

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: \_\_\_\_\_

Deptt: \_\_\_\_\_

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<br>(G.S.T bill along with stamp/seal) | : Yes/No _____ |

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