

From.

Place :

Date :

To.

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

Sir,

Sub: Claim of Composite Transfer Grant on transfer account.

Please find enclosed herewith claim of Composite Transfer Grant duly completed in all respects and requesting for sanction of the same on transfer account having reported to RWP, Bela Since I shifted my personal belongings details as furnished in the enclosed application form.

Thanking You

Encl:

Yours Faithfully

Signature

Name :

Staff No. :

Design :

Shop/office :

RAIL WHEEL PLANT
(Ministry of Railways)
Bela

Form A

CLAIM OF COMPOSITE TRANSFER GRANT - RETIREMENT CASES

1. Name and Staff No.
2. Disignation / Dept.
3. Date of Appointment
4. Basic pay and pay band at the
time of transfer
5. Last Pay drawn at the time of transfer.....
6. Indicate option (in case of pre 1976 appointee) whether like to avail CTG as
applicable to post01.05.1976 appointees (Yes / No).....
7. Indicate the Railway/ station transfered from.....
8. Date of reporting to RWP, Bela.....
9. a. Whether availed VPU, if yes , Please furnish Kit Pass & indicate whether car
has been carried.

b. Weather availed advance Transfer Grant in the Previous Rly./Unit, If so
furnish detail.....

c. If not availed kit pass, furnish full details of mode of transport used byRoad,
(attach documentary proof)
10. Furnish the present address to where personal belongings have been
shifted.....

I hereby declare that the information furnished above are true and correct to the
best of my knowledge. (Submitted in duplicate)

Place :

Date :

Signature of the Claimant