(Annexure - I)

Self-declaration Certificate for change of Residence for claiming Composite Transfer Grant (CTG) on Retirement

(Annexure to Board's letter No.F(E)I/2022/AL-28/10 dated 09.02.2022)

I, ... (Name of the employee) hereby declare and certify that:

1. I have changed my residence from .....to .... for settlement on my retirement.

2. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Railway Services (Pension) Rules 1993 as amended from time to time and to refund the sum along with penal interest thereon to the Government.

(Signature/Thumb impression)

Name of the retired Government servant/Pensioner.. .....

Name of the Ministry/Department. .....

Address and Phone Number ....

To

Admin/Establishment Section

Ministry/Department

Scanned with OKEN Scanner

To

The Sr. Personal Officer
CLW/Chittaranjan.

Sub: Claim for Transportation of Personal Effects on Retirement.

Authority : Annexure to Rly. Board's Letter No. P(E)II/2017/AL-2/47 dated- 24.03.2017.

Sir

With due respect and humble submission, I put forward my request to grant me my claim for transportation of personal effects on account of my retirement from Railway Service. Necessary particulars are furnished below for perusal please :

1) Name of Employee

2) Designation & Station

3) PF No & B.U.No. B.U. No. :

4) Pay & Level at the time of retirement : Rs. Level :

5) Retirement Notice No. Dated . Issued by :

6) Date of Retirement .

7) Distance between CLW/Chittaranjan & my place of residence after retirement .

8) Transportation charge claimed : Rs. /KM X only (
) vide CST paid receipt enclosed for the purpose.

9) Details of vacation of Railway accommodation :

Qrs. No. , St. No.

Date of vacation : / /202

Authority . No. / / / / / dated: / / (vacation slip enclosed)

10) Residential Address where settled after retirement :

DECLARATION

I, hereby declare that particulars furnished above are true and I have not applied for transportation of personal effects previously on account of my retirement from Railway service.

Thanking you,

Yours faithfully,

Encl :

(1) GST paid receipt
(2) Retirement notice (Xeroxed)
(3) Qrs. vacation Slip (Xeroxed)
(4) PPO (Xeroxed)
(5) Address Proof - Voter ID Card (Xeroxed)
(6) Duly filled in mandate form
(7) First Page of Bank Pass-Book (Pension account) - Xeroxed

Place : Chittaranjan

Date :

Scanned with OKEN Scanner

Declaration for Composit Transfer Grant

I, Shri _____ have retired from Rly. Service w.e.f. _____. The Rly. Qrs. No. _____ St. No. _____ at Chittaranjan which was under my occupation has been vacated by me on (Copy enclosed) I have shifted from Chittaranjan and am not residing at Chittaranjan. I have Transported my Personal effects by road vehicle at the address noted below. I have neither availed VPU nor will claim for VPU infuture. The distance of my shifting address is.....Kilometre. I apply for the grant of packing allowance/transfer allowance for journey on retirement in terms of CPO's Circular Sl. Nos. 64/86 & 234/86 & 120/99 and GMA / Ruling / 10 / R-II (8) dt. 28.2.2002

The above declaration is true to the best of my knowledge and belief.

Dated _____

1. Last Basic Pay :
2. Scale :

Signature _____

Name in full _____

Ex. T/No. _____

Ex. Design. _____

Shifting address _____

Vill _____ P.O. _____

Dist _____ State _____

Declaration for Composite Transfer Grant

I, Shri _____ have retired from Rly. Service w.e.f. _____. The Rly. Qrs. No. _____ St. No. _____ at Chittranjan which was under my occupation has been vacated by me on (Copy enclosed) I have shifted from Chittaranjan and am not residing at Chittaranjan. I have Transported my Personal effects by road vehicle at the address noted below. I have neither availed VPU nor will claim for VPU infuture. The distance of my shifting address is.....Kilometre. I apply for the grant of packing allowance/transfer allowance for journey on retirement in terms of CPO's Circular No. 64/86 & 234/86 & 120/99 and GMA / Ruling / 10 / R-II (8) dt. 28.2.2002

The above declaration is true to the best of my knowledge and belief.

Dated _____

1. Last Basic Pay :
2. Scale :

Signature _____

Name in full _____

Ex. T/No. _____

Ex. Design. _____

Shifting address _____

Vill _____ P.O. _____

Dist _____ State _____

Scanned with OKEN Scanner

MANDATE FORM FOR SETTLEMENT PAYMENT THROUGH RTGS ON DATE

Form No.: E-5 (RBI) amended

Appendix - VIII

01.	Name of the employee / applicant	
02.	Designation & Deptt.	
03.	Ticket No. (if any)	
04.	PF Account No., B. U. No.	
05.	Amount applied sanctioned for	
06.	Name of the Bank	
07.	Name of the Branch	
08.	Bank Account No.	
09.	IFSC of the Bank	

I do hereby authorize FA&CAO(PF) and FA&CAO(Books) to credit the subject amount to my above mentioned Bank Account through 'RTGS'.

I do hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information furnished by me, FA&CAO(PF) and FA&CAO(Books) shall not be held responsible.

Date : - 201

Signature of the employee / applicant

Certified that the particulars furnished by the employee / applicant above are correct as per our available records and documents.

Date : - 201

Signature of
Immediate Supervisor

Signature of
the Departmental Officer

Note : Photocopy of a Cheque or Photocopy(s) of page/pages of Pass Book wherein Name of the Employee/Account Holder, Name of the Bank, Name of Branch, Bank Account No. and IFSC are available should be attached.

Scanned with OKEN Scanner