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)

368	irch by Name/	WODINE	Q Search	Clear					
S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
1	XXXXXX	5XXXXXXX	A P Raju		XXXXXX	Tradesman G Technical	General Infrastructure	CGO Complex A- Block	C Edit C Detai
2	XXXXXX	XXXXXXX	A. Jenishly		9000000	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	C Edit C Detai
3	SXXXXXX	9XXXXXXXX	A. Ravikumar		XXXXXX	Scientist - E	IVFRT (FRT)	MEA - Jawaharlal Nehru Bhawan	C Edit

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

E	mployee Detail		
Aadhaar Number :	*****		
mployee Name :	A P Raju		
Organization Name :	*****		
Designation :	XXXXXXXXXXXXXXX		
Division within Organization :	General XXXXXXXX	C Deactivate	C Transfer
Office Location :	xxxxxxxxxxx	(43	
00B:	XXXXXXXXXX		
Gender:	Male		
Mobile No. :	xxxxxxxxxxxxxx		
E-Mail :	*xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
Aadhar Status :	Aadhar Verified		

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.

Aadhaar Enabled Biometric Attendance System

(Nodal Officer User Manual for Transfer)

lanage Emp	Enter Reason	×	
	Select Organisation *		
	Select	¥	
Aadhaar Number :	Reason *		
Employee Name :	Enter Reason for Transfer		
Organization Name			
Designation :			
Division within Orga		Close Submit	Fran

4. On successful transfer following message will appear

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

		Go to						
	-	(BAS)						
nste	er Employees o	II (DAS)						
anste	er Employees o	II (DAS)					Q Search Old Tran	sferred Employ
.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Q Search Old Tran	Detail
			Employee Name Lokesh Singh	Mobile No.	Designation Programmer	Division National Informatics Centre(NIC)		

6. Click On "Process" button. This will open a new window showing employee details.

Aadhaar Enabled Biometric Attendance System

(Nodal Officer User Manual for Transfer)

Personal Details Organizatio	n Details	
Employee Name *		
Lokesh Singh		
Date of Birth (dd-mm-yyyy)	Gender*	
19-10-1986	Male	
Enter Aadhaar Number *		
XXXXXXXXX		
Mobile No. *		
XXXXXXXXXX		
E-Mail *		
XXXXXXXXXXXXXXXXX		

7. Now change the organization details and submit.

dit update Employee Information			🍓 Home > Manager Employ
Personal Details Organization Details	ails		
Organization Name *			
National Informatics Centre (NIC) -D	eitY	*	
Employee Type *	Division/Unit within Organization		
Contractual Employee	Select Division	•	
Office Location *			
CGO Complex A- Block		-	
Submit			
Submit			

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