
Transfer Authorization

User Guide V1.0

Document Author

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4. User

- Usually respective authorizer [as per ToDM] can authorize Transfer proposal.

5. Aim

- When staff is going to be Transfer, respective authorizer need to authorize Transfer proposal. This User interface will provide this feature where respective authorizer can authorize Transfer proposal.

6. Working steps

- Go to Transfer>Transfer Authorization.
- Now pending authorization will appear for you, Click proposal number to go details.

Not secure | 52.66.13.94:9090/employeeTransferProposal/listForAuthorization

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HR Admin Welcome MD. SAZADUZZAMAN (0135583-CHOGU,CMGT- Myanmar Country Head Office [MMCHO]) Accounting Date : 04-10-2019 [DAY OPEN]

Register Contract Renew Transfer Job Separation Grievance Leave and Attendance Reports HR Circular

Quick Access Favorites

Employee Deputation/Transfer Proposal List

Show 10 entries Search:

Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project	Current Department	New Department	Current Office Info	New Office Info	Current Designation	New Designation
MM500029-20191001	10-10-2019	TRANSFER	On Proposal	[3800236]-MA KHAING ZAR LIN	[MM-0001]-Microfinance Project	[MM-0007]-Woman Enterprise Programme (WEP)	Microfinance	Microfinance	[MM500029]-Meiktila	[MM500029]-Meiktila	[D020]-Credit Officer	[D020]-Credit Officer
MM500050-20191001	10-10-2019	TRANSFER	On Proposal	[3800394]-Aye Aye Soe	[MM-0001]-Microfinance Project	[MM-0007]-Woman Enterprise Programme (WEP)	Microfinance	Microfinance	[MM500050]-Mahlaing	[MM500050]-Mahlaing	[D020]-Credit Officer	[D020]-Credit Officer
MM500044-20191001	10-10-2019	TRANSFER	On Proposal	[3800234]-MA HLA HLA SWE	[MM-0001]-Microfinance Project	[MM-0007]-Woman Enterprise Programme (WEP)	Microfinance	Microfinance	[MM500044]-Natogyi	[MM500044]-Natogyi	[D020]-Credit Officer	[D020]-Credit Officer
MM500053-20191001	10-10-2019	TRANSFER	On Proposal	[3800535]-Khanit Min	[MM-0001]-Microfinance	[MM-0002]-Small Enterprise	Microfinance	Microfinance	[MM500053]-AYetharvar	[MM500053]-AYetharvar	[D020]-Credit Officer	[D020]-Credit Officer

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- You can Edit, Authorize or Delete this proposal.

The screenshot displays the 'sbiCloud Master' interface for a proposal verification. The top navigation bar includes 'Register', 'Contract Renew', 'Transfer', 'Job Separation', 'Grievance', 'Leave and Attendance', 'Reports', and 'HR Circular'. The user is logged in as 'MD. SAZADUZZAMAN (0135583-CHOGU,CMGT- Myanmar Country Head Office [MMCHO])'. The 'Accounting Date' is set to '04-10-2019 [DAY OPEN]'. The main content area shows the following details:

- Last Transfer Date:** Applied By Employee: No
- Initiated By:** [3800010]- LIAN HUAI
- Remarks:** MF CO to WME
- Transfer Evaluation Form:** Supporting document for Proposal
- Authorization Trail:** Transfer Between Country HO & Field OR project / department

Type	Status	Actor	Action Taken By	Date
Proposal	Pending	Programme In-charge	-	-
- Comments*:** (Empty text area)

At the bottom of the form, there are buttons for 'Edit', 'Authorize', 'Delete', and 'Go to List'. A red tooltip with the text '* Required' is positioned over the 'Action Taken By' field in the authorization trail table.

- After Authorize it will go to next respective authorizer.