

APPLICATION FOR COMPOSITE TRANSFER GRANT ON TRANSFER ACCOUNT

To.

Sr. DPO/MAS

Sir,

I hereby apply for payment of Composite Transfer grant on Transfer account.
Relevant details are furnished below:

1	Name of the employee	
2	Staff No & PF No	
3	Designation/Station	
4	Date of appointment	
5	Reference of Office Order for transfer & date of OO	
6	Residential address at the old station	
7	Date of relief at the old station and station	
8	Date of joining at the new station & station	
9	Residential address at the new station	
10	Distance between old and new station	Kilometers.
11	Rate of pay/scale prior to transfer	Pay: Scale:
12	Whether personal belongings carried by VPU or not.	
13	Amount of composite transfer grant claimed.	
14	Nature of transfer i.e., periodical or administrative	

Certified that

I have shifted my residence from(Old station) to.....(new station)

I have not used VPU for transportation of Personal belongings

I have not availed any kit pass or TA

I have actually incurred composite transfer grant which is not less than the amount, I am claiming now

I hereby opt for the privileges of composite Transfer Grant as applicable to those appointed after 1.5.1976.

Hence I request you to sanction me composite Transfer Grant and oblige.

Thanking You,

Yours faithfully,

Station:

Date :