

(Applicable to deputationists joining IRCON from Railways/Other PSUs)

Sub: CTG on joining IRCON – claim thereof.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	

5.	Transfer Order No. & Date (Please attach a photocopy)	
6.	Date of joining IRCON	___/___/___
7.	Last Designation	
8.	Scale in Parent Department	
9.	Basic Pay in Parent Deptt.	(Please attach a self attested photocopy of the LPC)
10.	Grade Pay in Parent Deptt.	
11.	CTG payable (Pay + Grade Pay):	
12.	Parent Organisation / Unit & Address (Where the communication for payment of CTG is to be sent)	
13.	Whether VPU availed (Enclose details of Kit pass & VPU used etc)	*Yes / No If yes, *with car / without car
14.	If not availed - whether intended to be availed later for this transfer	*Yes / No If yes, *with car / without car
15.	Whether the full Kit or bag & baggage has been shifted	*Yes / No
16.	Whether Railway quarter has been vacated or not	*Yes / No
17.	Amount of CTG Claimed (No VPU - 100%, VPU with Car - 80%, VPU without Car - 75%)	Rs _____ (100% / 80% / 75% of one BP+DP)
18.	In case VPU is used, address of the FA & CAO / Sr. DFM to which balance amount (20% / 25% of one Basic pay plus Dearness pay) is to be credited	FA&CAO / Sr.DFM,
19.	Name of the bank, account number and address where the CTG is to be sent	

Undertaking

The claim made by me is true to the best of my knowledge. I am fully aware that if something is found to the contrary then I shall be liable to be taken up for action under D&A Rules and recoveries with penal interest of 18% per month will also be effected from my salary / dues.

Date _____

Signature of the claimant

Signature of the Controlling Officer / Project Incharge / Coordinating Officer

FOR OFFICIAL USE (IN IRCON)

The last Basic pay plus Grade pay of the Official is _____
(As per the LPC attached herewith).

He / She has availed / will avail the VPU (With / Without Car) / not availed.

Accordingly Sh / Smt _____ is entitled to 100% / 80% / 75% of one Basic plus Grade Pay i.e. Rs _____. The balance 20% / 25% (if VPU used) i.e. Rs _____ is to be credited to FA&CAO / Sr. DFM _____.

The proposal is forwarded to finance for vetting please.

Manager / HRM

Dealing Assistant

Manager/Fin.

Payment Details to be indicated by the Finance Department:

Payment made vide Bank Draft / Cheque No. _____ Dated _____.

The same has been deposited in the Bank account No _____, _____ Bank on ____ (date) / sent to the address as given by the official vide letter no _____ dated _____.

(Original of this is to be retained by Finance and copy to be sent back to HRM Deptt. with full details)

Dealing Asstt / Fin.

GM/F HQ

Details of the claim & payment amount details (_____) to be informed to the last unit of the official i.e. _____
_____. The same has been intimated vide office letter no _____ dated _____.

Dealing Assistant (Fin. Deptt.)

C/- Personal File of the Official
