

ZO/BLR/HRM/5/1/2023/13/808

27.07.2023

CIRCULAR TO ALL BRANCHES/OFFICES OF BENGALURU ZONE

Madam/Dear Sir,

Re.:- Inter Regional Request Transfer on Spouse Joining / Extreme Compassionate Grounds in Sub-Ordinate Cadre.

It has been decided to examine the request transfers applications of Sub-Ordinate staff on Spouse Joining and Extreme Compassionate Grounds applications of our Zone as on date through HR Connect.

To ensure that we do not leave out any genuine application, we request the Branches to inform the Sub-Ordinate staff desirous of seeking transfer on Spouse Joining Grounds/ Extreme Compassionate Grounds to apply in HR-Connect by **05.08.2023 and also submit the Hard Copy of the application to Regional Office.**

Please note that, the Sub-Ordinate staff who have already submitted their application in HR Connect are **also required to submit the hard copy of the application once again to Regional Office in the format appended, along with a copy of the application submitted in HR Connect.**

The Sub-Ordinate staff concerned also needs to submit the following proofs along with the application:-

1. Marriage/ Spouse Joining Grounds

- Marriage Certificate
- Employment Certificate of Spouse
- Residence Proof of Spouse

2. Extreme Compassionate Grounds

- ❖ Supporting Documents of Self/Dependents.

Schedule of Activities:

Last Date for submission of application to Branch/Offices	05.08.2023
Last Date for submission of application to Branch/Offices to concerned Regional Office	08.08.2023
Last Date for submission of application from Regional office to Zonal Office	11.08.2023

Regions are required to submit the following format along with the applications and views for further necessary action.

S No	Name	EC No	Present Branch/Office	Date of Joining in Sub-Ordinate cadre	Reason for seeking transfer	Present Region	Requested Region

- 1) We shall be considering only the request applications which are applied in response to this Circular.
- 2) **Cases seeking transfer on Spouse Grounds/ Extreme Compassionate Grounds if applied earlier are once again advised to apply afresh under this circular also.**

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- 3) Please advise the concerned Sub-Ordinate staff that the Bank shall endeavour to consider the request at the earliest.
- 4) Further, request for transfer would be considered if the work and conduct of the applicant is satisfactory.
- 5) Please note that request will be considered for Region only and employee will be liable to be posted in any Branch / Office of the Region. Regions to issue suitable communication to the staff incorporating the above points.


Please note that in case we do not receive the required information from the concerned Region within the stipulated date, the same will be treated as NIL and mere submission of application.

Please ensure that the above information along with the copies of application reach us by the stipulated date in one LOT.

Please advise the concerned staff that mere submission of application for Inter Regional Request Transfer does not necessarily mean to our agreeing to effect the request transfers. Inter- Regional request transfers purely depend upon administrative needs of the Zone/Region, merits of each case, overall position in Sub-Ordinate Cadre and balancing of staff in Regions.

Please bring the contents of this Circular to the notice of all Concerned.

Yours faithfully,


(Debabrata Das)
General Manager & Zonal Head

9. Whether Inter Regional Transfer considered in the past? If so, please give the details with date of reporting

10. Name of the Region for which Inter Regional Transfer is sought.(with supporting Reasons , attach relevant document)

11. Preference of the Region:

1.	
2.	
3.	

12. Whether willing to work in any Branch of the Region including Rural Branches: YES/NO

13. Employee Justification:

DECLARATION

I hereby declare that the information submitted in this application is true to the best of my knowledge and belief. I also declare having filled the application form after reading instructions carefully. If any of the information submitted by me in the application is subsequently found incorrect/false, my candidature will be treated as cancelled.

In the event of my above Inter Region request transfer is considered favourably , I hereby agree to the following as the transfer would be at my request:

- I will not claim any TA/DA, it if is my second or subsequent request transfer.
- I am also aware that this request for transfer would be without prejudice to Management's right to transfer me again at Bank's instance.
- I am aware that mere application does not confer any right of consideration of the request transfer

Date:
Place:

SIGNATURE OF THE APPLICANT

(For Branch / Office use)

We hereby certify that the statements made in this application have been verified and found to be correct.

No. of days remained on Loss of Pay: _____

Details of Disciplinary action ,if any : _____

STAMP&SIGNATURE OF BRANCH/OFFICE HEAD

Date: _____

(For Region / Administrative Office use)

Application has been properly scrutinised. The statements made in the application have been verified and the candidate fulfils eligibility Criteria.

Date: _____

STAMP&SIGNATURE OF RM/DRM