



File No.:NESTS/H-1/58/Policy/2024-25

Dated: 01.10..2025

**Subject: Guideline on Composite Transfer Grant (CTG) – Reg.**

Vide notice dated 20.03.2025, Pay Protection, Joining Time (Joining Time, Joining Time Pay, joining time Rules, TTA etc.) and Transfer of GPF/CPF/GIS etc. was issued by NESTS.

**Composite Transfer Grant (CTG) claim process**

An employee (except Principal/Vice Principal) who has been transferred in the public interest or due to administrative reasons must submit the Composite Transfer Grant (CTG) claim form, along with all related original documents (such as vouchers, tickets, and bills), to the Principal of the EMRS where they have joined after the transfer.

The Accountant of the concerned EMRS will scrutinize, examine, and conduct a pre-audit of the submitted bills before forwarding them to the Principal for approval and sanction.

In the case of Principals/Principals Incharge, the Accountant of the concerned EMRS will similarly scrutinize, examine, and pre-audit the bills. These will then be forwarded to the State EMRS Society through the Principal for final approval and sanction.

The prescribed CTG claim form is attached as **Annexure-A**.

In respect of all the staff other than the Principal/Principal Incharge, the cases of Pay Protection, Joining Time, Joining Time Pay and TTA will be dealt at EMRS level.

In respect of Principal/Incharge Principal, the cases of Pay Protection, Joining Time, Joining Time Pay and TTA will be dealt at States EMRS Society level.

**The following documents has to be submitted for claiming CTG.**

1. Dully filled CTG form.
2. Air/Train/Bus /Taxi Ticket in original.
3. Air/Train/Taxi bills in original
4. Transportation bills for personal effects in original.
5. Copy of Transfer Order
6. Copy of Joining Order.

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# **ANNEXURE – A**

**TRAVELLING ALLOWANCE BILL FOR TRANSFER**

**NOTE:** - This bill should be prepared in duplicate- one for payment and the other as office copy

**PART – A –(To be filled by the Government servant)**

1. Name of Govt. Servant: \_\_\_\_\_ 2. Designation: \_\_\_\_\_
3. Pay at the time of transfer : \_\_\_\_\_ ( Basic) 4. Headquarter: Old : \_\_\_\_\_
- \_\_\_\_\_ (Grade pay) New : \_\_\_\_\_
5. Residential address: **OLD:-**

**NEW:-**

6. Particulars of the member of the family as on the date of transfer [vide S.R.2(8)]:

Sl.No	Name	Age	Relationship with Govt. servant
1			
2			
3			
4			
5			

7. Details of journey(s) performed by the Govt. servant as well as members of his family:

Departure		Arrival		Mode of travel and class of accommodation used	No. of fares	Fare paid	Distance in Kms By road
Date & Time	From	Date & Time	To				
1	2	3	4	5	6	7	8

8. Transportation charges of personal effects (Money receipts to be attached):

Date	Mode	Station		Weight in Kgs.	Rate Rs.	Amount Rs.	Remarks
		From	To				

9. Transportation charges of personal conveyance (Money-receipts to be attached):

(a) Mode of transport and station to which transported.

(b) Amount

10. Amount of advance, if any, drawn : Rs. \_\_\_\_\_

11. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used.

Date	Name of places		Mode of conveyance Used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				

If the journey by higher class of accommodation has been performed with the approval of the competent authority, No. & date of the sanction may be quoted.

12. Details of journey(s) performed by road between places connected by rail:

Date	Name of places		Fare paid Rs.
	From	To	

Certified that the information as given above, is true to the best of my knowledge and belief.

Date:

Name and Designation

**PART B (To be filled in the Bills Section)**

The entitlement on account of TA works out to Rs. \_\_\_\_\_ as detailed below:-

- (a) Railways / air / bus / steamer fare Rs. \_\_\_\_\_
- (b) Road mileage for \_\_\_\_\_ Kms. @ \_\_\_\_\_ Rs. \_\_\_\_\_
- (c) Transfer grant ..... Rs. \_\_\_\_\_
- (d) Transfer incidentals (DA for \_\_\_\_\_ days @ Rs. \_\_\_\_\_ Rs. \_\_\_\_\_
- (e) Transportation of personal effects ..... Rs. \_\_\_\_\_
- (f) Transportation of private conveyance ..... Rs. \_\_\_\_\_
- (g) Less amount of advance(s) if any, drawn ..... Rs. \_\_\_\_\_  
Vide voucher(s) No. ....

2. The expenditure is debitable to .....

Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer