

A. REQUEST TRANSFER

1.1. INTER- AREA TRANSFER

1. Workflow by default-

HoD → APM → AGM → GM (EE), Subsidiary

2. If required, GM (EE) may forward the application to D(HR) by manually entering the EIS number and initiating the forwarding process. D(HR) can record remarks and return the application to GM (EE) by entering the relevant EIS number.

GM (EE) will approve or reject the application based on the decision of the competent authority.

3. The approvers, as defined in the above workflow, will be populated automatically. However, there is also a provision to manually enter the EIS number of any additional approver at any stage, in case the standard workflow does not meet the requirement.
4. The options to approve or reject the application will be available exclusively to GM (EE).
5. Pre-requisite - Please maintain following relationships between position ID & org unit Id
 - HoD - Default from org structure
 - GM (EE) Subsidiary - Z37 in PP01
 - AGM- Relationship Z07 IN PP01
 - APM- Relationship Z40 in PP01

Approval Process

1. Executive applies in ESS portal

https://vhcxqswdwd01.sap.coalindia.in:44381/sap/bc/webdynpro/sap/zrgthrw_d_exe_transfer?sap-client=200&sap-language=EN#

All 1

⊗ Current area & proposed area should not be the same

Transfer Application for Executive

Personnel Number: 95001400 Company Code: WCL
 Employee Name: JAI KUMAR BADHAI Personnel Area: 9G00 PATHAKHERA
 Father's name: ASHOK KUMAR BADHAI Personnel Sub Area: 9G08
 Date of Birth: 17.05.1998 Date of joining in service: 14.11.2022
 Educational qualification: Date of posting in the present subsidiary: 14.11.2022
 Designation: ASST MANAGER (MINING)(MINING IIND CLASS Date of joining in present grade: 14.11.2023
 Grade: E-3 Date of superannuation: 31.05.2058
 Reporting Authority: 90209834 RAHUL DEO ARSE

▼ **Transfer Location**

Inter Subsidiary
 Inter Area
 Inter Unit

* Proposed Area: 9G00 PATHAKHERA

* Application Date: 01.03.2026

2. Transfer submitted

Transfer Status

Menu | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Print Preview | Local File... | Mail Recipient | Chart | Change Layout...

Mutual Employee	Mutual emp. Name	Loc. Type	Attachment	Apprv Level	Apprv Id	Approver Name	Status	Action Date	View of Subsidiary
		Inter Area	pending_e3(1).xlsx	1	90209834	RAHUL DEO ARSE	PENDING	01.03.2026	
		Inter Area	pending_e3(1).xlsx	0	95001400	JAI KUMAR BADHAI	WF Initiate	01.03.2026	
		Inter Company		1	90209834	RAHUL DEO ARSE	Withdrawn by applicant	17.09.2025	
		Inter Company		0	95001400	JAI KUMAR BADHAI	WF Initiate	17.09.2025	

3. Transfer approval through HOD

vhcxqswdwd01.sap.coalindia.in:44381/sap/bc/webdynpro/sap/zrgthrw_d_tf_apprv/wi_id=000055524203&WI_ID=000055524203&sap-... | Enter passphrase

Gmail | Email Web Client Si... | Login Page | Learn Excel Online | FTP | SAP NetWeaver Por... | Launch Meeting - Z... | PRODUCTION - SAP... | All Bookmarks

Transfer Approval Screen

Transfer Type: Inter Area

▼ **Transfer Applicant's**

Emp CD	Employee Name	Designation	Discipline	Grade	Application Date	Received Date	From Company	To Company
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING)(MINING IIND CLASS	MINING NO CERTIFICATE	E3	01.03.2026	01.03.2026	WCL	

Automatic display of APM name

vhcxqswdwd01.sap.coalindia.in:44381/sap/bc/webdynpro/sap/zrgthrw_d_tf_apprv?wi_id=000055524203&WI_ID=00005552...

