

APPLICATION FOR GRANTING OF COMPOSITE TRANSFER GRANT

- 1. Name of the employee :
- 2. Designation and station :
- 3. PF No. : BU No.:
- 4. Pay Level & Pay :
- 5. O.O.No.: Date: Issued by :
- 6. Transferred From : To:
- 7. Date of Relief : Date of Joining:
- 8. Reason for transfer :
- 9. Distance between old station and new station :
- 10. Whether availed any Railway Kit Pass :
- 11. The expenditure incurred towards transporting things by private lorry :
- 12. Date of shifting the household things to new station :
- 13. Residential address of the previous station :
- 14. Residential address of the new station :

- i. I request you to grant me composite transfer grant on transfer account. The necessary particulars are furnished above for perusal and sanction please.
- ii. I hereby certify that particulars are furnished above are true and I have not availed any transfer grant previously for the above transfer. ,

Thanking you,

Yours faithfully

Forwarded to
for further action please

Date:

Signature of the supervisor
(seal)