

## Find Mutual report in ESS

To generate report or finding mutual transfer partner, firstly executives have to submit their option for mutual transfer through following process-

1. Log in to ESS
2. Go to My services > Benefits and benefits > **'Submit mutual transfer option'**
3. Please update intended company from Dropdown of company.
4. Select reason for mutual transfer from dropdown
5. On a given date, only one record can be updated. Latest record will appear in report

Employee Number:  Employee Name:

Employee Grade:  Current Company:

Company where transfer is desired:  Reason for Transfer:

Already submitted records

<input checked="" type="checkbox"/>	Employee Code	Name	Grade	Present Company	Intended Company	Discipline	Area	Unit	Created On
<input checked="" type="checkbox"/>	90276163	Swati Solanki	E5	CIL	CCL	HUMAN RESOURCE	CIL HQ	CIL HQ	19.03.2026
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Based on the input by various executives in above screen, a report will be generated -

1. Log in to ESS
2. Go to My services > Benefits and benefits > **"Find mutual transfer partner"**
3. **Selection criteria** –
  - Intended company – select company from dropdown where mutual is to be searched
  - Grade – Dropdown of grade to be selected. Keep it blank for searching for multiple grades.
  - Discipline – Select discipline of mutual from dropdown
  - Click on get report
4. **Output report** –Based on this selection criteria, a report will be fetched with following fields
  - EIS no
  - Name
  - Grade
  - Discipline
  - Present company
  - Present Area
  - Present Unit
  - Date of coming in present grade
  - Since when posted in present company
  - Intended company
  - Email id

