

## APPLICATION FOR TRANSFER

1. Name & Designation of the Employee :
  2. Date of appointment in the Bank :
  3. Place of initial appointment in the Bank service :
  4. Place of domicile (as recorded in the Service Record) :
  5. Date since when posted at Branch :
  6. Whether the employee was previously transferred at own request, if so, date of the transfer and the name of the Branch/Office from which transferred :
  7. Name of the Branch(es) to which transfer is now sought :
  8. Reasons for which the transfer is applied for :
  
  9. a) Whether agreeable to be transferred to a Branch of choice at own expense and to forgo the usual permanent transfer allowance  
b) Whether willing to forgo special allowances/officiating allowance :
- (N.B. Employees transferred on a request may be considered for higher in cadre appointments or being entrusted with relief powers in higher appointments two years after the date that report at new Branch.)**
10. Whether related to any of the employees of the establishment(s) of the office/branch willing to be transferred to

PLACE :

DATE :

(Signature of the employee)

<b>To be filled in by the Branch Manager/CM/AGM</b>
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1. Whether any disciplinary action is pending/contemplated against the employee at the Branch/Zonal/Region Office level. :
2. Are you satisfied as to the genuineness of the reasons given by the employee for applying for the transfer. State what enquiries have been made by you.
3. Branch Manager's remarks and recommendations (including his specific remarks about the employee(s) replacement.)

**STATE BANK OF INDIA**

..... **BRANCH**

**DATE :**

**BRANCH MANAGER**

**Enclo: Two copies of up-to-date Service sheet**