

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)