

APPLICATION FOR TRANSFER

1. PF Index No :
2. Name :
3. Designation :
4. a) Present Branch/Office :
b) RBO :
c) AO :
5. a) Mobile No :
b) Email id :
6. a) Date of appointment :
b) Date confirmation :
7. Place of domicile (as per service sheet) :
8. Offices to which transfer is sought :
AO :
RBO :
i) :
ii) :
iii) :
9. Transfer(s) during the service :
a) By Bank :
b) At request :
10. Specific reasons for applying for transfer :
11. Whether the applicant is prepared to forego :
a) travelling expenses :
b) Permanent transfer allowance :
if transferred
12. Whether the applicant has any relatives :
working at the branch(es)/office(s) :
to which transfer is sought :
If so, advise particulars :
13. Whether the employee is an ex-serviceman :

PLACE:

DATE:

Signature of the applicant

TO BE FILLED IN BY THE BRANCH/DEPARTMENT

1. No. and date of Branch Manager's letter forwarding :
the employee's original application for transfer, if any.
2. In case the employee concerned was transferred to your :
Branch from elsewhere, was the transfer effected at his
request or by the Bank due to exigencies of service
3. Date of reporting at the Branch (in case the :
employee was transferred from elsewhere)
4. Are you satisfied as to the genuineness of the reasons :
given by the employee for applying the transfer
5. Whether any disciplinary action is pending/ :
contemplated against the employee
6. Recommendations of Branch Manager/ :
Departmental Head

STATE BANK OF INDIA
..... Branch

DATE:

**BRANCH MANAGER/
HEAD OF THE DEPARTMENT**

FOR USE OF CONTROLLING AUTHORITY

- i) Date of Receipt :
- ii) Serial Number :
- iii) AO to which the employee is transferred :
- iv) Reference number and date of disposal :

REGIONAL MANAGER

RBO:

DATE:

DY. GENERAL MANAGER [B & O]

AO:

DATE:

FOR USE OF LHO

- i) SI No. and Date of Registration :
- ii) AO to which the employee is transferred :
- iii) Reference number and date of disposal :

ASST GENERAL MANAGER [HR]

DY. GENERAL MANAGER & CDO