

From.

Place :

Date :

To.

Dy. Chief Personnel Officer,
Rail Wheel Plant
Bela, Distt. Saran

Sir,

Sub: Claim of Composite Transfer Grant on retirement account.

Please find enclosed herewith claim of Composite Transfer Grant duly completed in all respects along with documentary proof and requesting for sanction of the same on retirement account. Since I shifted my personal belongings details as furnished in the enclosed application form along with original receipt of payment made by me for transportation of house holds.

Thanking You

Encl:

Yours Faithfully

Signature :

Name :

Design :

**RAIL WHEEL PLANT
(Ministry of Railways)
Bela**

Form B

CLAIM OF COMPOSITE TRANSFER GRANT - RETIREMENT CASES

1. Name and Staff No.
2. Disignation / Dept.
3. Date of Appointment
4. Date of Retirement
5. Basic pay and pay band at the
time of Retirement
6. Indicate option (in case of pre 1976 appointee) whether like to avail CTG as
applicable to post 1976 appointee (Yes / No).....
7. a) Whether availed VPU, if yes , Please furnish Kit Pass & indicate whether
car has been carried.

If not availed kit pass, furnish full details of mode of transport used by Road,
Attach documentary Proof)
8. Address before retirement. :
9. Present address to where personal belongings have been shifted.....
10. Approx. distance from the previous place of residence to the present
residence.Kms.
11. Means by which house holds transported.....

I hereby declare that the information furnished above are true and correct.

Place :

Date :

Signature of the Claimant