

Government of India / Bharat Sarkar  
Ministry of Railways / Rail Mantralaya  
(Railway Board)

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New Delhi, dated 26.05.2011.

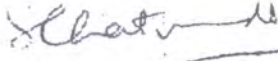
The General Managers,  
All Indian Railways, etc.  
(As per Standard Mailing List)

Sub: Payment of Composite Transfer Grant.

Representations have been received from various quarters for doing away with the condition of production of documentary evidence for transportation of personal effects from one station to another for admissibility of 100% CTG, where transferee/retiree submits self declaration of having transported personal effects by own means, without availing of the facility of Kit Pass, VPU and Goods/Container.

The matter has been examined and it has been decided by the Board that henceforth:

- (i) When transferee/ retiree submits self declaration that transportation of personal effects has been made by own arrangement and facility of Kit Pass/VPU/Goods Train/Container has not been availed of, production of documentary evidence of such transportation of personal effects by own arrangement need not be insisted upon, subject to fulfillment of other conditions. Proof of journey/change of residence will however continue to be required. In the cases where Kit Pass has been availed by the railway employee for transportation of personal effects, extant provisions under the rules would continue to be applicable to regulate quantum of Composite Transfer Grant.
- (ii) For short distance transfers/settlement after retirement within the same station or to an outstation within 20 Kms., where transportation of personal effects is generally carried out by road, CTG may be granted at prescribed rates, i.e 1/3<sup>rd</sup> of Basic Pay on production of documentary proof of change of residence, as a result of transfer/retirement, subject to fulfillment of other conditions.

  
(Sonali Chaturvedi)  
Dy. Director, Finance (Estt.)  
Railway Board.