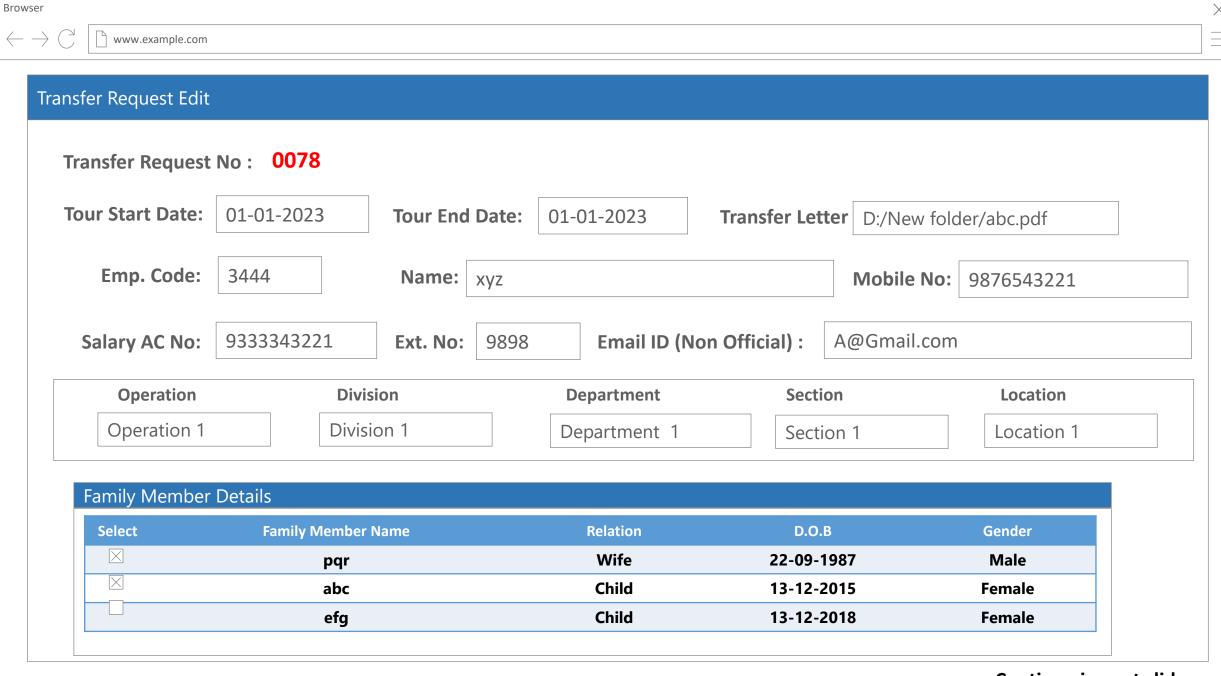
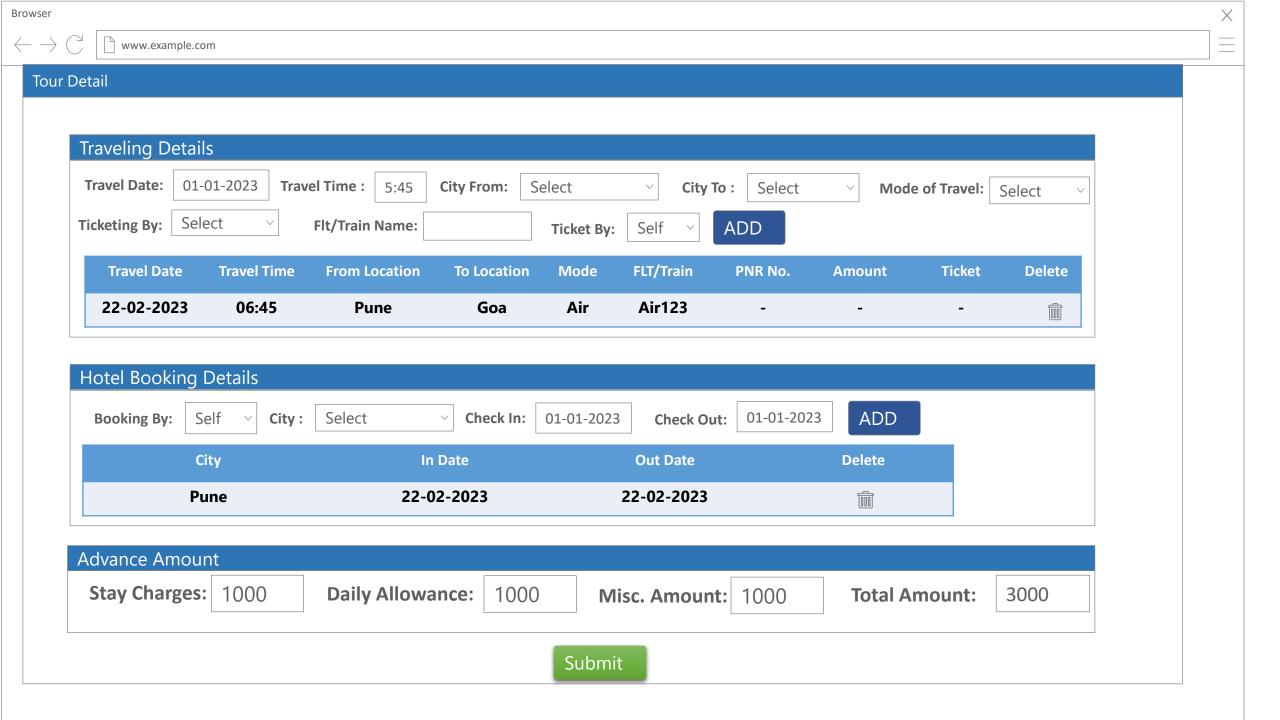


