

Subject: Advance for Composite Transfer Grant (CTG) on transfer.

1. Eligibility - On transfer of an employee from one station to the other within the country, provided, the employee on transfer shifts his / her family from the old station to the new station of posting or any other convenient station. Where such an employee moves to the new place of posting without shifting the family from where he / she is transferred, only 25% of the entitled composite transfer grant shall be admissible.
2. Purpose - To cover all incidental expenditure such as packing etc. in upsetting establishment at the old station and setting it up at new station.
3. Entitlement -

CDA pay scale	IDA pay scale	Composite Transfer Grant		CDA pay scale	IDA pay scale	Composite Transfer Grant	
		* (20 kms. or more)	* (less than 20 KMs)			* (20 kms or more)	* (less than 20 KMs)
2550-3200	3000-4200	2875	958	6500-10500	8600-14600	8500	2833
2650-4000	3200-4600	3325	1108	8000-13500	10750-16750		
2750-4400	3400-5000	3575	1192	10000-15200	13000-18250	12600	4200
3050-4590	3800-5600	3820	1273	12000-16500	14500-18700	14250	4750
4000-6000	4600-6400	5000	1667	14300-18300	17500-22300	16300	5433
5000-8000	5200-8000	6500	2167	16400-20000	18500-23900	18200	6067
5500-9000	5600-8600	7250	2417	18400-22400	20500-26500	20400	6800
4. No Daily Allowance or road mileage for the journey on transfer is permissible.
5. CTG should be claimed within a period of six months from the date the employee takes charge of the new post.
6. To be claimed at the new place of posting only after joining.

Note:

1. Information in respect of all columns is compulsory for processing of application.
2. Distance between the two stations may be worked out from the time table of train / roadways
3. * strikeout whichever is not applicable.

1.	Emp. code No.		2.	Name of the employee	
3.	Designation		4.	Status	* Regular / Probation / Ad hoc / Contract

5.	Details of Office order of transfer		Office order no. _____ date _____		
6.	Date of Joining the new place of posting				
7.	Transferred from	a)	Name of project		
		b)	Station		
8.	Transferred to	a)	Name of Project		
		b)	Station		
9.	Distance between the two stations (col 7((b) & 8(b))			_____ Kms.	
10.	Whether family is to be shifted from the old place of posting – Yes / No				
11.	Whether CTG claimed within a period of six months from the date of joining? If not, reasons thereof.				
12.	Amount of advance applied for		Rs.		

Encls: 1. Copy of Office Order of transfer.

Signature of the employee _____

Project / Functional Head

FOR USE OF HRM / ACCOUNT

The above information has been checked / scrutinized. Employee is eligible for advance on account of CTG - Rs. _____. Competent Authority for Approval is _____ (Ref. Item No. ____ of SOP). Submitted for approval please.

Dealing Assistant

Manger / HRM

DGM / HRM

GM / HRM

GM / F / HQ