

Enclosure to our letter - Suggested Firmat

Name :	
Branch/ Br ID/ Zone/State	
Employee ID	
Gender	Male /Female
Status	Married / Single
Date of Joining	
Designation	
Date of Promotion if promoted from Substaff to clerical cadre	
If Head Cashier or Special Assistant: Effective Date of Posting in the Selected Branch	
Actual Service in the present branch	
Active service in the present branch: Total length of service minus Leave of absence on PL, Sick leave and leave on loss of pay if any	
Whether subjected to Rotational Transfer, if so details	From which branch to which branch : Date of such transfer:
Requests if any availed previously - Details	Details :
Request with in centre	Branches to where transfer is sought: 1..... 2..... 3.....
Request with in zone	Branches to where transfer is sought: 1..... 2..... 3.....
Request out of state	Zones/ Branches to where transfer is sought: 1..... 2..... 3.....
Reasons for seeking transfer	
In case of Spouse Joining	Details about spouse :
Whether willing to surrender functional allowance in case of transfer to different seniority zone?	

Flow Chart



Leg 1:.. Employee details as above

Leg 2:.. BH should authorise to certify correctness of the above details

Leg 3:.. Concerned ZM to be empowered to authorise and forward to Nodal ZM for further action if the request is from one centre/ zone/state to another with in the state and take action on his own if the request is with in the same centre covered by his/ her zone.

Leg 4:.. Nodal Zone will act upon if the transfer is with in the state or send to Zone to which transfer is sought if the request is of Inter state .

Leg 5:.. Concerned Zonal office to which transfer is sought will act and advise back or forward to HO if they are in a position to accommodate .

Leg 6:.. HO will act upon the above and advise concerned zones of their decision/ clarification

In all the above all verifying authorities will keep in view the principles of the policy such as eligibility & seniority before authorising.

