

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/Present Bill unit
- 5) Relieving & resumption letter
- 6) Self declaration for change of residency

Yours faithfully,

Self-Declaration Certificate for Change of Residence for claiming

Composite Transfer Grant(CTG) on Transfer

A) I have shifted my personal effects (household goods/kit)/ change address by my own arrangement on
dtd. _____ From old address _____ -

To new address _____

By Road through privet vehicle OR By Train No. _____date _____

In case the above declaration given by me is not found true at any stage, I shall be liable to take
disciplinary action and the amount paid to me is to be refunded as per rule.

Name :

Designation :

Station :

Signature :

Place:

Date

Sing & Seal

Forwarding authority