

APPLICATION FOR TRANSFER

1. NAME ;
2. DESIGNATION ;
3. a) DATE OF APPOINTMENT :
b) DATE OF CONFIRMATION :
4. PLACE OF DOMICILE :
5. BRANCH/OFFICE :
6. PLACE OF INITIAL APPT. :
IN THE BANK
7. OFFICES TO WHICH TRANSFER :
IS SOUGHT
8. TRANSFER(S) DURING THE
SERVICE
A) BY BANK :
B) AT REQUEST :
9. SPECIFIC REASONS FOR :
APPLYING FOR TRANSFER
10. a) WHETHER THE APPLICANT IS
PREPARED TO FOREGO THE
TRAVELLING EXPENSES
b) PERMANENT TRANSFER
ALLOWANCE IF TRANSFERRED
11. WHETHER THE APPLICANT HAS
ANY RELATIVES WORKING AT
THE BRANCH/OFFICE TO WHICH
TRANSFER IS SOUGHT, IF SO,
ADVISE PARTICULARS

PLACE :

DATE :

SIGNATURE OF THE APPLICANT

TO BE FILLED IN THE BRANCH/DEPARTMENT

1. No. & 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 (if necessary
This information may be ascertained
From the Branch transferred)
3. Date of reporting at the Branch (in case
The employee was transferred from
Elsewhere)
4. Are you satisfied as to the genuineness
For the reasons given by the employee
For applying for transfer
5. Whether any disciplinary action pending/
Contemplated against the employee
6. Recommendations of Branch Manager

STATE BANK OF INDIA
BRANCH :

DATE :

BRANCH MANAGER.

FOR USE OF CONTROLLING AUTHORITY

1. DATE OF REGISTRATION :
2. SERIAL NUMBER :
3. BRANCH TO WHICH THE
EMPLOYEE WAS
TRANSFERRED
4. REFERENCE NO. AND :
DATE OF DISPOSAL.

ASST. GENERAL MANAGER.