

मानव संसाधन विभाग / HUMAN RESOURCES DEPARTMENT,  
केन्द्रीय कार्यालय, यूनियन बैंक भवन / CENTRAL OFFICE, UNION BANK BHAVAN,  
239, विधान भवन मार्ग, मुंबई / VIDHAN BHAVAN MARG, MUMBAI - 400 021.

स्टाफ परिपत्रांक Staff Circular : 7590

दिनांक/Date: January 19, 2022

प्रति/TO: सभी शाखाएं/कार्यालय ALL BRANCHES / OFFICES

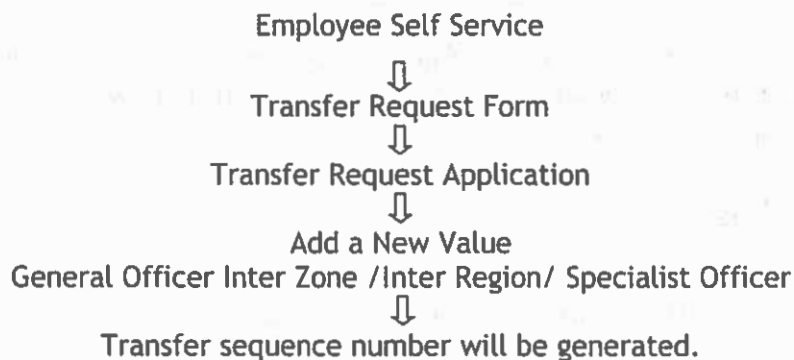
**Online Request Transfer Application in Union Parivar**

Attention of all concerned is drawn to Staff Circular No. 6530 dated 11.01.2017 and 6583 dated 20.03.2017 vide which online request transfer application module for the Officers in JMGS-I to MMGS-III cadre through Union Parivar was introduced for General Banking Officers and Specialist Officers respectively.

Consequent to completion of transfer process after promotions as on 01.04.2021, it has been decided to close/neutralize all requests submitted during last held transfer process and a fresh module will be opened for applying transfer request (Inter Zone/Inter Region/Specialist Officer). All officers up to Scale-III (General Banking & Specialists) who are interested for transfer are advised to submit fresh transfer request in the Union Parivar. As such those Officers who have already submitted their transfer request are required to resubmit transfer request afresh in Union Parivar. The Request Transfer module will be available from 21.01.2022 onwards. In case of Inter Zone Request Transfer, employees are allowed to give 3 preferences of region within same zone (except in case of Separation of Spouse ground). Officers applying for the request transfers should ensure to submit their request before 31.03.2022.

Transfer Request need to be submitted through Union Parivar only and no other mode will be accepted.

The navigation for applying request transfer is as under:-



Utmost care should be taken while selecting the transfer type viz. General Officer Inter Zone/ General Officer Inter Region/ Specialist Officer. The application of General Officer submitted by selecting Specialist Officer type and vice-a-versa will not be taken into consideration. Similarly, General Officer Inter Zone application submitted by selecting General Officer Inter Region type and vice-a-versa will also not be considered for processing.

The officer concerned has to fill in the following data in the application form:-

1. Zone/Region before amalgamation as per the old organization structure of the Bank and date of reporting at the concerned Zone/Region.
2. Zone/Region after amalgamation as per the revised organization structure of the Bank and date of reporting at the concerned Zone/Region.

- Date of reporting to the Zone/ Region is a very important criteria while considering the transfer requests. After amalgamation, some FGMOs as per old structure are bifurcated into parts due to revised organization structure.
- For instance FGMO Delhi is divided into FGMO Delhi, Chandigarh & Jaipur.
- Hence, for example, for Inter Zone application of General officer who was working in FGMO Delhi since 01.08.2018 and now coming under FGMO Chandigarh due to revised organization structure, Zone dates should be entered as follows:

Zone before amalgamation	FGMO DELHI
Date of reporting to the Zone before amalgamation	01.08.2018
Zone after amalgamation	FGMO CHANDIGARH
Date of reporting to the Zone after amalgamation	01.04.2020

- In case Zone before amalgamation and zone after amalgamation remained same, in such cases, date of reporting to the zone before amalgamation and after amalgamation should also be same.
3. Reason for transfer (Drop down box available) must be filled in.
  4. This is mandatory to upload latest supporting documents for transfer request on medical ground-family or self and Separation of Spouse (female) reasons.
  5. Transfer Request for State.
  6. Transfer Request for Zone.
  7. Three preferences of region for Transfer Request (only one region in case of Separation of Spouse ground and Inter-Region requests).
  8. Brief narration of reason for transfer request.

After filling up the required details and uploading the necessary supporting documents, the officers are required to save and submit the application.

- **ACKNOWLEDGEMENT OF APPLICATION:**

After accepting the application at Central Office level, the applicant will get acknowledgement in his/her workflow and acknowledgment mail will be sent to registered mail ID of the concerned officer.

- **CANCELLATION**

In case the Officer desires to cancel the request transfer at any stage, the same can be done by clicking the CANCEL button available on the main screen.

- **PROCESSING OF APPLICATION**

The application submitted by the Officer will be sent to the work list of the HR Administrator of the Regional Office/ CO (as the case may be), who will ensure that applicant has uploaded the relevant documents pertaining to his/her request.

In case of applications submitted without uploading relevant documents, verifier will push back the application for uploading the same. Officers have to check the status of their applications in Union Parivar and in case their application is pushed back for non-submission of relevant documents, then the application should be re-submitted by uploading required documents within stipulated time.

The HR Administrator after verification of relevant documents / correctness of the details will verify the application in Union Parivar by clicking VERIFIER button. Thereafter, application will be moved to the work list of Regional Head.

- **RECOMMENDATION OF REGIONAL HEAD**

Regional Head will recommend the application with specific comments and thereafter application will be sent to the work list of acceptor at HR Department, Central Office (for Inter zone applications) / at HR Department of concerned FGMO (for Inter Region applications), as the case may be.

- **SUBMISSION OF OFF-LINE APPLICATIONS BY OFFICERS ON SANCTIONED SABBATICAL LEAVE/ LOSS OF PAY**

Officers who are on sanctioned sabbatical leave/ loss of pay are now allowed to apply for request transfer through offline mode as a special case. The application should be forwarded to HR Department of the concerned Regional Office mentioning the specific reason (Medical Ground- Family/ Self, Separation of Spouse (family), Parent/Native State, Other) alongwith relevant supporting documents. In case of Inter Zone transfer request, three Preferences of regions should be given. In case of Separation on Spouse ground and Inter-Region requests only one preference of region for transfer request region should be given. The HR Administrator after verification of relevant documents/ correctness of the details should forward the same with recommendations of the respective Regional Head to FGMO/ Central Office, as the case may be within due date.

- **CUSTODY OF DOCUMENTS**

In case of online applications, no physical documents should be submitted by the officers, all the relevant documents must be uploaded in transfer module in Union Parivar.

In case of off-line applications submitted by officers on sanctioned sabbatical leave/ loss of pay, copy of the documents should be kept on record at Regional office and original documents to be sent with recommendations of the respective Regional Head to Central Office or FGMO as the case may be.

The dedicated mail ID for all transfer related matters is [requesttransfer@unionbankofindia.com](mailto:requesttransfer@unionbankofindia.com).

Please note that transfer request will be considered as per extant guidelines subject to availability of vacancies of the concerned State/Zone at opportune time.

  
CHIEF GENERAL MANAGER (HR)

