

Sub: CTG on Repatriation from IRCON (back to Parent Department) – claim thereof.

(To be enclosed with the repatriation order)

NOTE: This standard Format has been designed in terms of the existing rules & procedures and is to be used by the repatriated Railway Officials through their Railway. In terms of para 2013 of IREM the Railway Official during mobilization & demobilization are governed by the TA (CTG) rules of the Railways. In case of Railway deputationists the cost of CTG is to be borne by the Borrowing organisation (IRCON).

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

To be filled by IRCON / HRM (information pertaining to employee before repatriation to Railways)					
1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Date of Joining IRCON		6.	Pay Scale	
7(a)	Basic Pay Drawn		7(b)	Grade Pay	Total:
Note: In case of official posted in foreign project the last drawn Basic Pay will be arrived at by adding notional increments to the substantive salary of the employee as per his LPC received from parent unit at the time of Mobilization.					
8.	Railway / Railway Boards orders vide which the official joined IRCON				
9.	Parent Railway / Unit				
10.	Repatriation Order No. & Date				

To be filled in by the employee / applicant on joining at the new place of posting in Railways					
11.	Date of Joining New Post		12.	Designation	
13.	Grade	Rs. _____	14.	Basic Pay in New Post	Rs. _____
				Grade Pay in New Post	Rs. _____
				Total	Rs. _____
15.	Present Railway unit where posted on repatriation (where the communication for payment of CTG is to be sent)				
16.	If the full Kit or bag and baggage has been shifted			* Yes / No	
17.	If No Dues Claim from IRCON has been obtained or not ? (if yes, please attach self attested copy)			* Yes / No	
18.	If VPU used (Please give details of Kit pass & VPU used etc)			* Yes / No	
				If Yes, *With Car / Without Car	
19.	If facility of VPU is intended to be availed later for this transfer			*Yes / No	
				If Yes, *With Car / Without Car	
20.	Amount of CTG Entitlement			Rs.	
21.	In case VPU is used, address of the unit to which balance amount (20% or 25% of one basic pay plus Grade pay is to be credited		FA&CAO/ Sr. DFM,		
22.	Name of the bank, account number and address where the CTG is to be sent				

Undertaking

The claim made by me and information furnished (from item No. 11 to 23) is true to the best of my knowledge. I have not and also shall not raise this claim in future. 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, payable to IRCON.

Date

Signature of the claimant

FOR USE BY THE RAILWAYS

Note: Please forward to HRM Deptt./ IRCON only after all the details are duly filled in.

Approved & certified that the particulars indicated above are correct and Shri / Smt. _____, has not been paid this CTG Claim.

Signature of the Associate Personnel Officer

Name Of the Associate Personnel Officer _____

Seal:

FOR OFFICIAL USE (IN IRCON)

The last Basic pay plus Grade pay of the Official is _____ (As per Certification above). He / She has / has not availed / will avail / will not avail the VPU (With / Without Car).

Accordingly Sh. / Smt. _____ is entitled to 100% / 80% / 75% of one month's Basic pay plus Grade pay @ i.e. Rs _____. The balance 20% / 25% (For VPU Used) amounting to 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)

GM/F HQ

Dealing Asstt/Fin

Copy to Manager / HRM for record
