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## ***New Proposal for Transfer***

# ***User Guide V1.0***

### Document Author

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## 4. User

- Usually respective staff will propose Transfer Proposal between office to office, project to project, country to country etc.

## 5. Aim

- Transfer staff's between office to office, project to project, country to country etc.

## 6. Working steps

- Go to Transfer>New Proposal.
- Enter Transfer related information.

The screenshot shows a web browser window displaying the 'Employee Transfer Proposal' form in the 'sbiCloud Master' application. The browser address bar shows the URL '52.66.13.94:9090/employeeTransferProposal/create'. The application header includes the user name 'MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT- BRAC International, Bangladesh [BI])' and the accounting date '01-01-2019 [DAY OPEN]'. The navigation menu includes 'Register', 'Contract Renew', 'Transfer', 'Job Separation', 'Grievance', 'Leave and Attendance', 'Payroll', 'HR Letter', 'HR Circular', and 'Reports'. The 'Employee Transfer Proposal' form contains the following fields:

- Proposal No: AUTO
- Proposal Date: 10-12-2019
- Proposed Employee \*
- Current Office
- Current Grade
- Designation: Current Designation, Current Functional Designation
- Last Transfer Date
- Proposal Type \*:  Transfer,  Deputation,  Secondment,  Transfer (End of Deputation/Secondment)
- Country \*: [050]-Bangladesh
- Program Type \*: -Select Program Type-
- New Program \*: -Select New Program-
- Max. Budget \*

The form also includes a 'Quick Access' sidebar with 'Favorites' and a world map showing registered locations. The footer contains 'Copyright © BRAC International 2019' and 'Developed By: bits'.

- After enter all data, click on create button to save this proposal.

The screenshot displays the 'Create Employee' form in the sbiCloud Master application. The form is structured as follows:

- Program Type \***: -Select Program Type-
- New Program \***: -Select New Program-
- New Project \***: [Text Input]
- New Department \***: [Text Input]
- Proposed Office \***: [Text Input]
- New Country Grade \***: -Select Grade-
- Designation**:
  - New Designation \***: [Text Input]
  - New Functional Designation \***: [Text Input]
- Applied By Employee**:  YES  NO
- Remarks \***: [Text Area]
- Transfer Evaluation Form**: [Text Area]
- Create**: [Button]

The application header shows the user is logged in as MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT- BRAC International, Bangladesh [BI]). The accounting date is 01-01-2019 [DAY OPEN]. The sidebar includes 'Quick Access' and 'Favorites'. The bottom of the screen shows the Windows taskbar with the date 12/10/2019 and time 2:28 PM.

- After save it will go to respective authorizer to authorize.