ANNEXURE-1

Procedure for GPF Transfer Outprocess and record maintenace

Requirement Specification: this procedure is made to maintain the data regarding the GPF transfer details emplyee. Concern DDO need to upload the GPF forward letter sent to CCA and maintained required details.

Program Specification:

- **T – code - ZHCM_GPF_TRFOUT_SETL**
- **User Authorization Role - ZHCM_GPF_FINAL_SETL**

Follow the below steps to maintain the record.

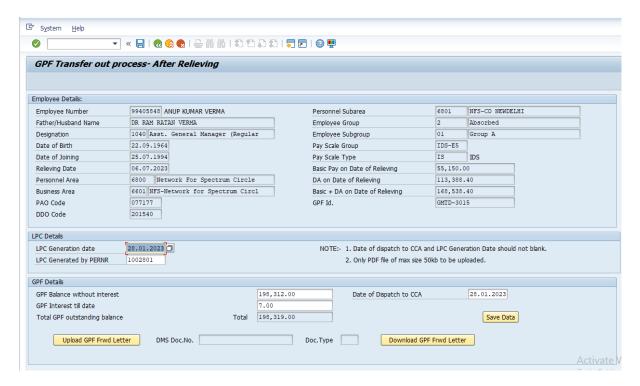**Step 1 -Execute the T-Code ZHCM_GPF_TRFOUT_SETL**

Following input screen will appear, enter the required Details and click on Execute Button (Blue Outline)

Step 2 –list of employee who has been transferred out from the input circle code will be shown for the mentioned month in the first step. (List shown below)

Step 3 – Select the record (as highlighted in above pic) for which you want to maintain the data and click on execute button. You will be redirected to the following screen.
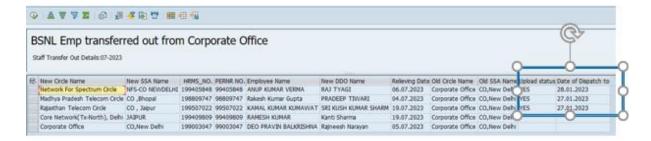
Step 4 - Please fill all the required details as shown in above pic and upload the GPF Forward letter as shown below-
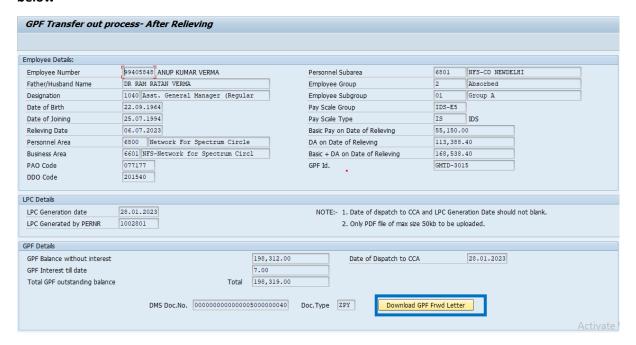

To upload file click on Upload button (Blue circle in above picture) and select the file to be uploaded (Only pdf file less than 50kb).

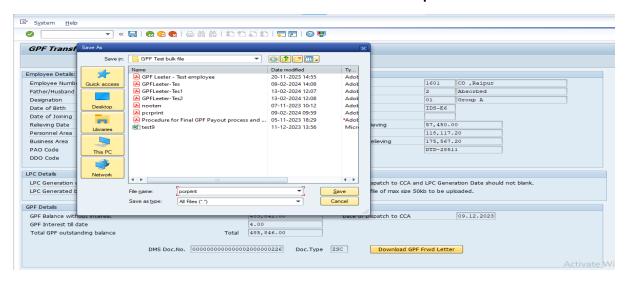**After filling all the details click on the save button.**

After saving the record "Upload Status" and "Date of Dispatch to CCA" will be updated in the list as shown below.

BSNL Emp transferred out from Corporate Office

Staff Transfer Out Details:07-2023

New Circle Name	New SSA Name	HRMS_NO.	PERNR NO.	Employee Name	New DDO Name	Relieving Date	Old Circle Name	Old SSA Name	Upload status	Date of Dispatch to
Network For Spectrum Circle	NFS-CO NEWDELHI	199405848	99405848	ANUP KUMAR VERMA	RAJ TYAGI	06.07.2023	Corporate Office	CO,New Delhi	YES	28.01.2023
Madhya Pradesh Telecom Circle	CO ,Bhopal	198809747	98809747	Rakesh Kumar Gupta	PRADEEP TIWARI	04.07.2023	Corporate Office	CO,New Delhi	YES	27.01.2023
Rajasthan Telecom Circle	CO , Jaipur	199507022	99507022	KAMAL KUMAR KUMAWAT	SRI KUSH KUMAR SHARM	19.07.2023	Corporate Office	CO,New Delhi	YES	27.01.2023
Core Network(Tx-North), Delhi	JAIPUR	199409809	99409809	RAMESH KUMAR	Kanti Sharma	19.07.2023	Corporate Office	CO,New Delhi		
Corporate Office	CO,New Delhi	199003047	99003047	DEO PRAVIN BALKRISHNA	Rajneesh Narayan	05.07.2023	Corporate Office	CO,New Delhi		

Step 5 – on executing the prefilled record, you will be redirected to the display mode as shown below-

You can download the uploaded document by clicking on the "Download GPF FRWD Letter" Button. You will be asked to save the document as shown in below pic.

Please Name the file and save at desired location.