

SPO(M&EL)
S.E.Rly/GardenReach
Kolkata-700043

Respected Sir/Madam

Sub : Application for Composite Transfer Grant on retirement account
Ref : Dept. of Expenditure/NDLS's Office Memorandum no 19030/2017-E.IV
dated 06/01/2022 (copy enclosed)

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

1	Name of the employee	
2	Staff No:	PF No:
3	Designation/Station/Department	
4	Date of appointment	
5	Date of Retirement	
6	Reference of Termination / Retirement Order & date of OO	
7	Residential address while in service	
8	Residential address after Retirement	
9	Name of the Bank and Place where Pension is Drawn.	
10	Distance between old and new Residence	kilometers.
11	Rate of pay/scale at the time of Retirement.	Pay: Scale:
12	Whether personal belongings carried by VPU or not.	
13	Amount of composite transfer grant claimed.	

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. / appointed prior to 1.5.76.

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

Thanking You,

Yours faithfully,

Station:

Date :

Signature of Retired Employee: _____

Name of retired employee : _____

Address and ph no. _____

No.19030/1/2017- E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
Dated the 6th January, 2022

OFFICE MEMORANDUM

Subject : Admissibility of Composite Transfer Grant (CTG) on Retirement.

References have been received in Department of Expenditure seeking clarification on admissibility of Composite Transfer Grant (CTG) in r/o Central Government employees on settlement after Retirement at the last station of duty or other than last station of duty. As per existing rules in this regard, one third of CTG is admissible at present for settling down at last station of duty or at a station not more than 20 km. from the last station of duty.

2. The matter has been considered in this Department. In partial modification of Para 4 (ii) (a) and (b) of the O.M. of even No. dated 13.07.2017, it has been decided that for the purpose of Composite Transfer Grant in r/o Central Government employee who wishes to settle down at the last station of duty or other than last station of duty after retirement, the condition of 20 km. from the last station of duty, is done away with subject to the condition that change of residence is actually involved. To settle down at the last station of duty or other than last station of duty after retirement, full CTG would be admissible i.e. at the rate of 80% of the last month's basic pay. The employee has to submit a Self-declaration Certificate regarding change of residence in prescribed format enclosed with this O.M. as Annexure – I.

3. In case of settlement to and from the Island territories of Andaman & Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay in terms of Para 4 (ii) (a) of this Department's O.M. No. 19030/1/2017- E.IV dated 13.07.2017.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. These orders will be effective from the date of issue of the O.M.

6. This is issued with the approval of the Finance Secretary and Secretary (Expenditure).

Hindi version is attached.


(Nirmala Dev)
Director

To,

All Ministries / Departments of the Government of India as per standard distribution list.

Copy to :- C&AG and UPSC etc. as per standard endorsement list.