

Subject: Claim 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 -

Scales (1)	CTG (for 20kms. or more) (2)	CTG (for less than 20kms.) (3)
IDA Employees	One month's Basic pay	1/3 rd of Column 2
CDA Employees	One month's Basic pay + Grade pay	
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 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))				
10.	Whether family shifted from the old station of posting				* Yes / No
11.	Amount of CTG claimed – Full / 25%		a)	* Full / 25 %	
			b)	Rs.	

Encls: 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 claim of CTG - Rs. _____ or not eligible for CTG, hence rejected.

Dealing Assistant

Manger / HRM

Manager/Fin.