

**APPLICATION FOR THE TRANSFER & PACKING ALLOWANCE**

Name	
Designation	
Station	
Date :	

To,  
The DRM(E) BRC.

**SUB :-** Grant of Transfer & Packing Allowance.

**REF :-** DRM(E) BRC's letter No. \_\_\_\_\_  
\_\_\_\_\_  
Dated : \_\_\_\_\_

Respected Sir,

With reference to the above subject, I the undersigned \_\_\_\_\_  
\_\_\_\_\_  
Designation \_\_\_\_\_  
Transfer/Promotion on Administration A/C transfer from \_\_\_\_\_  
to \_\_\_\_\_ vide DRM(E) BRC's Letter No. \_\_\_\_\_  
\_\_\_\_\_  
Dated : \_\_\_\_\_ & I have resumed my duty at \_\_\_\_\_  
\_\_\_\_\_  
On dated : B.N./N.A. as a \_\_\_\_\_

**Particulars Bio-data are as under :**

1.	Name	
2.	Designation	
3.	Basic pay at the time of Transfer	
4.	Pay Band with Grade Pay	
5.	Date of Appointment	
6.	PF. No.	
7.	Date of Resumption on Duty/Retirement	
8.	Bill Unit No.(Present posted Station)	
9.	Rly Qtr. Occupied /Vacated on Transfer (if any)	
10.	VPU Facilities avail or not	
11.	My Old Residential Address	
12.	My New Residential Address	
13.	Mobile No.	

Kindly take necessary action please.

**Encl. copy of :-**

- 1) Qtr on rent/vacant copy
- 2) Transfer/Promotion memorandum
- 3) Both addresses proof
- 4) Pay slip of month before resume
- 5) Relieving & resumption letter

Yours faithfully,

**(Annexure – I)**

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

(Annexure to O.M. No. 19030/1/2017-E.IV dated 06.01.2022 issued by D/o Expenditure, M/o Finance, Government of India)

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 Central Civil Services (Pension) Rules, 1976 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.....