

LETTER OF UNDERTAKING FROM THE EMPLOYEE

STAFF : AWARD
INTER CIRCLE TRANSFER

In terms of my application dated _____ I have requested for transfer to any one of the following branches/ offices in _____ Circle.

- i) _____
- ii) _____
- iii) _____
- iv) _____

In case it is not administratively possible/ convenient to transfer me to any of the branches/ offices of my choice, I am prepared to be transferred to any branch/ office in _____ Circle.

- 2. I shall not claim any permanent transfer allowance/ travelling allowance and halting allowance.
- 3. I shall not claim any privilege of my seniority, any officiating both in-cadre as well as out of cadre for 2 years from the date of joining at the other circle.
- 4. I note that even though I am being transferred at my own request, the Bank reserves the right to transfer me again elsewhere should exigencies of service so warrant.

Yours faithfully,

Branch/ Office : _____

Name : _____

Date : _____

Designation : _____