

From Name: _____ PF No. _____ Address: _____ _____ _____	To The Branch/Chief Manager State Bank of India _____ Branch (Code No. _____) _____ (Pension Paying Branch)
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Dated: _____

Dear Sir/Madam,

TRANSFER OF PENSION TO _____ BRANCH (CODE NO. _____)
SHRI _____ PF NO. _____
SAVINGS BANK ACCOUNT : _____ (PENSION ACCOUNT)

I am drawing my monthly pension from your Branch and shall be glad if you will please transfer my above said Savings Bank account No. to your _____ Branch (Code No. _____) for my operational convenience and upon transfer of the same, please advise the P,PF & G Department at Chennai LHO for making necessary changers in their pension data base.

02. I have no outstanding loan accounts either with your branch or with any other branch.

03. I have the following loan accounts, therefore, please transfer of my loan accounts to the new (transferee) branch along with my standing instructions or arrange to recover EMIs by executing standing instructions for credit of my following loan accounts* by debiting the above Savings Bank account.

S.No.	Account No	Date of sanction	Limit (Rs)	Outstanding (Rs.)	Asset Status
1.					
2.					
3.					
4.					

*- Strike out if not applicable.

Yours faithfully,

(Signature of Pensioner)

RECOMMENDATIONS TO TRANSFEREE BRANCH & P,PF&G – LOCAL HEAD OFFICE, CHENNAI

1. **TRANSFEREE BRANCH:** As requested for by the pensioner,, we have today transferred the above Savings Bank account _____ to your _____ Branch (Code No. _____). We, therefore, advise you to effect monthly standing instructions to his/her loan accounts OR the pensioner has no dues with us (Strike out whichever is not applicable).

2. **P,PF&G DEPARTMENT, CHENNAI LHO:** As the pension account number to which monthly pension is being credited by you has been transferred to _____ Branch (Code No. _____) in CBS. Please make necessary changes in your pension Database.

PLACE:

**DATED:
MANAGER**

**BRANCH/CHIEF

(with branch seal)**