

APPLICATION FOR GRANT OF TRANSFER ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Present pay & Pay level :
4. Office / Unit working at present :
5. Date of joining the present Station :
6. Date of joining the present Post :
7. Details of Transfer/ Posting Order :
8. Place/ Office of posting on Transfer :
(Please enclose Transfer Order)
9. Whether the transfer is in Public interest :
10. In case change of residence is involved,
the new/ proposed address :
11. Details of family members in respect of whom transfer TA is proposed to be claimed
:

[illegible]

- | | | |
|--|---------|-----------------|
| 12. Transfer Entitlements claimed: | | |
| (a) Travelling allowance: Fare Rs. | x | = Rs. |
| | | No. of tickets) |
| (b) Travel DA :days @ Rs..... | per day | = Rs. |
| (c) Transportation charges for personal effects | | = Rs. |
| (d) Transportation charges for private conveyance | | = Rs. |
| (e) Composite transfer grant @ one basic pay (80%) | | = Rs. |
| Total Entitlements | | Rs. |

13. Amount of advance required : Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge.

Station:

Date :

Signature