

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI-110068****TRAVELLING ALLOWANCE BILL FOR TRANSFER****PART –A**

(To be filled in by the Government Servant)

1. NameDesignation.....

2. Pay & Grade Pay at the time of transfer: PayGrade Pay.....

3. Transferred From.....To.....

4. Residential address:

a) Old..... 2) New.....

.....

.....

5. Particulars of the members of the family as on the date of transfer vide S.R. 2(B)

Sl.No	Name	Age	Relationship with Govt. servant

6. Particulars of journey(s) by the Government servant as well as the members of his/her family:

Departure			Arrival			Mode of Travel	Class of journey	No of fares	Fare paid	Distance In Km by road
Date	Time	Station	Date	Time	Station					

7. Transportation charges for personal effects. (Money Receipt to be attached)

Date	Mode	<u>STATION</u> From To		Weight in Kg	Rate Rs	Amount	Remarks

8. Transportation charges for personal conveyance. (Money Receipt to be attached)

Date	Mode	STATION		Weight in Kg	Rate Rs	Amount	Remarks
		From	To				

9. TTA advance drawn if any ₹

I certified that the information and documents are furnished in the bill are true to the best of my knowledge and belief.

Place :

Signature of the Govt. Servant

Date :

Phone & intercom No

Enclosure: 1) Copy of Transfer order, 2) Copy of Last pay certificate.
3) Original tickets and Boarding pass, if e-ticket kindly attach bank statement &
4) Personal effect bill with consignor copy.

PART- B

(To be filled in by the CDN section only)

1. The net entitlement on account of Transfer Travelling Allowance works out to ₹
(Rupees
as detailed below.

a) Composite Transfer Grant ₹

b) Railway /Air / Bus / Steamer fare ₹

c) Personal effects ₹

d) Transportation of personal conveyance ₹

Gross Amount ₹

e) Advance drawn if any, from HQ/RC ₹

f) Amount to be refunded ₹

g) Penal interest charged ₹

h) Amount refunded ₹

Net Amount recoverable/ Payable to the official from HQ ₹

(Rupees.....)

2. The expenditure is debit able to TTA.

EDP(DP)

A.R.

Countersigned by
Controlling officer

Signature of Drawing
& Disbursing officer

**Self-declaration Certificate for Change of Residence
For claiming Composite Transfer Grant (CTG) on Retirement**

I _____ (Name of 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 {Should be Central Civil Services (Pension) Rules, 1972} 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 _____
