

# CANARA BANK OFFICERS FEDERATION (Reg.)

An affiliate of INDIAN NATIONAL BANK OFFICERS' CONGRESS (INBOC)



## The Office of the General Secretary

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Ref. No.: CBOF/GS/BS/MAY 25-37

Date : 06.05.2025

To  
The Chief General Manager,  
Human Resource Wing,  
Canara Bank,  
HO, Bengaluru.

Dear Sir,

### Sub: **Relieving & Reporting of Officials under Orders of Transfer**

At the outset, we sincerely appreciate the top management for implementing the Board approved Transfer Policy, which has significantly enhanced transparency in the General Transfer process. This initiative is a commendable step towards streamlining transfer procedures and ensuring fairness.

Another notable milestone has been the publication of the Circle wise seniority list, which has further strengthened the trust of officers in the transfer process. Furthermore, the provision for employees to submit appeals and grievances has been well received. As a responsible trade union, CBOF has consistently advocated for these measures, and we are thankful that the Bank has considered our suggestions this year.

With reference to the above subject, we would like to draw your kind attention to the concerns raised by officers regarding the dates of relief and joining.

We had already addressed this issue vide our letter Ref. No. CBOF/GS/BS/MARCH 25-20 dated 27.03.2025. Now that the transfer orders have been issued, we believe it is necessary to bring the current situation to your attention for immediate intervention.

Many officers have received their transfer orders only 1 or 2 days ago, while the date of joining is mentioned as 07.05.2025. In this regard, the following issues need consideration:

1. In order to join the transferee branch by 7th May, officers are being compelled to get relieved from their present branches immediately. This leaves them with no option but to leave behind unfinished tasks, which may compromise the quality of documentation and branch operations.

2. While the Bank has introduced an appeal and grievance mechanism for the transfer process with a defined timeline for decisions, there is no clarity regarding the relief of officers who have submitted appeals. Relieving such officers before a decision is made could lead to unnecessary hardship.
3. Officers are finding it extremely difficult to secure travel tickets at short notice to ensure timely arrival at the transferee branch by the given date.

In view of the above, we kindly request that a suitable communication be issued regarding the timelines for relief and joining. This will allow transferred officers, including those who have submitted appeals, sufficient time to complete their responsibilities at the current branch, plan their relocation, and make necessary travel arrangements.

We once again express our gratitude for the efforts made towards ensuring a transparent transfer process and for initiatives such as the publication of the seniority list. We trust that the concerns of the officers regarding immediate relief will be addressed through appropriate modifications.

Regards,

Yours sincerely,



**BENNET SEBASTIAN  
GENERAL SECRETARY  
CANARA BANK OFFICERS FEDERATION**

cc : Shri Hardeep Singh Ahluwalia, Executive Director, Canara Bank, HO, Bengaluru.  
cc : The General Manager, (IR), Canara Bank, HO, Bengaluru.