## **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

SI. No	Name	Age	Relationship with Govt. Servant

12. Transfer Entitlements claimed:

(a) Travelling allowance: Fare Rs. x õõõ.	= Rs.
No. of tickets)	
(b) Travel DA :õõõdays @ Rsõõõõ 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