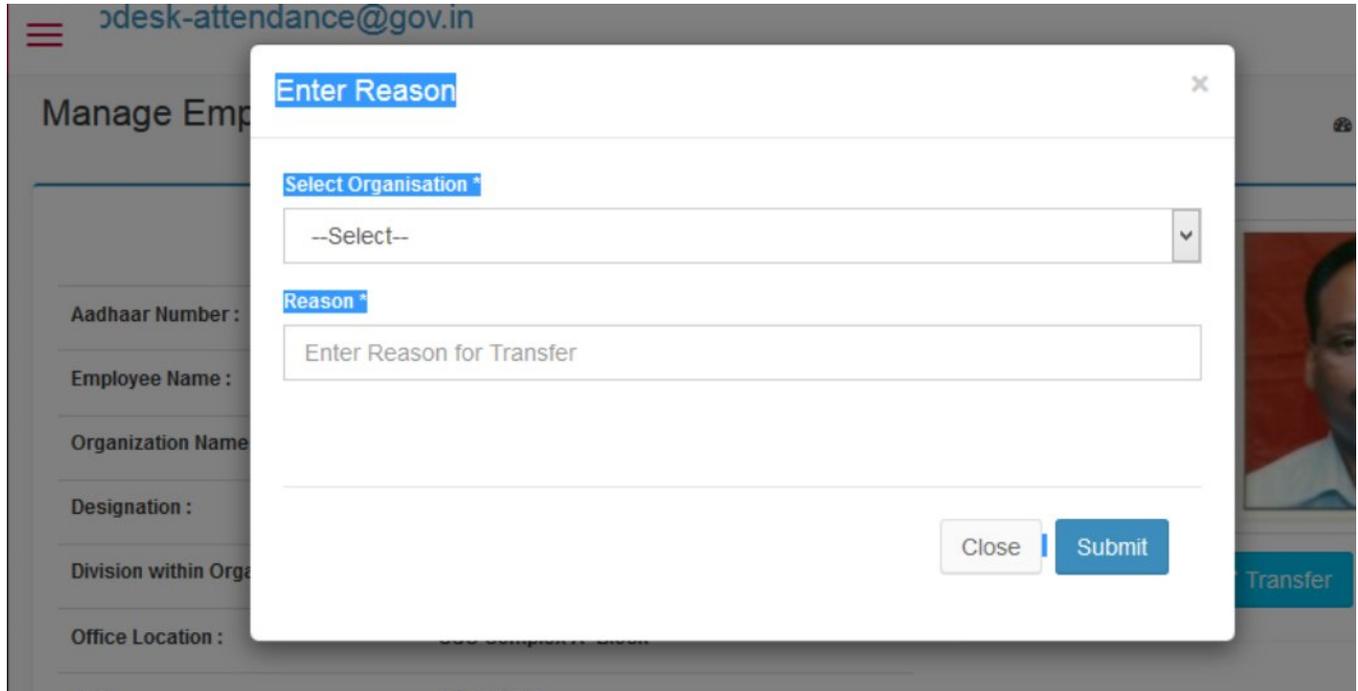
4. On successful transfer following message will appear



**Success!** Employee Transfer successfully.

5. Now the nodal officer of the transferred organization should login with their

credentials and Go to  Manage Employee ⟶ » Transfer Employees



**Transfer Employees on (BAS)**

| S.No. | Attendance ID | Aadhaar Number | Employee Name | Mobile No. | Designation | Division | Office Location | Detail |
|-------|---------------|----------------|---------------|------------|-------------|----------|-----------------|--------|
| 1 | XXXXXXX | XXXXXXX | Lokesh Singh | XXXXXXXX ' | Programmer | National Informatics Centre(NIC) | Electronics Niketan | ☑ Process |
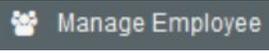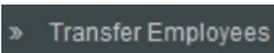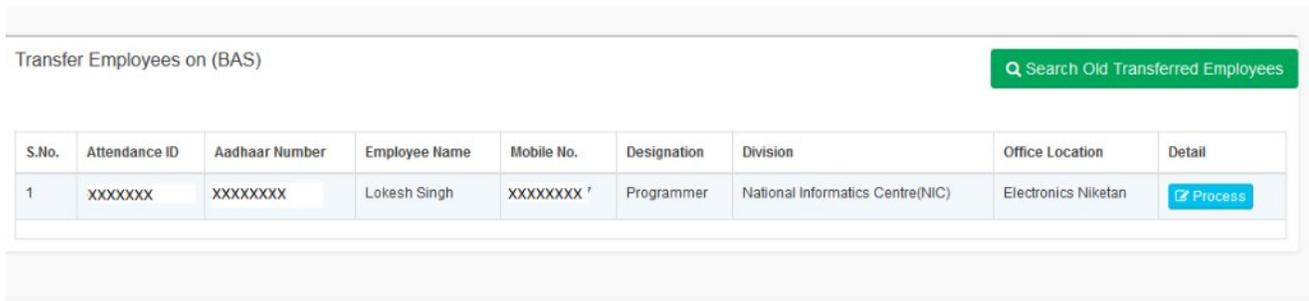
6. Click On "Process" button. This will open a new window showing employee details.

7. Now change the organization details and submit.



8. Now employee is transferred successfully and Active in your Organization for marking Attendance.