

Charge Certificate Manual on Transfer/Promotion –For AE equivalent Post & Above

Transfer/Promotion Order:

HR Department will issue Transfer/Promotion order. Once the transfer/promotion action has been run by HR Department on SAP, employee needs to follow the below steps on ESS:

i) Log in to ESS. Go to **General Requests-->Click on Charge Certificate as highlighted below, in case of Transfer and Promotion order**

← Back Forward ▶ History Favorites Personalize View Help

MSS - Approver UJVN - Employee Self-Service Delegated User Administration

Overview

UJVN - Employee Self-Service > Overview

General Requests

Back

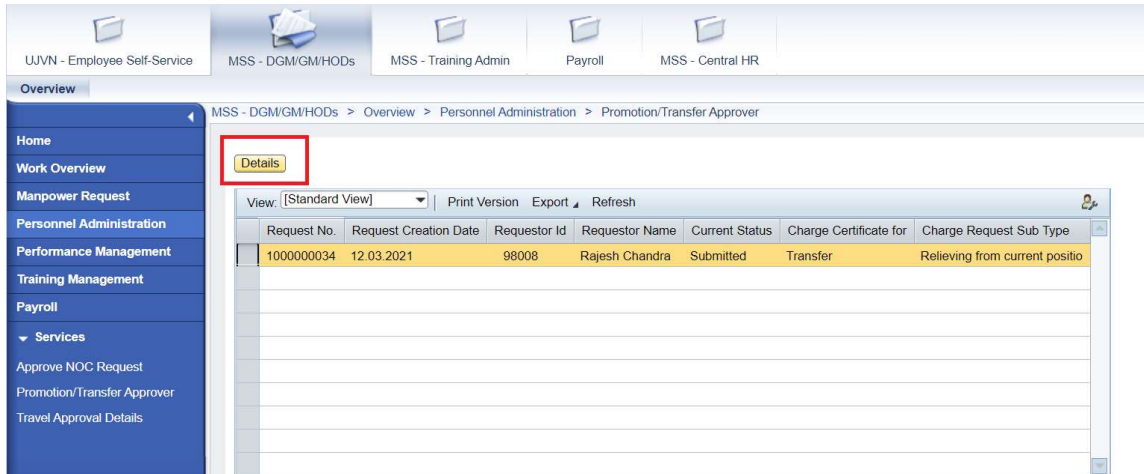
Submit and print Annual property return.
[Submit Annual Property Return](#)
[Submit your annual property return details.](#)
[Print Annual Property Return](#)
[Print Annual Property Return](#)

Others
[Raise Employee data correction Request](#)
[Employee data correction request.](#)
[Declare Union details](#)
[Declare your Union details.](#)
[Electricity connection declaration.](#)
[Declare your Union details.](#)

NOC Pocesesses
[NOC Request](#)
[You can apply for NOC requests.](#)

