

APPLICATION FORM FOR OPTION TRANSFER OF AWARD STAFF
(To be submitted in duplicate)

The Chief Regional Manager,
Nodal Office, Guwahati,
United Bank of India,
Guwahati Region Office

From (Name): _____
Designation: _____
SPF No. : _____
Branch/Office: _____
Region: _____
State: _____

Through: The Chief Manager/Senior Manager/Manager, UBI, _____ Branch/Office.

Dear Sir,

In terms of H.O Circular Nos PA(AS)91/0M-127/88 dated 21.11.1988, PD(DIR)/07/0M-0142/10 dated 17.06.2010 and PD(DIR)14/0M-0290110 dated 03.09.2010, I seek transfer to any of the following Branches/Offices situated in the State of _____ under the administrative control of Chief Regional Manager of _____ Region.

1. Name of Branches/Offices where option transfer sought:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____
9. _____ 10. _____

2. Option Transfer sought of following grounds (Tick the appropriate box):

Compassionate Medical	
Compassionate Spouse	
Compassionate Physically Challenged	
Ordinary Option	
Surplus Employee	

3. Option Transfer sought for the Post of (Tick the appropriate box):

Special Assistant	
Head Cashier-II	
Single Window Operator	
Sub-ordinate Staff	

4. Particulars of the Employee:

- a) Name in Full: _____
- b) Designation: _____
- c) S. P. F.: _____
- d) Educational Qualification: _____
- e) Date of Birth: _____
- f) Branch/Office of Posting: _____
- g) Name of the State in which Branch/Office is situated: _____
- h) Name of the Region in which the Branch/Office is situated: _____
- i) Category: Whether belongs to SC/ST/OBC/General/Physically Challenged: _____
- j) Present residential address of the Employee: _____
(Please give full address with _____
Phone No./Mobile No.) _____
- k) Permanent residential address of the Employee: _____
(Please give full address with _____
Phone No./Mobile No.) _____
- l) Date of appointment in the Bank as Probationary Clerk/Sub-staff: _____
- m) Date of promotion to Clerical Grade: _____
- n) Date of actual joining in the Clerical Grade: _____
- o) Date of switch-over to the post of sub-staff: _____
- p) Date of actual joining as Sub-staff: _____

5. Particulars of Option Transfer:

- a) Please mention the date of last option prayed for: _____
- b) Whether previously transferred to any branch/office on own option: Yes/No
Number of transfer availed as an Award Staff during the service period (including both in Sub- Ordinate Cadre and Clerical Cadre):

Sl No.	Name of the Branch/Office	Posted as	Period of Work	Mode of Transfer (whether Option/Surplus Adj/Rotation or Administrative transfer)

6. a) Whether drawing any Special Pay: _____
b) Whether agreeable to forego such Special Pay if transfer is affected: _____
7. Particulars relative/relatives working in the Bank, if any:

Sl No.	Name of the Relative/Relatives	Designation	Branch/Office of Posting	Nature of Relationship

8. Declaration:

- a) Though I am a Relieving Staff/Sub-Staff, I have completed 6 (six) months service in the Bank in my present Cadre.
- b) I am not under any Order of Transfer/Posting to any Branch/Office.
- c) I have not applied for Option Transfer to any Branch/Office within the State or Inter- State.
- d) The information/particulars furnished above are correct and true. In case it is found that the declaration given by me is false, the Bank shall be at liberty to reject my option prayer and the transfer order if already effected, may be treated as cancelled and I may be transferred/posted back to the original Branch/Office. Apart from this, I shall be liable for disciplinary action in the event of detection of any false declarations made by me in my Option prayer.

Yours faithfully,

(Signature of the Employee)

(Name of the Employee)

Contact No.: _____