

**APPLICATION FOR COMPOSITE TRANSFER
GRANT**

1. Name of the Government Servant :
2. Designation :
3. Present pay & Pay level :
4. Office / Unit working at present :

5. Details of Transfer/ Posting Order :

6. Place/ Office of posting on Transfer :(Please enclose Transfer Order)
7. Whether the transfer is in Public interest :
8. In case change of residence is involved, the new/ proposed address :

9. Transfer Entitlements claimed:
(a) Composite transfer grant @ one basic pay (80%) = Rs.

Total Entitlements Rs.

10. 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

(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.....