Transfer Applicant's

Emp CD	Employee Name	Designation	Discipline	Grade	Application Date	Received Date	From Company	To Company	From Area	To Area	From Unit
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING) (MINING IIND CLASS	MINING NO CERTIFICATE	E3	01.03.2026	01.03.2026	WCL		9G00 (PATHAKHERA)	9K00 (WANI NORTH)	9G08 (CHATTARPUR I UG)

Comment: Maximum 200 Char

Approver: 90106311 Dr.BINDESHWAR PRASAD

View of Subsi... :

Forward

4. Automatic display of AGM in APM screen

vhcxqswdwd01.sap.coalindia.in:44381/sap/bc/webdynpro/sap/zrgthrw_d_tf_apprv?wi_id=000055524203&WI_ID=000055524203&sap-accessibili...

Transfer Approval Screen

Transfer Type: Inter Area

Transfer Applicant's

Emp CD	Employee Name	Designation	Discipline	Grade	Application Date	Received Date	From Company	To Company	From Area	To Area	From Unit	To Unit	Transfer Type
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING) (MINING IIND CLASS	MINING NO CERTIFICATE	E3	01.03.2026	01.03.2026	WCL		9G00 (PATHAKHERA)	9K00 (WANI NORTH)	9G08 (CHATTARPUR I UG)	9K00 (WANI NORTH)	REQUEST

Comment: Maximum 200 Char

Approver: 90080904 LAXMIKANTA MAHAPATRA

View of Subsi... :

Forward

5. Automatic display of AGM2 in AGM1 screen

Transfer Approval Screen

Transfer Type: Inter Area

Transfer Applicant's

Emp CD	Employee Name	Designation	Grade	Application Date	Received Date	From Company	To Company	From Area	To Area	From Unit	To Unit	Transfer Type	Transfer Location type
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING)(MINING IIND CLASS	E3	01.03.2026	01.03.2026	WCL		9G00 (PATHAKHERA)	9K00 (WANI NORTH)	9G08 (CHATTARPUR I UG)		REQUEST	Inter Area

Comment: Maximum 200 Char

Approver: 90122185 90122185 HEMANT SHARAD PANDE

View of Subsid... : Agreed

Forward Reject Final Approve

8. D(HR) SCREEN – Again forwarded to GM (EE)

Transfer Approval Screen

Transfer Type: Inter Area

Transfer Applicant's

Emp CD	Employee Name	Designation	Discipline	Grade	Application Date	Received Date	From Company	To Company	From Area	To Area	From Unit	To Unit	Transfer T
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING)(MINING IIND CLASS	MINING NO CERTIFICATE	E3	01.03.2026	01.03.2026	WCL		9G00 (PATHAKHERA)	9K00 (WANI NORTH)	9G08 (CHATTARPUR I UG)		REQUEST

Comment: Maximum 200 Char

Approver: 00000000 00000000

View of Subsid... :

