

ANNEXURE – B

(REFER OUR CIRCULAR NO. LHO/ClrDO/PER&HRD/IR/A/117/2001-2002 DATED 14 FEBRUARY 2002)

WORKMEN STAFF : APPLICATION FOR REQUEST TRANSFER
(INTER-MODULE / INTRA – MODULE)

01. a) Name : (Surname) (Name) (Father's/Husband's/name)
PF Index No. _____
b) Male / Female :
02. Domicile :
03. Designation :
04. Date of Appointment :
05. Date of Confirmation :
06. Service in the Bank a) : Total _____ Yrs. _____ Months _____ Days
(As on the date of application) b) : Confirmed. _____ Yrs. _____ Months _____ Days
07. a) Present posting at : (Dist:)
b) Whether Rural / Village / Difficult Centre :
08. a) Initial Appointment at : (Dist:)
b) Since when (DD/MM/YY) :
c) Whether it is / was Rural / Village / Difficult Centre :
09. a) Centre(s) to which transfer is sought :
b) Whether Rural / Village / Difficult Centre :
10. Transfer(s) during service (Give dates & Places)
a) By the Bank :
b) At the request of the employee :
c) Out of (b) how many times on the ground of Spouse Transfer :
11. Specific reason for Applying for transfer :
12. Whether : a) Ex-serviceman : YES / NO (Proof to be attached)
b) Employed under 'Handicapped Reservation Quota' : YES / NO (Proof to be attached)
Application covered under 'Spouse Transfer' reason : YES / NO
13. Whether the applicant has any relative working at the office(s) (inclusive of the pay office(s) if any, under their control to which transfer is sought). If so, give particulars.
a) Educational Qualifications :
14. b) JAIIB / CAIIB Position :

BRANCH / OFFICE /
DEPARTMENT

PLACE :
DATE :

(Signature of the employee)

TO BE FILLED IN BY THE OFFICE

01. Sr. No. of Inward Dak Register and Date of Receipt of application at the transferor Branch / Office. :
02. Number and date of the transferor Office / Branch letter forwarding the employee's original application for transfer. :
03. State whether satisfied as to the genuineness of the reasons given by the employee for applying for transfer. Also state what enquiries have been made by you. :
04. Whether any disciplinary action is pending / contemplated against the employee. :
05. Verified the particulars furnished by the applicant from the Service Sheet / Confidential File etc. and found to be in order. :
06. State whether the employee is eligible for applying for transfer as per extant policy. :
Recommendations
07. :

BRANCH / OFFICE /
DEPARTMENT

PLACE :
DATE :

BRANCH MANAGER /
HEAD OF THE DEPARTMENT

LETTER OF UNDERTAKING FROM THE EMPLOYEE

STAFF : AWARD
INTER MODULE TRANSFER

In terms of my application dated _____, I have requested for transfer to any one of the following branches / offices in _____ Circle.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

In case it is not administratively possible / convenient to transfer me to any of the branches / offices of my choice, I am prepared to be transferred to any branch / office in _____ Circle.

2. I shall not claim any permanent transfer allowance / traveling allowance and halting allowance.

3. I shall not claim any privilege of my seniority, any other officiating both in-cadre as well as out of cadre and higher appointment for 2 years from the date of joining at the other circle.

4. I note that even though I am being transferred at my own request, the Bank reserves the right to transfer me again elsewhere should exigencies of service so warrant.

Yours faithfully,

(Signature)

Branch / Office : _____ Name: _____

Date : _____ PF Index No. _____

Designation : _____