

Tab's

- Relieving
- Detail

Relieving

Home (162621) **Relieving: 1000003** x

Releasing

Client* XYZ Foundation Organization* MainHQ

Document No 1000003 Releasing Date* 02/03/2022

Document Type* HR Release Employee Name* Prasanth

Department Delivery Position Business Analystist

Releasing Reason

Document Status Invalid ☐ Processed

Document Action

CRITICAL FIELDS:

1. Releasing Date: It can be maintained to choose the relieving date
2. Employee Name: It can be used to choose the name of the employee
3. Department: Based on the employee Department will be fetched
4. Position: Based on the Employee Position will be fetched
5. Relieving Reason: In this we can maintain the reason for relieving

NON-CRITICAL FIELDS:

1. Document Date: The date of the document created can be maintained
2. Document Type: It is used to segregate the document if necessary
3. Document Status: It will show the status of this document

Detail

Home (162621)

Releasing: 1000003

Releasing > Detail

1/1

Client*

XYZ Foundation

Organization*

MainHQ

Line

10

NOC Detail

Given By*

Madhan Gowri

Department

Marketing

NOC Date

28/02/2022

Position

Marketing Manager

☒ Handover

CRITICAL FIELDS:

NOC Detail: Non Objection Certificate details should be maintained by the supervisor

Given By: It Can maintain with supervisor name who is going to give the NOC

Department: It will show the department of the Supervisor

Position: It will show the Position of the supervisor

NOC Date: Can be maintained the date of the NOC Provided

NON-CRITICAL FIELDS:

Line: It will show the Sequence Number