



Outlook

Inviting Online Applications for Willingness for Inter-Zonal Transfers from Clerical Staff members

From Pritha Basu <PRITHA.BASU@bankofbaroda.com>

on behalf of

HRM.KOLKATAMETRO <HRM.KOLKATAMETRO@bankofbaroda.com>

Date Sat 05/04/2025 14:55

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Cc Anil Kumar Jha [Regional Manager - Kolkata Metro Region] <RM.KOLKATAMETRO@bankofbaroda.com>

प्रिय महोदय/महोदया

Dear Sir/Madam,

Bank is in the process of assessment of Manpower requirement in Clerical Cadre and in order to arrive at a conclusion, it has been decided to collate data about willingness of clerical staff to move from their present zone to other zones.

Clerical Staff Members who are willing for Inter Zonal request transfers and have completed minimum **-05-** years of active service* as on **31st March, 2025** in clerical cadre in present Zone, may submit their willingness in HR Connect.

** Active service shall include all type of leaves except absence/ leaves for which the salary was not paid.*

The terms and conditions of the above exercise are as under:

1. Transfer Willingness are invited for the purpose of preparing a list to ascertain the manpower assessment. **Please note that mere submitting willingness in HR Connect does not entitle a clerical staff member for favourable consideration. It shall be management's discretion to modify the conditions for considering the requests for transfer and any request will be accepted only subject to vacancies available thereof.**
2. In terms of extant guidelines, normally request transfer would be considered once in entire service of workman. Accordingly, those employees whose Inter Zonal request transfer was considered in the past are not eligible to apply.
3. Applicants shall have to submit their preference for **-03-** Regions in the requested Zone. However, in case it is decided to favourably consider his/her request, the decision on allocation of Region shall be taken by the Management purely on administrative feasibility and requirement within the Zone.
4. Requests would be considered against clear vacancy, provided Regional / Zonal Authority under whose jurisdiction the workman is working, is in a position to relieve him/ her and Region / Zone for which the workman has submitted request is in a position to absorb him / her against a clear vacancy.

5. Where more than one clerical staff members have submitted their willingness to a particular Place/Region/ Zone not having sufficient vacancies, then the requests would be considered based on the date from which clerk is posted in the current zone or date of joining/ posting in clerical cadre.
6. Requests will not be considered for any particular Place / Centre / Branch / Office and workman will be liable to be posted in any Branch/ Office of the particular Region/ Zone.
7. Applicants are advised to verify their personal data in HR Connect prior to submission of application. Any discrepancy, may be brought to the notice of Regional / Zonal HR for correction.
8. **For the purpose of this exercise, all willing & eligible clerical staff members are required to submit fresh request through the path given below, even if they have already applied for request transfer in HR Connect in the past.**

Path to apply – Login into HR Connect --> Employee Self Service --> Self Service Application --> Willingness for transfer

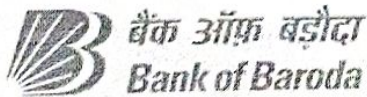
Time Schedule for the activities will be as under:

Schedule of Activity	Last date
Submission of Online application by employees in HR Connect	09 th April, 2025

Please note that no extension shall be given for submission of willingness in HR Connect in any case. In respect of employees on leave / training/ Unauthorized Absence/ on deputation etc., Branch Heads are requested to send communication to such employees invariably through email etc. and it must be ensured that the said employees have been communicated within the stipulated timelines.

It is once again clarified that willingness is being sought to ascertain the overall dynamics of manpower requirement in clerical cadre and there will be no obligation on part of management to accept the requests. **The decision to consider/ reject any request for Inter Zonal Transfer shall be taken by the Bank purely in terms of administrative feasibility only.**

भवदीय /Regards,



PRITHA BASU, Chief Manager
पृथा बासु, मुख्य प्रबंधक

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