

THE CANARA BANK OFFICERS' ASSOCIATION (Regd.)

Registered under Trade Unions Act, 1926 at Mumbai.
(Affiliated to AIBOC)



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REF: GS/CBOA/LTR/21/2025/RS

08th May, 2025

Dear Regional Secretaries and District Secretaries,

The Annual General Transfer Process has been in progress at our Mother Bank. Our Canpals who are under transfer orders are about to shift to new locations. Our Canpals, especially our women Canpals, need assistance in their transferee place to settle down. In this aspect, I request all the Regional Secretaries and District Secretaries to ensure the following:

- 1) Reach out all the Canpals coming to your region and welcome them.**
- 2) Send welcome message to all the Canpals coming to your region from other regions and circles.**
- 3) Receive the officers when they are coming to your region.**
- 4) Add them in your region's WhatsApp group, so that they could receive all the information corresponding to your region.**
- 5) Share the contact details of local office bearers to the newly joined members, which will help them in case of any necessity/emergency.**

- 6) Help our Canpals in getting best and safe accommodation available in your region, especially the women Canpals.**
- 7) Arrange for local assistance, wherever our Canpals need help during shifting process.**
- 8) Assist our Canpals in getting School / College admissions to their wards at reputed education institutions in your region, which shall be of great help to all the Canpals who are new to your location.**
- 9) Always be with them and guide them in receiving best medical facilities available in your region.**
- 10) Guide all the Promotee Branch Heads, while taking charge of their newly allotted branches.**
- 11) All the District Secretaries / Regional Secretaries should regularly meet the newly joined Canpals of your region and keep a track on their well-being.**
- 12) Ensure that the Canpals who are outside their home state / circle are comfortable in their transferee location, especially the women Canpals.**
- 13) Invite all the newly joined members in your region to attend the regular weekly/monthly district meetings.**
- 14) During the meeting introduce them to other members of the region and ensure to provide them a sense of feeling at home.**
- 15) Ensure to be available to our Canpals round the clock.**

Friends, it is time that we extend our helping hands to all the Canpal Family Members who are shifting to new regions. Concentrate more on the Canpals, who are under orders of Inter-Circle as well as Inter-Regional Transfers and help them get acclimatized to the transferee location / region. It is the duty of every Regional as well as District Secretary to take care of the needs of our Canpals. In the process, kindly ensure that the morale of our Canpals remains high.

I request you all to convey my wholehearted wishes to the Canpals who are promoted to the next level in the ladder of leadership. Also, convey my best wishes to all the Canpals, who are provided with new assignments.

Friends, together let us ensure to establish a pleasant working environment to all our Canpals. Together, let us own every number of our Balance Sheet and beautify them with our sheer commitment and dedicated efforts. Together, let us continue to write the success story of our Mother Bank and uphold our commitment to serve our customers with excellence.

You care for the Bank and CBOA cares for you!

Flaw-Free Banking! Fraud-free Bank!

Discipline in CBOA! Development in Canara Bank!

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Ravi Kumar K', with a long horizontal stroke extending to the left.

RAVI KUMAR K
General Secretary