# Transfer Request

SrNo	EmpCode	Name	Status	Level	Action
1	3444	Xyz	Initiate	Associate	



Continue in next slide...







#### Recommendation

### Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

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







### <u>Approval</u>

# Search

From Date:

01-01-2022

To Date:

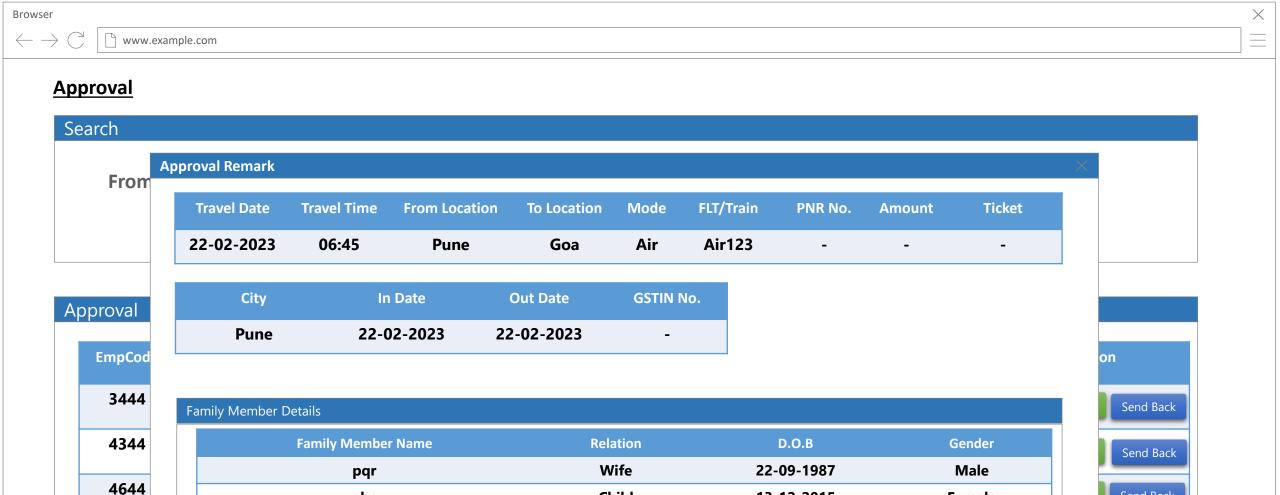
31-01-2022

Search

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Ap	proval

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



Child

Misc. Amount:

