



Transfer Request						
SrNo	EmpCode	Name	Status	Level	Action	
1	3444	Xyz	Initiate	Associate	 	

Transfer Request Edit

Transfer Request No : 0078

Tour Start Date:

01-01-2023

Tour End Date:

01-01-2023

Transfer Letter

D:/New folder/abc.pdf

Emp. Code:

3444

Name:

xyz

Mobile No:

9876543221

Salary AC No:

9333343221

Ext. No:

9898

Email ID (Non Official) :

A@Gmail.com

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

Family Member Details

Select	Family Member Name	Relation	D.O.B	Gender
<input checked="" type="checkbox"/>	pqr	Wife	22-09-1987	Male
<input checked="" type="checkbox"/>	abc	Child	13-12-2015	Female
<input type="checkbox"/>	efg	Child	13-12-2018	Female

Continue in next slide..

Tour Detail

Traveling Details

Travel Date:

01-01-2023

Travel Time :

5:45

City From:

Select

City To :

Select

Mode of Travel:

Select

Ticketing By:

Select

Flt/Train Name:

Ticket By:

Self

ADD

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket	Delete
22-02-2023	06:45	Pune	Goa	Air	Air123	-	-	-	

Hotel Booking Details

Booking By:

Self

City :

Select

Check In:

01-01-2023

Check Out:

01-01-2023

ADD

City	In Date	Out Date	Delete
Pune	22-02-2023	22-02-2023	

Advance Amount

Stay Charges:

1000

Daily Allowance:

1000

Misc. Amount:

1000

Total Amount:

3000

Submit

Recommendation

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Recommendation						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	10000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	20000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	20000	 	<div>Accept</div> <div>Send Back</div>

Approval

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Approval						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	10000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	20000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	20000	 	<div>Accept</div> <div>Send Back</div>

Approval

Search

From

Approval

EmpCod

3444

4344

4644

Approval Remark

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	-	-	-

City	In Date	Out Date	GSTIN No.
Pune	22-02-2023	22-02-2023	-

Family Member Details

Family Member Name	Relation	D.O.B	Gender
pqr	Wife	22-09-1987	Male
abc	Child	13-12-2015	Female

Advance Amount

Stay Charges:

100

Daily Allowance:

100

Misc. Amount:

100

Total Amount:

300

Approval Remarks:

Remark

SAVE

on

Send Back

Send Back

Send Back

Special Approval

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Special Approval (For IMMEDIATE TRAVEL – TRAVEL START WITHIN 3 DAYS)						
	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	20000	 	<div>Accept</div> <div>Send Back</div>

Special Approval

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Special Approval

EmpCode
3444
4344
4644

Status History Log

SrNo	Level	Remark	Status	Status Chage Time
1	HR Reco.	Ok	No	01-01-2022 02:34
2	Reco.	ok	Yes	01-01-2022 02:34
3	Approval	ok	Yes	01-01-2022 02:34

Action

AcceptSend Back

AcceptSend Back

AcceptSend Back

HRBP

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

HRBP (For MORE THAN 3 DAYS TRAVEL)						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>

HRDH

Search




From Date:

01-01-2022

To Date:

31-01-2022

Search

HR Division Head (For MORE THAN 3 DAYS TRAVEL)						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>

HROH

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

HR Operation Head (For MORE THAN 3 DAYS TRAVEL)						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>

Admin (Ticket Booking)

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Admin						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>

Admin (Ticket Booking)

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Ticket Booking Detail Edit

Admin

Er

4644

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	Abc	1000	

Submit

4644

abc

01-02-2022

01-02-2022

2000

Accept

Send Back

Admin (Hotel Booking)

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Admin						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>

Admin (Hotel Booking)

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Admin

Emp

3

4

4644

abc

01-02-2022

01-02-2022

2000

Accept

Send Back

Hotel Booking Detail Edit

City

In Date

Out Date

GSTIN No.

Amount

Invoice

Pune

22-02-2023

22-02-2023

-

1000

Submit

Finance

Search






From Date:

01-01-2022

To Date:

31-01-2022

Search

Finance						
EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	2000	 	<div>Accept</div> <div>Send Back</div>