Forward

9. Again GM (EE) screen

1.2. INTER-UNIT TRANSFER

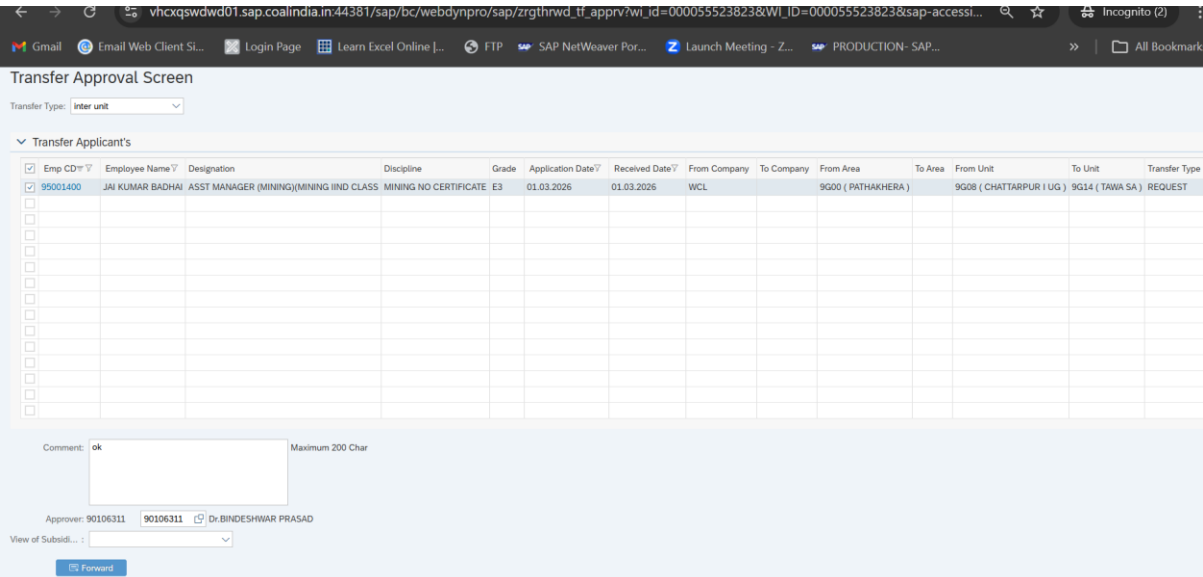
1. Workflow by default

HoD -> APM (AZ40) -> AGM (AZ07)

2. The approvers, as defined in the above workflow, will be populated automatically. However, there is also a provision to manually enter the EIS number of any additional approver at any stage, in case the standard workflow does not meet the requirement.
3. The options to approve or reject the application will be available exclusively to AGM

Process

1. APM display



The screenshot displays the SAP Transfer Approval Screen. At the top, the browser address bar shows the URL: `vhcxqswdwd01.sap.coalindia.in:44381/sap/bc/webdynpro/sap/zrgthrd_tf_apprv?wi_id=000055523823&WI_ID=000055523823&sap-accessi...`. The page title is "Transfer Approval Screen". Below the title, there is a dropdown menu for "Transfer Type" set to "Inter unit".

The main section is titled "Transfer Applicant's" and contains a table with the following columns: Emp CD, Employee Name, Designation, Discipline, Grade, Application Date, Received Date, From Company, To Company, From Area, To Area, From Unit, To Unit, and Transfer Type. The first row of data is as follows:

Emp CD	Employee Name	Designation	Discipline	Grade	Application Date	Received Date	From Company	To Company	From Area	To Area	From Unit	To Unit	Transfer Type
95001400	JAI KUMAR BADHAI	ASST MANAGER (MINING) (MINING IIND CLASS	MINING NO CERTIFICATE	E3	01.03.2026	01.03.2026	WCL		9G00 (PATHAKHERA)		9G08 (CHATTARPUR I UG)	9G14 (TAWA SA)	REQUEST

Below the table, there is a "Comment" field with the text "ok" and a "Maximum 200 Char" label. The "Approver" field shows "90106311" and "Dr. BINDESHWAR PRASAD". There is also a "View of Subsid..." dropdown menu and a "Forward" button at the bottom.

2. AGM display

B. Mutual transfer

1.3. Inter area

1. Workflow by default

Applicant -> Mutual Executive (a pop to agree the transfer application will appear in Mutual ESS screen, upon accepting the workflow will trigger) -> HOD of applicant -> APM of applicant -> AGM of applicant -> HOD of mutual -> APM of mutual -> AGM of mutual > GM(EE) Subsidiary

2. The approvers, as defined in the above workflow, will be populated automatically. However, there is also a provision to manually enter the EIS number of any additional approver at any stage, in case the standard workflow does not meet the requirement.

The options to approve or reject the application will be available exclusively to GM(EE), subsidiary

PROCESS

1. Applicant applies for mutual transfer
2. Mutual will accept it through Approve mutual transfer request 'transfer' application tab in 'My services'