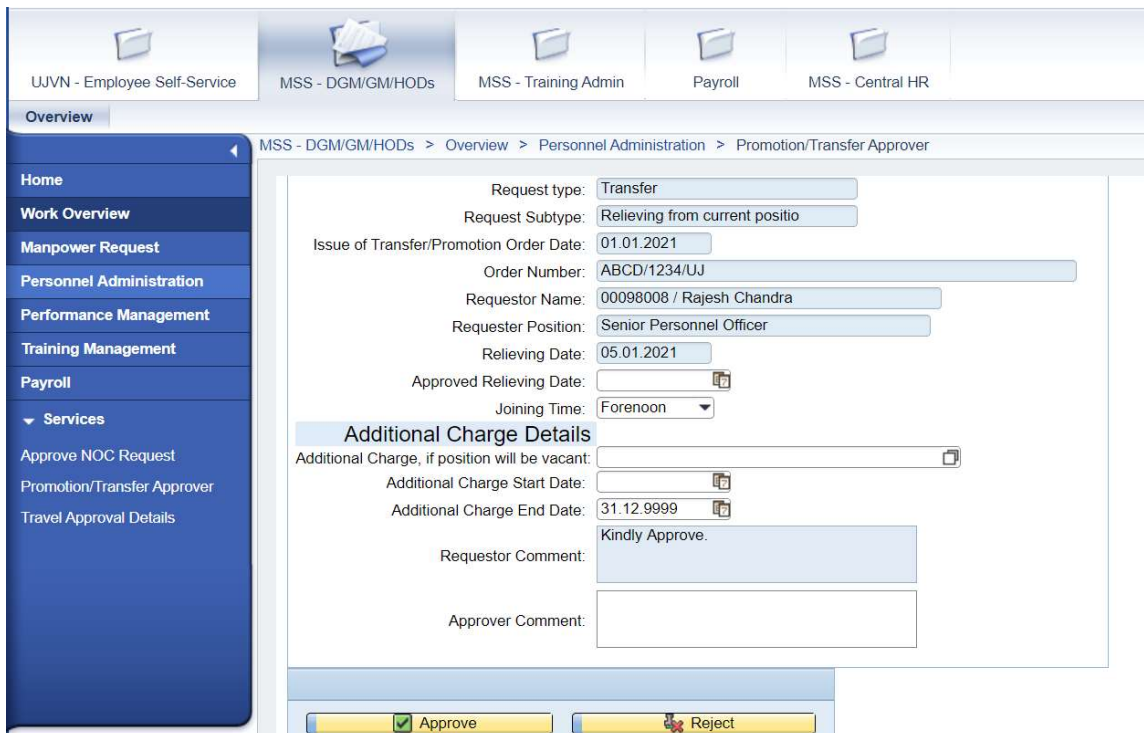
Charge Certificate/Revoke of Leave Request
[Charge Certificate/Revoke of Leave Request](#)
[Charge Certificate/Revoke of Leave Request](#)
[Charge Certificate/Revoke of Leave Request](#)

ii) The below screen appears:



Select the request and Click on Details.

The below screen appears. Fill in the details such as Approved Relieving Date, Additional Charge Details if any and Approver Comments and Click on Approve button:



After approval from approver, **establishment admin of concerned site will verify the relieving date and run the Relieving action from SAP.**

x) After the relieving action has been run by establishment admin , HR Department, dehradun will process the record. **After processing the record by HR Department, charge certificate will be sent on E-mail id of concerned employee and its approver.**



यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

UJVN Limited

(A Govt. of Uttarakhand Enterprise)

मानव संसाधन विभाग, "यमुना भवन", यमुना कालोनी, देहरादून - 248001 (उत्तराखण्ड)

Human Resources Department, "Yamuna Bhawan", Yamuna Colony, Dehradun - 248001 (Uttarakhand)

ISO 9001 : 14001 Certified

कार्यभार प्रमाण पत्र - स्थानांतरण पर कार्य मुक्त होने पर

Reference No. 100000000000048

प्रमाणित किया जाता है कि Senior Personnel Officer , यूजेवीएन लिमिटेड, Yamuna Bhawan, Dehradun, के पद का कार्यभार ABCD/1234/UJ के अनुपालन में दिनांक: 05-01-2021 के Forenoon में हस्तान्तरित किया जाता है।

कार्यभार हस्तान्तरण में अधिगृहीत समय का उल्लेख पार्श्व में अंकित है।

कार्यभार से अवमुक्त होने वाले अधिकारी

कार्यभार हस्तान्तरण	
प्रारम्भ करने की तिथि	05-01-2021
कार्यभार हस्तान्तरण	
पूर्ण करने की तिथि	05-01-2021

