

FORM – ES / 09

APPLICATION FOR RELOCATION CHARGES

No. – JNC/.....

Date – / /20.....

Name – Prof./Dr./Mr./Ms.

Staff Code –

Unit/Office –

Designation –

GP/AGP – Rs.

Appointment Letter Ref. No. – JNC/AO/.....

, Date - / / 20

PART – A : FAMILY / TRAVELLING PARTICULARS

Name of City/Town/Village as per the Appointment / Offer Letter				
Nearest Railway Station / Bus Stand / Airport / Port				
Details of self and dependent family members for whom TA is claimed.		NAME	AGE	RELATIONSHIP
	1			
	2			
	3			
	4			
	5			
6				

PART – B : TRAVELLING ALLOWANCE

Date & Time	From	Date & Time	To	Distance	Mode of Travel	Class of Travel	Total Fare/Exp.	Ticket / PNR No.*

PART – C : OTHER CLAIMS*

Cost of transportation of Personal Effects		Cost of transportation of Vehicle	
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I, Prof./Dr./Mr./Ms..... hereby declare that the claims made above are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

Forwarded [to Establishment Office].

Signature of the HoU/HoO

Signature of the Claimant

* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Receipt s/Documents in support of cost of transportation of personal effects / vehicle.

FOR OFFICIAL USE ONLY**Accounts Officer**

Particulars provided at Part-A verified found to be correct. TA may be paid from to Bangalore for the claimant and/or his/her dependent family members as mentioned at Sl. Nos. – 1, 2, 3, 4, 5, 6 [cut if not applicable]. TA and other claims may be paid as per applicable rules in vogue.

.....
Dealing Seat.....
Asst. Admin. Officer.....
Administrative Officer

#	HEAD OF EXPENSE	ADMITTED BY ACCOUNTS OFFICE
1	Centre Travel Grant	
a	Road mileage	
b	Air/Ship/Train/Bus Fare	
	Total of 1	
2	Composite Transfer Grant [for (A) only]	
3	Cost of transportation of personal effects	
4	Cost of transportation of vehicle	
	Grand Total [Payable]	

Under Rs. (Rupees
.....
..... only).

.....
Acct. Asst. Jr. Acct. Officer Accounts Officer

Passed for Rs. (Rupees
.....
..... only).

.....
Administrative Officer / PresidentAcct. Asst.

Please process the payment as passed above by the competent authority through RTGS/NEFT /ECS/Account Payee Cheque.

.....
Jr. Acct. Officer

Paid through RTGS/NEFT/ECS/Ch. vide batch No.

..... for Rs. dated – / / 20....

.....
Acct. Asst. Jr. Acct. Officer Accounts Officer

Received payment by CHEQUE as mentioned above (if receiver is receiving the payment through cheque).

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Signature of the Receiver