

**Ministry of External Affairs
(PB Section)**

APPLICATION FOR GRANT OF OUTFIT & OTHER ALLOWANCES ON TRANSFER ABROAD

1. Name in full & Designation :
2. Mission to which transferred :
3. (i) Whether spouse is also working in MEA, if yes :
(ii) His/her name, designation & basic pay :
(iii) Whether posted to same Mission and proceeding on transfer simultaneously :
4. Present Basic Pay :
5. Permanent/Officiating /Temporary :
6. Single or Married (in case married Whether accompanied by family) :
7. Amounts required (as per Entitlement) :
 - (i) Outfit Allowance : Rs.
 - (ii) Composite Transfer Grant : Rs.
 - (iii) C.C.G. Grant : Rs. 1,700
 - (iv) Advance of one/two month's pay : Rs.
 - (v) Advance of TA : Rs.

Total :

DECLARATION

- (I) I hereby certify that I have not drawn any TA advances on any previous occasion.
- I draw a sum of Rs. _____ as TA advance on the occasion of my transfer from _____ to Hqs in _____ and the same has been duly adjusted vide Bill No. _____ dated _____.
- (ii) I certify that the information given above is correct to the best of my knowledge.

Signature
Name

Designation
Tel No.

***ENTITLEMENT OF TRANSFER ABROAD**

1. outfit Allowance (per posting-maximum 8times during career):
 - a) For Section Officer /PS : Rs. 6,000/-
 - b) For other officials : Rs. 4,500/-
2. Composite Transfer Grand**-equal to one month's Basic Pay **(TG & Packing allowance replaced by CTG after 5th Central Pay Commission's Report)