हस्ताक्षर:-

नाम:- **Rajesh Chandra**

Designation - Senior Personnel Officer

एफ0बी0 सं0:- 00098008

Approver ID:- 00930505

Approver Name:- Ashish Kumar Jain

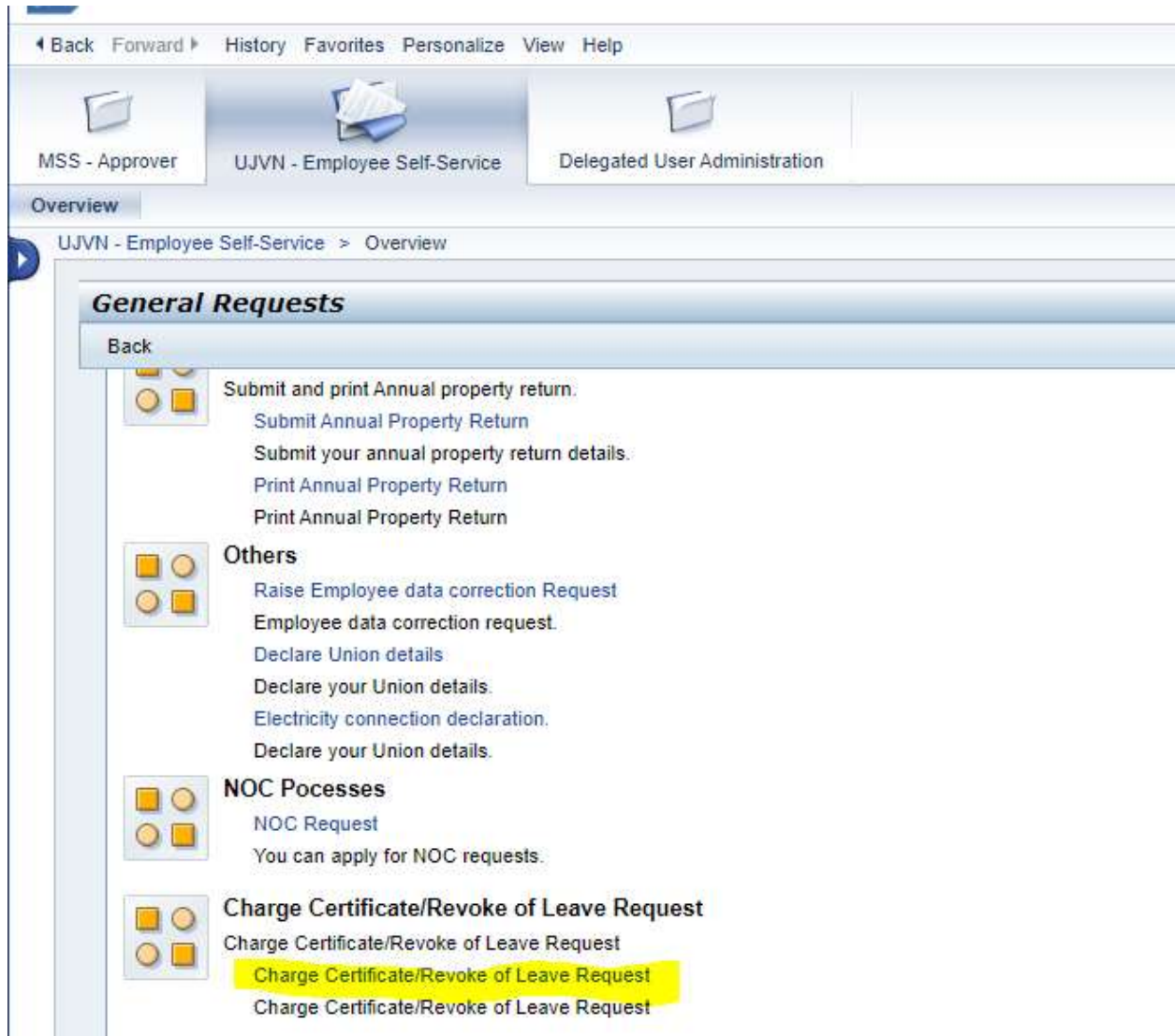
Designation - Dy General Manager (Perso

कार्यभार ग्रहण करने वाले अधिकारी

हस्ताक्षर:-

For Joining on new Position via ESS

i) Log in to ESS. Go to **General Requests**-->**Click on Charge Certificate as highlighted below, in case of Transfer and Promotion order**



The screenshot displays the ESS interface with the following elements:

