Nodal Officer Registration/Transfer

Registration of New Nodal officer is only allowed to all B-Grade, and A-grade officers of undertaking.

A-Grade officer or B-Grade officer should login to our official website (i.e. www.bestundertaking.co).

From left panel (menu panel), select **'Admin User Management'**, then **'Nodal Officer Registration / Transfer'**.

Form will be displayed with two sections as follows.

1st section

Employee's Paysheet Transfer

This section is used only for changing paysheet of employee, in case of promotion, transfer and on-loan transfer.

Enter Employee check no. and press tab button. Name and existing paysheet will appear in appropriate text box automatically.

Now enter new paysheet and click on submit button.

2nd section

New Nodal Officer's Registration

This section if used for registration of employee as **New Nodal Officer**, only if employee is not registered. Name and existing paysheet, proposed nodal officer Emailid, Mobile no. will appear in appropriate text box automatically.

Select package from list box.

Select email id of logged in employee(OTP will be sent to this email id for final confirmation)

Now press send OTP button.

Enter OTP received in email id, and press verify OTP button.

If OTP verified successfully, then press submit button.

Employee is successfully registered as nodal officer.

Note: If Employee is Nodal and his/her paysheet has changed and he/She has to register as Nodal of Changed Paysheet ,then He/She has to complete above both sections. First step will be to complete 1st section, save it. Then attempt 2nd section and complete with SUBMIT button. By following these steps. Employee will be Nodal of his changed paysheets.