

The General Manager (HRM)
Union Bank of India
Central Office
Mumbai

Dear Sir,

Application for Promotion to Clerical Cadre on passing Graduation

With reference to Clause VIII of the Promotion Policy circulated vide Staff Circular No.4268 dated 06.03.1996, I am hereby applying for promotion to Clerical Cadre, and I have passed my Graduation on _____.

I declare that I am eligible to apply for promotion to Clerical Cadre in terms of the aforesaid Promotion Policy. The particulars of my qualifications and service record are as under:

1. Name :
2. Employee No. :
3. Present Designation :
4. Working at : Branch
Regional Office
Tamilnadu State
5. Category : SC/ST/OBC/GEN.
6. Date of Joining the Bank :
7. Educational Qualification :
 - a) At the time of Joining :
 - b) Acquired during the service :

Qualification	Year of Passing	Marks/Rank Obtained	Board/University
SSC			
HSC			
DEGREE			
POST GRADUATION			

Copies of the relevant certificates duly certified by the Branch Manager/ Departmental Head are enclosed herewith for your perusal and records.

Yours faithfully,

(_____)

Place : **Chennai**
Date :

Encl: as above

For Zonal Office Use Only.

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The aforesaid details submitted by Shri. _____ have been verified with our records and found correct.

It is hereby certified that he is eligible for promotion to Clerical Cadre as per Promotion Policy circulated vide Staff Circular No.4268 dated 06.03.96 and no vigilance/disciplinary action is pending/contemplated against him/her.

CHIEF MANAGER (P)