

**The Zonal Manager,
Bank of India**

_____ **Zone.**

Dear Sir,

RE : APPLICATION FOR INTRA-ZONE TRANSFER

I request you to transfer my services as per my option given below. I also give my service particulars.

1. Name (Surname first) : Kum./Smt./Shri _____
2. Present Branch : _____ Code No. _____
3. Designation : _____ **PF NO** _____
4. Special Allowance : Rs. _____ Nature _____

Since _____

5. Date of Birth : _____
6. Date of Joining : _____ as _____
7. Date of Promotion : _____ to _____
8. In the present Branch since : _____

9. Previous Transfers :

From	To	Reasons	Date of relieving/refusal
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1.
2.
3.

10. a) Transfer requested for : 1. _____ Branch/Centre
(in order of preference) 2. _____ Branch/Centre
3. _____ Branch/Centre

11. Reasons for Request : (Tick appropriate option)

- a) Native Place ()
b) Sickness of employee herself / himself ()
c) Sickness of Spouse/Children/Dependent ()

Name : Smt./Shri _____

Present Posting _____

Designation _____

- d) Any other reason
(Please specify) : _____

(The latest medical reports/relevant certificates should be attached)

12. Particulars of disciplinary
Action, if any : _____
13. Leave Record : Regular / Irregular

I am willing to forgo Special Allowance, presently being drawn by me and also accept the change in my designation, if any, if my request is acceded to. I confirm that particulars given above are correct. I also note that I will be debarred form applying for transfer for one year, if I refuse any transfer considered on the basis of this request.

Yours faithfully,

Place :

Date :

(Signature of the applicant)

FOR OFFICE USE ONLY

Branch Profile : Category : Rural / Su / U / Metro
: Size : SB / MB / LB / VLB / ELB

Staff Strength : Officers Spl. Asst. Clerks Sub-Staff

Sanctioned

Actual

Comments on the applicant's Work :
Conduct :
Attendance :
Leave Record :

Particulars of disciplinary action taken, if any :

No disciplinary action is contemplated/pending against the employee.
(if otherwise, please give details)

Particulars given in Item No. 1 to 13 in the application are verified from the Bank's record and found correct.

Specific Recommendation :

M A N A G E R

_____ Branch
Sign Code No.