

Sub: Option for Transport Assistance Scheme 2004

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.	Date of Joining				
6.	Status	* Regular/Adhoc/Contract/Re-employed in scale of pay / deputationist			

7.	Option – I wish to opt for Transport Assistance Rules 2004 : Note: -Those who do not opt for this scheme will continue to get reimbursement of Conveyance charges as per existing rules and Transport Allowance (for CDA employees) / Transport Subsidy (for IDA employees).	* Yes / No
8.	Whether owning car / scooter / motor-cycle / moped (in own / spouse name) (AM & above level officers should tick 'YES' only if they own car)	* own / spouse name * Yes / No
9.	If 'YES' please specify vehicle type	
	a) Car/scooter/motor-cycle/moped	
9.	Registration No.	
	b) (copy of registration certificate of the vehicle to be attached)	
10.	Whether Residing within a distance of 1 Km. from the place of duty	* Yes / No
11.	If "YES' whether the employee is blind or orthopaedically disability of lower handicapped with extremities	* Yes / No

Undertaking

- I have read the Transport Assistance Rules 2004 and agree to abide by the provisions of the same. The information submitted by me above is true to the best of my knowledge. I am fully aware that if something is found at any stage to the contrary then I shall be liable for recoveries with penal interest of 18% per month and also for action under D&A Rules.
- At any stage, due to changed circumstances (such as shifting of residence within one km of place of duty, selling of vehicle etc.) necessitating change in rates of Transport Assistance or complete stoppage thereof, I undertake to inform the same immediately and in any case not later than 30 days from the date of such event.

Date : _____

Signature of the employee : _____

Signature of the Controlling Officer / Project In-charge: _____

Name : _____ Desgn. _____