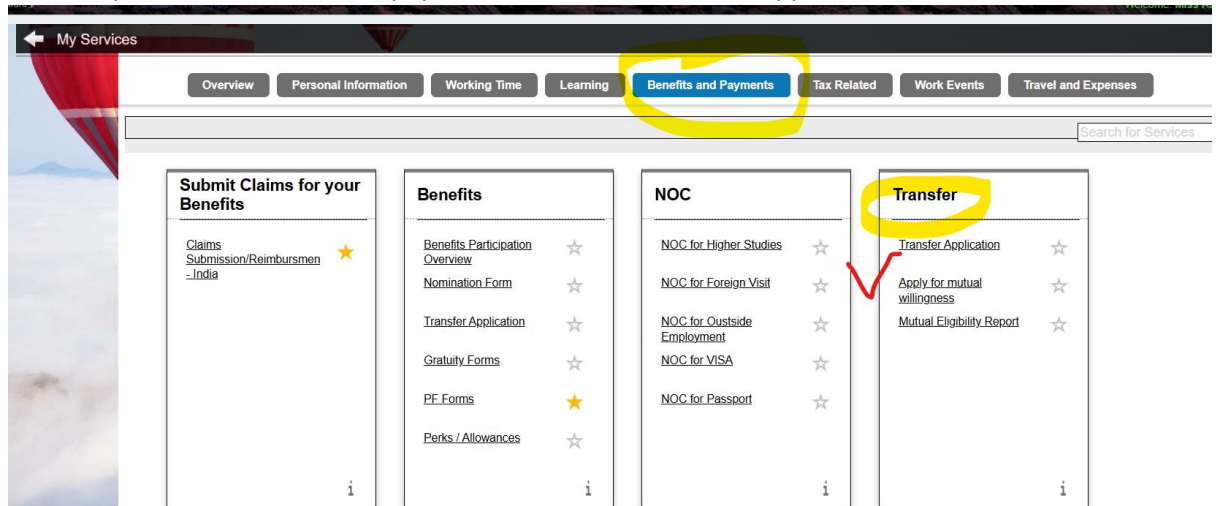


A. REQUEST TRANSFER

A.1 INTER- AREA TRANSFER

1. Log in in ESS
2. Go to 'my services' > benefits & payments > Transfer > Transfer application



3. Choose Type of transfer as 'Request' and transfer location as 'Inter-area' from dropdown and then select proposed area. All basic details will auto display.

The screenshot displays the 'Transfer Application for Executive' form. It includes the following details:

- 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

Under the 'Transfer Location' section, the following options are shown:

- Inter Subsidiary
- Inter Area
- Inter Unit

The 'Proposed Area' is set to 9G00 PATHAKHERA, and the 'Application Date' is 01.03.2026. Red checkmarks are visible next to the 'Inter Area' radio button and the 'Proposed Area' field.

Same area transfer – system will throw error

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

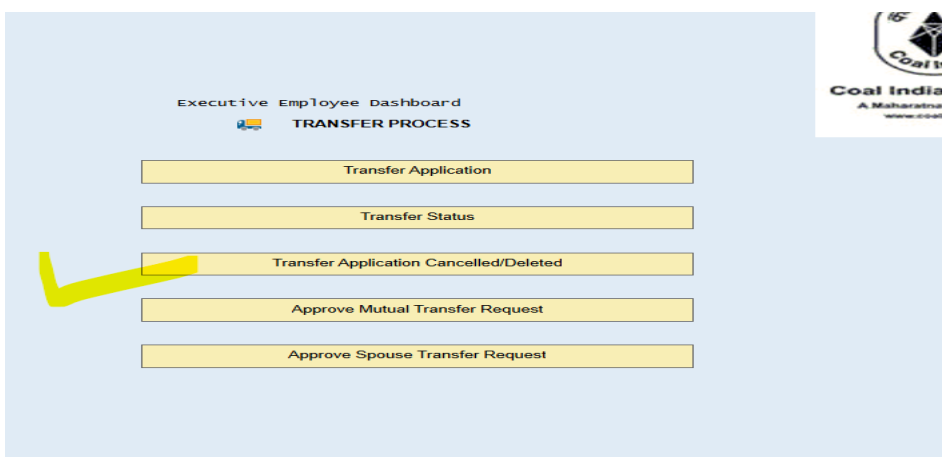
4. Click on 'Submit'. Application will go to HoD for approval by default.
5. Transfer submitted. It can be tracked from 'Transfer status' tab

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_s3(1).xlsx	1	90209834	RAHUL DEO ARSE	PENDING	01.03.2026	
		Inter Area	pending_s3(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	

6. Transfer application can be cancelled from 'Transfer application cancel tab'



A.2 INTER-UNIT TRANSFER

1. Choose Inter-unit from dropdown and then select proposed unit. All basic details will auto display.

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: 14.11.2023
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

Rest process is same as inter-area transfer. Only approving authority is different

B. Mutual transfer

B.1 Inter area

1. Choose Type of transfer as 'Mutual' and transfer location as 'Inter-area' from dropdown and then select proposed area. All basic details will auto display.
2. Enter 'mutual EIS no.' & then click on 'Get mutual details. Details of mutual will get auto displayed.
Choose reason from dropdown
Attach document wherever required.

Transfer Submitted Successfully

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)	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: 9K00 WANI NORTH

* Application Date: 08.03.2026

* Type of Transfer: MUTUAL

* Mutual Emp. ID: 90221292 [Get Mutual Details](#)

Employee Name: DILIP J WAIKAR	Company Code: WCL
Personnel Area: 9K00 WANI NORTH	Grade: E3
Personnel Sub Area: 9K01	Position: ASSISTANT MANAGER(SURVEY)

* Agreed by Mutual: YES

* Reason of Transfer: Advance Studies

* Reason in brief: OK

3. Mutual will accept it through 'Approve mutual transfer request 'transfer' application tab in 'My services' .

Executive Employee Dashboard



TRANSFER PROCESS

Transfer Application

Transfer Status

Transfer Application Cancelled/Deleted

Approve Mutual Transfer Request

4. If mutual does not accept the application, Hod cannot forward it. Once mutual accepts the request in his/ her ESS, then only Hod of applicant can forward the application to next level.

✔ Transfer Submitted Successfully

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)	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

* Propose Sub Area: 9G07 CHATTARPUR SA

* Application Date: 08.03.2026

* Type of Transfer: REQUEST

* Reason of Transfer: Professional Interest

* Reason in brief: OK