

To be given WITHIN SIX MONTHS from the DATE OF TRANSFER (3 copies each)

APPLICATION CUM DECLARATION FOR COMPOSITE TRANSFER GRANT
FOR TRANSFERRED EMPLOYEES/OFFICERS

TO.
GM(E) CCG

Sub: Payment of Composite Transfer Grant Allowance

Sir,

I have been transferred from _____ to _____ vide transfer order no. _____ dated _____. I have resumed my duty on _____ at _____ and my service particulars are as under:

1. Name of the employee : _____
2. Designation: _____ Deptt. _____
3. Date of appointment: _____ PF- _____
4. Last Basic Pay: _____ Bill unit- _____
5. **DECLARATION**

a) I have shifted my personal effects (household goods) by my own arrangement and have moved my household goods from address - _____

to new address _____

by Road/Train No. _____ dated _____

b) If claim is submitted after 6 months from the date of transfer, kindly mention reasons

6. For employees who are gazetted and above-

- a) I have taken Kit Pass : Yes/No _____
- b) I have utilized VPU & EVK : Yes/No _____
- c) I am in possession of a CAR : Yes/No _____
- d) Car was carried in VPU : Yes/No _____
- e) I have taken transfer grant advance : Yes/No _____

Kindly arrange to pay me Composite Transfer Allowance as admissible under the rules.

Thanking You.

Yours faithfully,

Signature: _____

Designation: _____

Dept: _____

Date: _____

Mob. No. _____

Enclosures: i) Proof of Journey/change of residence : Yes/No _____
ii) Charge report : Yes/No _____
iii) Office order : Yes/No _____
iv) Railway Board's order : Yes/No _____
v) Copy of LPC/Payslip : Yes/No _____
vi) Original Transport bill/receipt : Yes/No _____
(G.S.T bill along with stamp/seal)

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