

सेवा में
मुख्य कार्मिक अधिकारी
पश्चिम मध्य रेल, जबलपुर

विषय : कंपोजिट ट्रांसफर ग्रांट (Composite Transfer Grant) के लिए आवेदन ।

संदर्भ : मुख्यालय द्वारा जारी आदेश संख्यादि

- (क) उपरोक्त स्थानान्तरण आदेश के अनुपालन में, मैंने दिनांक को कार्यभार ग्रहण कर लिया है एवं अपना पूरा/आंशिक सामान शिफ्ट (shift) कर लिया है । अतः रेलवे बोर्ड के पत्र संख्या F(E)/2008/AL-28/15 दि. 01/12/2008 के अनुसार मुझे नियमानुसार कंपोजिट ट्रांसफर ग्रांट (Composite Transfer Grant) प्रदान किया जाये । मेरा विवरण निम्नानुसार है –

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| 1 | नाम | |
| 2 | पदनाम | |
| 3 | नियुक्ति तिथि | |
| 4 | अंतिम वेतन (Last Pay) (कार्यभार ग्रहण के पूर्व) | |
| 5 | क्या आपने किट पास/वी.पी.यू. का उपयोग किया है या करने के इच्छुक हैं ? | |
| 6 | किट पास / वी.पी.यू. में कार लाना चाहते हैं । | |
| 7 | कार्यभार ग्रहण की तिथि | |
| 8 | बैंक खाता संख्या | |
| 9 | बैंक का नाम | |

- (ख) मैंने भारतीय रेल स्थापना संहिता वाल्यूम –II के पैरा 1643 (D) के तहत कंपोजिट ट्रांसफर ग्रांट के लिए जारी शर्तों (पीछे के पृष्ठ पर उल्लेखित) का पालन कर लिया है ।

- (ग) मैंने इस ट्रांसफर के लिए पिछले स्टेशन पर कोई स्थानांतरण एडवांस नहीं लिया है तथा कंपोजिट ट्रांसफर ग्रांट पूर्व में प्राप्त नहीं किया है ।

अतः निवेदन है कि यह भत्ता स्वीकार करते हुए इसे मेरे बैंक खाता (Bank Account) में जमा करा दिया जाये ।

दिनांक :

(अधिकारी का हस्ताक्षर)

नोट : नियमानुसार कार सहित वी.पी.यू. सुविधा लेने पर 80% व बिना कार सहित वी.पी.यू. सुविधा लेने पर 75% कंपोजिट ट्रांसफर ग्रांट देय होता है ।

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(D) COMPOSITE TRANSFER GRANT—

(I) TERMS AND CONDITIONS

A Railway servant will be entitled to a Composite Transfer Grant at the rates indicated in Part (II) below, subject to the following conditions:-

- (1) Composite Transfer Grant will not be admissible if there is no change in the residence of the Railway servant, as a result of transfer.
- 2) Composite Transfer Grant will not be admissible in case of a temporary transfer not exceeding 180 days.
- 3) Composite Transfer Grant will not be admissible if the transfer has been ordered at the request of a Railway employee. Nor will it be admissible in the case of a mutual transfer ordered at the request of the concerned employees.
- 4) In the absence of any positive mention in the orders of transfer that the transfer is at the request of the employee or that it is for a period less than 180 days, the transfer orders should be deemed to carry the sanction of the competent authority for payment of Composite Transfer Grant subject, however, to prescribed terms and conditions.
- 5) The Composite Transfer Grant, shall not be treated as income for the purpose of Computation of Income Tax being a part of Travelling Allowance admissible to a Railway servant, on transfer.
- 6) The facility of using Railway Labour for packing household kit on transfer, is not permissible.
- 7) The payment of Composite Transfer Grant need not be linked with the vacation of Railway Accommodation provided at the old headquarters. The Grant will be payable if the Railway employee makes some temporary arrangement for residence at his new headquarters
- 8) In case of retirement of a Railway servant, no claim for Composite Transfer Grant will be entertained until and unless the retired Railway employee vacates the railway accommodation allotted to him.
- 9) Composite transfer Grant will not be payable to the retired Railway servant if he prefers to stay in the railway accommodation regularized in the name of any of his family members, after his retirement.
- 10) Composite Transfer Grant will, however, be payable if the retired Railway servant prefers to live away from his family members in whose name the Railway accommodation has been regularized. In such cases, the retired Railway Servant is required to submit documentary proof of his having changed the residence.
- 11) For claiming Transfer Grant, a Railway servant is required to submit documentary proof of his having performed the journey, etc.

(II) QUANTUM OF COMPOSITE TRANSFER GRANT (w.e.f. 01.09.2008)

In the case of transfer involving a change of station located at a distance of or more than 20 kms from each other, the Composite Transfer Grant shall be computed as below:-

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|------|---|--|
| (i) | Officers in the pay scale of HAG+ and above | One months basic pay as drawn in the pay scale. |
| (ii) | All other officers | Equal to one months pay as drawn in the prescribed pay band plus the applicable grade pay. |