

Locker No. \_\_\_\_\_

**ACCOUNT SECTION, NDC**  
**DETAILS REQUIRED FOR TRANSFER/ TOUR CLAIMS**  
**(Only Army Officer's)**

**1. Personal Details**

Personal/ Service No. \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_

CDA Acct No. \_\_\_\_\_

Basic Pay \_\_\_\_\_ MSP \_\_\_\_\_ Pay Level \_\_\_\_\_

Mobile Number \_\_\_\_\_

**2. Documents Required for Permanent Transfer Claim:-**

S. No.	Document	Yes	No	Remarks
(a)	Photocopy of posting order issued vide IHQ of MoD (Army), MS Branch.			
(b)	Photocopy of Movement Order.			
(c)	Copy of vacation report.			
(d)	E- Ticket & Boarding Pass or Train Ticket.			
(e)	Copy of requisition for advance if taken.			
(f)	Copy of Posting out and Posting in part II order			
<b>If driving own car himself</b>				
(g)	Copy of own car RC, Insurance and Driving Licence.			
(h)	Sanction of competent authority of travel under own arrangements cert.			

**3. Documents required for Household Goods Claim**

S. No.	Document	Yes	No	Remarks
(a)	Bills and Cash Receipt			
(b)	Driving Licence of Civil driver			
(c)	RC, Insurance, Pollution cert and Road Permit of Truck.			

**4. Documents required for Conveyance of Personal Car**

S. No.	Document	Yes	No	Remarks
(a)	Bills and Cash Receipt.			
(b)	RC, Insurance, Road permit & Pollution Cert of Truck.			
(c)	Driving Licence of Civil driver			
(d)	Personal car RC and Insurance.			

(Signature of officer)

**TRAVELLING ALLOWANCE CLAIM FOR MOVE ON PERMANENT TRANSFER**

(Details in respect of the claimant)

Rank/Name

Corps/Office

Personal No.

CDA (O) Account No:

Basic pay

Rule TR 67

Moved from

To

Authority for move: IHQ MoD (ARMY) MS BRANCH LETTER NO

**DETAILS OF JOURNEY :-**

	Time (hrs)	Date	Place
Start			
Conclude			

<b>DETAILS OF FAMILY MEMBERS TRAVELED :-</b>				Total :	
(a) Self -	one	(b) Wife -	(c) Children -	(d) Parent -	

**By Road/ By Air / By Train**

Particulars of Claim		Mode of Conveyance	Class	No. of Persons	Rate (Rs)	Amt Claimed (Rs)
From	To					
<u>Self</u>						

**Wife & Son**

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**Conveyance of House Hold Goods**

Particulars of Claim		Mode of Conveyance	BA No	Distance (Kms)	Rate (Rs)	Amt Claimed (Rs)
From	To					
		Civil Truck				
Weight :		Quintals of house hold goods				
Consignment Note No. :		Dated :				
Cash Receipt No. :		Dated :				Attached in original

**Conveyance of personal Car (Moved under own steam and amount claimed @ Rs 24 per km for km)**

Particulars of Claim		Mode of Conveyance	BA No	Distance (Kms)	Rate (Rs)	Amt Claimed (Rs)
From	To					

**Composite Transfer Grant:**

80% of Basic Pay (which involves change of residence)	
<b>Total</b>	
Less Advance drawn :	
Balance due :	
Rounded off:	
<b>G/Total</b>	
(Rupees	Only to be paid direct to the offr's IRLA)

RECEIVED PAYMENT

Station : New Delhi

Dated : Jan 2022

SIGNATURES OF THE OFFICER