100

13-12-2015

100

Send Back

**Female** 

300

SAVE

**Total Amount:** 

abc

**Daily Allowance:** 

Remark

Advance Amount

100

**Approval Remarks:** 

**Stay Charges:** 







# **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	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	20000	Accept Send Back



### **Special Approval**

### Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

# Status History Log

# Special Approva

EmpCode
3444
4344
4644

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



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### 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	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back







#### **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	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back







#### <u>HROH</u>

### 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	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back







# **Admin (Ticket Booking)**

### Search

From Date:

01-01-2022

To Date:

31-01-2022

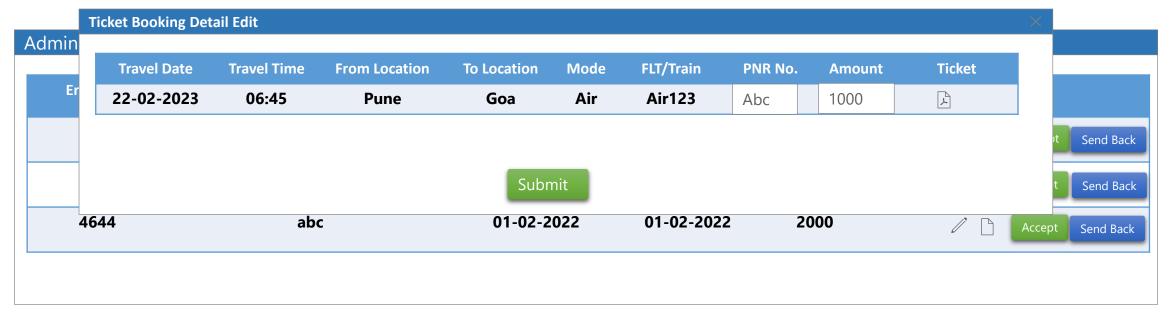
Search

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send
4644	abc	01-02-2022	01-02-2022	2000	Accept Send



#### **Admin (Ticket Booking)**











# **Admin (Hotel Booking)**

### Search

From Date:

01-01-2022

To Date:

31-01-2022

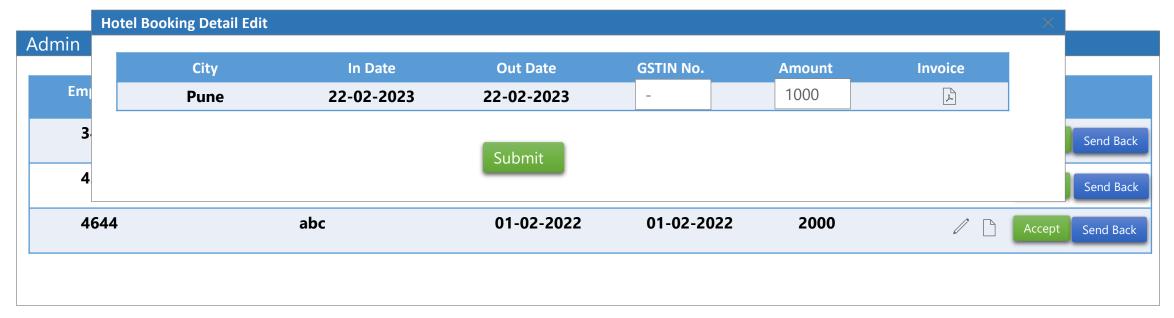
Search

EmpCode	Name	From Date	To Date	Amount	Action	
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send I	
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send	
4644	abc	01-02-2022	01-02-2022	2000	Accept Send E	



#### **Admin (Hotel Booking)**











#### **Finance**

### Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

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