

APPLICATION FOR COMPOSITE TRANSFER GRANT ON RETIREMENT ACCOUNT

To.

Sr DPO/MDU

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 Retirement	
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.	Pay: Scale:
12	Whether personal belongings carried by VPU or not.	
13	Amount of composite transfer grant 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 :