

ANNEXURE - I
REQUEST TRANSFER APPLICATION
(TO BE SUBMITTED IN DUPLICATE)

1) Name _____
2) Designation _____
3) E.C.No. _____
4) Branch _____
5) Date of Joining _____
9) Request for transfer from _____

6) Date of Birth _____
7) Date of Promotion _____
8) Special Allowance drawn, if any _____
Amount _____ Category _____

Branch to 1) _____
2) _____
3) _____

10) Reasons (in brief) :

11) Details of previous request transfer only :

SI No.	From	To	Reasons	Date of Undertaking
1.				
2.				
3.				

12) **DECLARATION :**

1. I hereby declare that the above mentioned informations are true and correct to the best of my knowledge and belief.
2. The above request of mine to be operative until the same is cancelled by me, if necessary at later date.

DATE : _____

BRANCH : _____

(SIGNATURE)

(NAME)

UNDERTAKING (TO BE GIVEN IN CASE OF TRANSFER OUT OF CITY)

As the transfer, is given on my request, I hereby agree to the following conditions for such transfer :

- 1) I agree to forego the special allowance, if any, drawn by me at the time of transfer

AND

- 2) I also hereby agree not put up any claim, for a period of two years from the date of my transfer, for any post carrying special allowance, merely on the basis of my seniority.

I am aware that this would be without prejudice to the Management's right to transfer me against its instance.

(SIGNATURE)

(NAME)