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

**:**

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| Sl. No | Name | Age | Relationship with Govt. Servant |
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1. Transfer Entitlements claimed:
	1. Travelling allowance: Fare Rs. x ………. = Rs.

No. of tickets)

* 1. Travel DA : ………..days @ Rs………… per day = Rs.
	2. Transportation charges for personal effects = Rs.
	3. Transportation charges for private conveyance = Rs.
	4. Composite transfer grant @ one basic pay (80%) = Rs.

Total Entitlements Rs.

1. 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