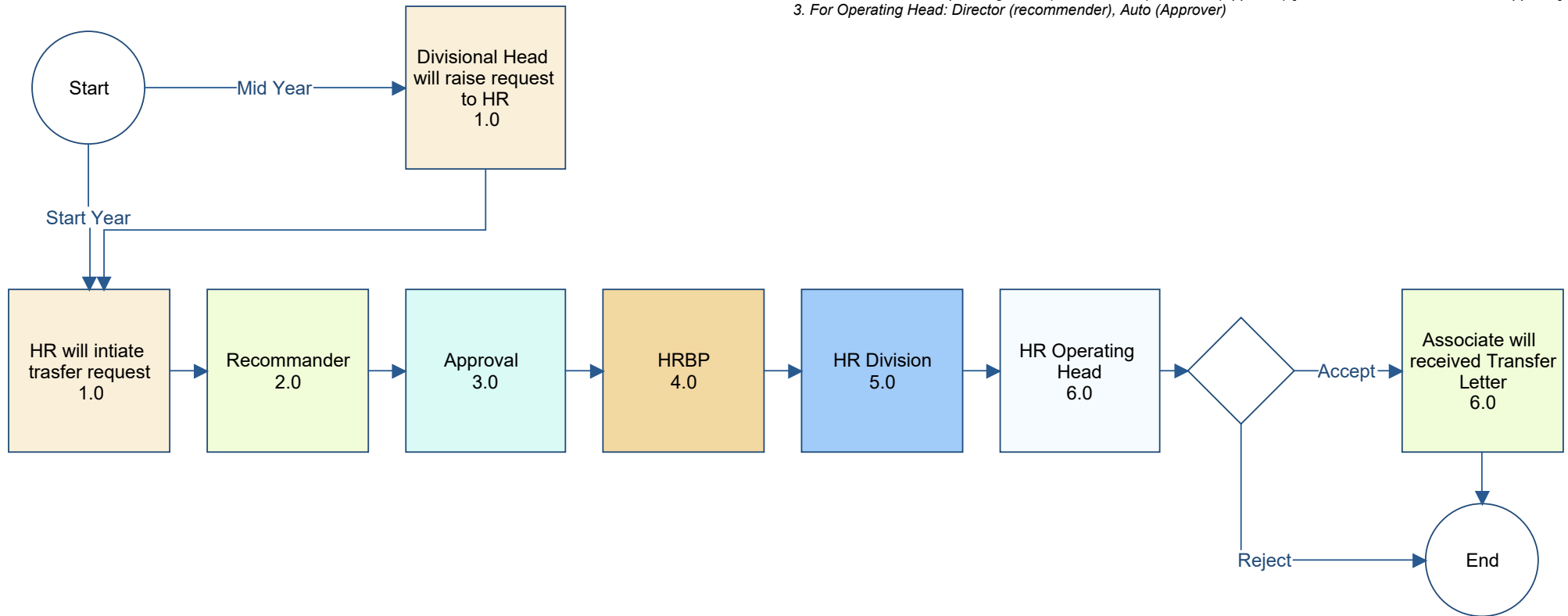# "To Be Transfer" Process Flow

Note:
1. For Team Member, Saction Head & Department Head: Division Head (recommender), Operating Head (Approver)
2. For Division Head: Operating Head (recommender), Director (Approver) [If Director not define then auto approve]
3. For Operating Head: Director (recommender), Auto (Approver)

```
                          Mid Year          Divisional Head
   ( Start ) ──────────────────────────→    will raise request
       │                                     to HR
       │                                     1.0
       │ Start Year                             │
       ▼                                        ▼
┌──────────────┐   ┌────────────┐   ┌──────────┐   ┌────────┐   ┌────────────┐   ┌──────────────┐        ◇          ┌────────────────┐
│ HR will      │   │            │   │          │   │        │   │            │   │ HR Operating │   Accept          │ Associate will │
│ intiate      │→  │ Recommander│→  │ Approval │→  │ HRBP   │→  │ HR Division│→  │ Head         │ ──────────────→   │ received       │
│ trasfer      │   │ 2.0        │   │ 3.0      │   │ 4.0    │   │ 5.0        │   │ 6.0          │                   │ Transfer Letter│
│ request      │   │            │   │          │   │        │   │            │   │              │                   │ 6.0            │
│ 1.0          │   └────────────┘   └──────────┘   └────────┘   └────────────┘   └──────────────┘       │           └────────────────┘
└──────────────┘                                                                                   Reject │                  │
                                                                                                          ▼                  ▼
                                                                                                      ( End )
```

| 1.0 HR will upload data in pre-define excel file to start transfer process, for Mid Year DH will raise request for selected Associate and send to HR | 2.0 Recommender either fill all the transfer detail and pass entry with YES else pass the entry with flag NO to Approval Level | 3.0 Approver will transfer request to HRBP with their input (YES / NO). | 4.0 HRBP will move the request to next level with their input | 5.0 After select the option (YES / NO) HR Division Head move records to HR Operating Head | 6.0 HR Operating Head study all the inputs of different different level and finally Sanction or reject the request. |