

### APPLICATION FOR COMPOSITE TRANSFER GRANT ON RETIREMENT ACCOUNT

To.

Sr.DPO/MAS

Sir,

I hereby apply for payment of Composite Transfer grant on Retirement account. Relevant details are furnished below:

1	Name of the employee	
2	Staff No:	PF No:
3	Designation/Station	
4	Date of appointment	
5	Date of Retirement	
6	Reference of Termination / Retirement Order & date of OO	
7	Residential address while in service	
8	Residential address after <b>Retirement</b>	
9	Name of the Bank and Place where Pension is Drawn.	
10	Distance between old and new Residence	kilometers.
11	Rate of pay/scale at the time of Retirement.	<b>Pay:</b> <b>Scale:</b>
12	Whether personal belongings carried by VPU or not.	
13	Amount of <b>composite transfer grant</b> claimed.	

Certified that

I have shifted my residence from .....  
(Old station) to .....(new station)

I have not used VPU for transportation of Personal belongings

I have not availed any kit pass or TA

I have actually incurred composite transfer grant which is not less than the amount, I am claiming now

I hereby opt for the privileges of composite Transfer Grant as applicable to those appointed after 1.5.1976. / appointed prior to 1.5.76.

Hence I request you to sanction me composite Transfer Grant and oblige.

Thanking You,

Yours faithfully,

Station:

Date :

**(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.....