PROFORMA FOR APPLICATION FOR GRANT OF COMPOSITE TRANSFER GRANT AS PER RAILWAY BOARD's LETTER NO.F(E) 1/98/AL-28/10(A) DATED 01-5-98. RBE. 89/98 and F(E) 1/98/AL-28/10(A) DT.01-5-98(RBE.90/98).

1. Name of the Employee :
2. Staff NO. & PF NO. :
3. Design/Stn. :
4. Date of appointment :
5. Reference Office Order for transfer. :
6. Date of relieved and Station :
7. Date joined and station :
8. Rate of pay prior to transfer:
9. Distance between old and new Station. :
10. Whether personal effects carried by VPU. :
11. Amount of composite transfer grant admissible. :

Certified that :-

I have shifted my residence from old station..... to new Station..... due to my transfer.

I have/have not used VPU of transportation of personal effects.

I have actually incurred the composite transfer grant which is not less than the amount that I claimed now.

Date :

Signature of the employee.

Forwarded to Sr.DPO/PGT.

Details furnished by the employee are verified and found correct.

Signature of the Supervisor.

Note: In case the Railway employees who joined on Railway Service prior to 1.5.76, wish to opt for kit passes, for transportation of their luggage by train on the same scale as admissible to those Railway employees who joined Railway service on or after 1.5.76, they may be granted composite transfer grant at full rates as provided in para 2 of Annexure to Board's letter above dated 1.5.98.