Transfer Process Flow

```
Applicant
   ↓
Deputy Director (DD)
   ↓
Assistant Director (AD)/
Dealing assistant(DA)/
Superintend
   ↓
Dealing Assistant (DA)
   ↓
Record keeping Officer/
Record Keeper
   ↓
Dealing Assistant (DA)
[Attendance Letter proposal]
   ↓
Superintend/Estate
Inspector/ KG/Assistant
Director
   ↓
Assistant Director (AD)
   ↓
Deputy Director
[Attendance  approve ]
   ↓
Assistant Director (AD)
[Attendance Letter sign]
   ↓
Applicant  ───────────────→  Deputy Assistant (DA)
                              [Attendence Collection]
```

```
Dealing Assistant (DA)        ───────→   Assistant Director (AD)
[Money Submission Letter]                [Sign]
   ↑                                        ↓
Chairman Desk                            Applicant
   ↑                                     [Payment]
Dealing assistant(DA)/                      ↓
Superintend                              Dealing Assistant (DA)
   ↑                                     [Final Approval ]
Assistant Director (AD)/                    ↓
Dealing assistant(DA)/                   Assistant Director
Superintend                              [SIgn]
   ↑                                        ↓
Deputy Director(DD)                      Applicant
   ↑                                     [Final Letter]
Director
   ↑
Director/Chairman
   ↑
Member Estate
   ↑
Director
   ↑
Deputy Director
[Attendance  Verification ]
   ↑
Deputy Assistant (DA)
[Attendence Collection]
```