

APPLICATION FOR GRANTING OF COMPOSITE TRANSFER GRANT

1. Name of the employee :
2. Designation and station :
3. PF No. and BU No. :
4. Pay Band, Pay & Grade 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 DRM/P/ for further action please

Signature of the supervisor

(seal)
