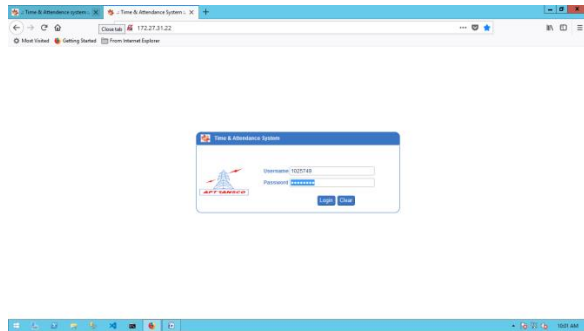# II. EMPLOYEE TRANSFER/PROMOTION

JOINING PROCEDURE OF EMPLOYEES BY NEW CONTROLLING OFFICER

1. Login ERP: 172.27.31.22; Internet: biometric.aptransco.co.in
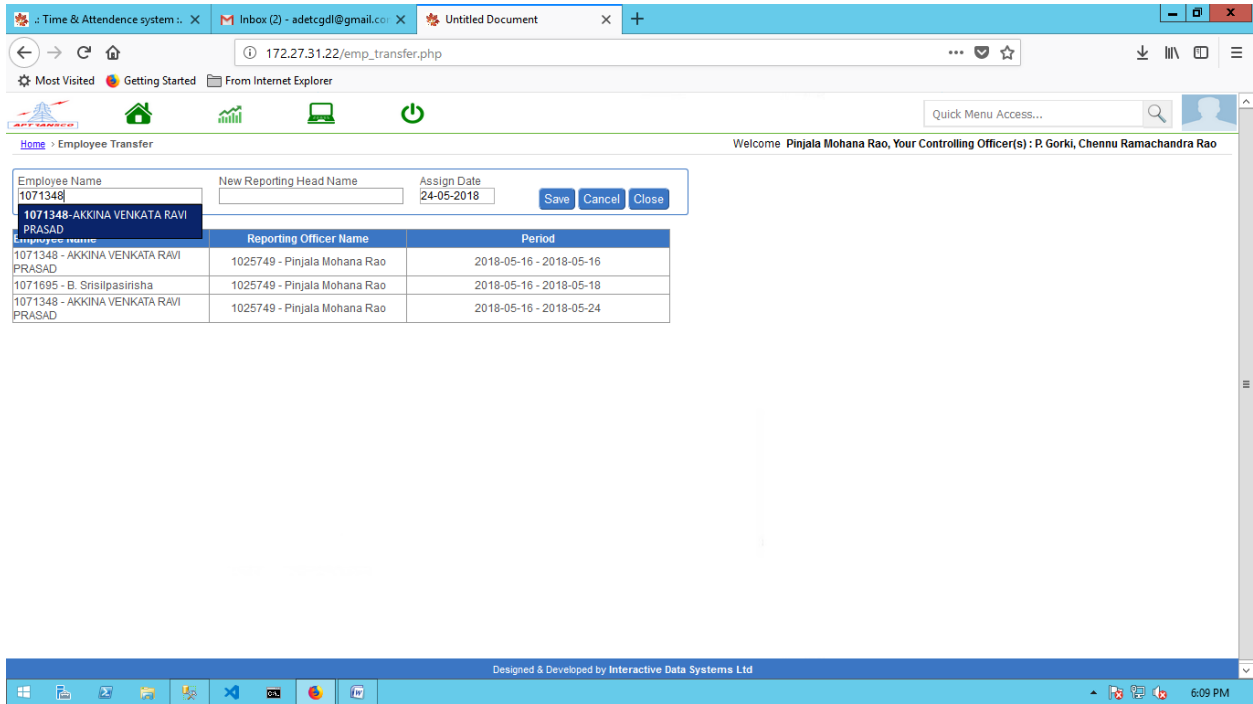

2. Click on HOD Approvals ----> Click on Employee Transfer

3. Enter Employee ID in Employee Name field. This will show Employee name after entering employee ID and then click on employee ID & Name. (Blue Colored in the following depiction)

4. Similarly, Enter Controlling Officer ID & Name in "New Reporting Head Name" and then click on employee ID & Name. (Blue Colored in the following depiction)
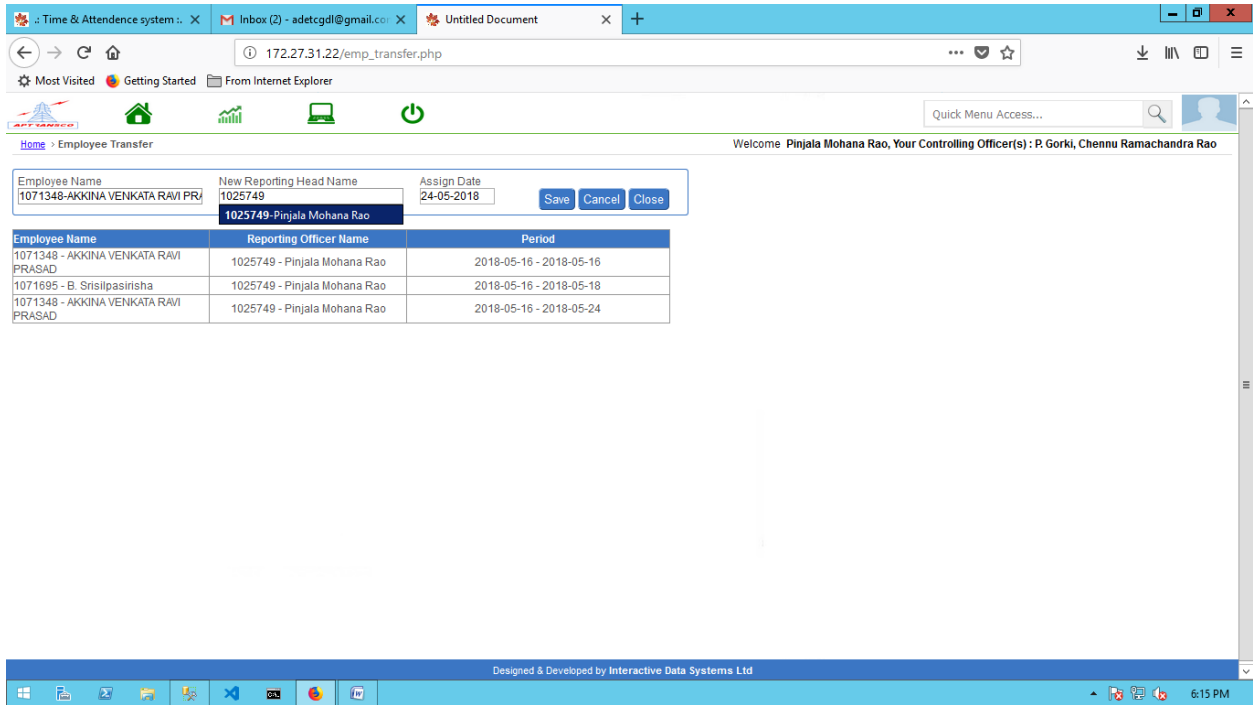
5. Click on Save. Employee Reporting Officer Changed Successfully appears as follows.