- Navigation bar: Back, Forward, History, Favorites, Personalize, View, Help
- Home buttons: MSS - Approver, UJVN - Employee Self-Service (selected), Delegated User Administration
- Overview section: UJVN - Employee Self-Service > Overview
- General Requests** section:
 - Back** button
 - Submit and print Annual property return.**
 - [Submit Annual Property Return](#)
 - [Submit your annual property return details.](#)
 - [Print Annual Property Return](#)
 - [Print Annual Property Return](#)
 - Others**
 - [Raise Employee data correction Request](#)
 - [Employee data correction request.](#)
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 - NOC Pocesesses**
 - [NOC Request](#)
 - [You can apply for NOC requests.](#)
 - Charge Certificate/Revoke of Leave Request**
 - [Charge Certificate/Revoke of Leave Request](#)
 - [Charge Certificate/Revoke of Leave Request](#) (highlighted in yellow)
 - [Charge Certificate/Revoke of Leave Request](#)

ii) The below screen appears:

iv) After the Request type is selected, the below screen appears. Fill in the details and submit the request for approval:

Back

Relieving/Joining Date Request

Request Type:

Detail View

Request Subtype:

Issue of Transfer/Promotion Order Date:

Order Number:

Joining Start Date:

Approved Joining Start date:

Joining Time:

Joining End Date:

Approved Joining End Date:

Joining in place of Emp. ID:

Approver Employee ID:

Requestor Comment:

Approver Comment:

Note - Please make sure that you fill the correct details. The request will be sent to the appover which is to be filled in this screen.

[Back](#)

Relieving/Joining Date Request

Request Type:

Detail View

Request Subtype:

Issue of Transfer/Promotion Order Date:

Order Number:

Joining Start Date:

Approved Joining Start date:

Joining Time:

Joining End Date:

Approved Joining End Date:

Joining in place of Emp. ID:

Approver Employee ID:

Requestor Comment:

Approver Comment:

[Submit](#)

)After the request is submitted, Approver need to approve the same. In Mss, **Go to Personal Administration-->Approve Charge Request**

← Back Forward History Favorites Personalize View Help

MSS - Approver UJVN - Employee Self-Service Delegated User Administration

Overview MSS - Approver > Overview > Personnel Administration > Approve Charge Request

Home
Work Overview
Department details
Personnel Administration
Performance Management
Training Management
Payroll
Services
Approve data Updation Req...
Approve NOC Request
E-separation Approval
Leave Details
Leave Quota Details
Approve Charge Request
Travel & Expense Report
NOC Report

No pending request.

[Details](#)

View: [Standard View] | Print Version Export Refresh

Request No.	Request Creation Date	Requestor Id	Requestor Name	Current Status	Charge Certificate for	Charge Request Sub Typ

vi) Select the request and Click on Details.

After approval from approver, **establishment admin of concerned site will verify the relieving date and run the Relieving action from SAP.**

x) After the relieving action has been run by establishment admin of concerned site, HR Department, dehradun will process the record. **After processing said record by HR Department, charge certificate will be sent on E-mail id of concerned employee and its approver.**

Human Resources Department, "Yamuna Bhawan", Yamuna Colony, Dehradun - 248001 (Uttarakhand)

ISO 9001 : 14001 Certified

कार्यभार प्रमाण पत्र - स्थानांतरण पर कार्यभार ग्रहण करने पर

Reference No. ABCD/1234/UJ

प्रमाणित किया जाता है कि Senior Personnel Officer , यूजेवीएन लिमिटेड, Yamuna Bhawan,Dehradun, के पद का कार्यभार ABCD/1234/UJ के अनुपालन में दिनांक: 06-01-2021 के Forenoon में हस्तान्तरित किया जाता है।

कार्यभार हस्तान्तरण में अधिगृहीत समय का उल्लेख पार्श्व में अंकित है।

कार्यभार ग्रहण करने वाले अधिकारी

कार्यभार हस्तान्तरण	
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कार्यभार हस्तान्तरण	
पूर्ण करने की तिथि	06-01-2021

हस्ताक्षर:-

नाम:- **Rajesh Chandra**

Designation - Senior Personnel Officer

एफ0बी0 सं0:- 00098008

Approver ID:- 00930505

Approver Name:- Ashish Kumar Jain

Designation -

प्रतिहस्ताक्षरित एवं प्रमाणित किया जाता है कि कार्यभार हस्तान्तरण में अधिक समय नहीं लगाया गया है।

कार्यभार से अवमुक्त होने वाले अधिकारी

हस्ताक्षर:-

नाम:- **Archana Bahuguna**

Designation - Dy General Manager (Perso

एफ0बी0 सं0:- 00090049