

(2)

9. Distance in K.M. by Road : _____
 Old Headquarter (from residence to station) : _____
 New Headquarter (from station to residence): _____
10. Nearest Railway station : _____
 Old Headquarter (from residence to station) : _____
 New Headquarter (from station to residence): _____
11. Transportation Charges of Personal effects (Money Receipts to be attached)

Date	Mode	Station		Weights in Kgs.	Rate Rs.	Amount (Rs.)	Remarks
		From	To				

12. Transportation Charges of Personal conveyance (Money Receipts to be attached)

Date	Mode	Station		Scooter/ Car	Regn. No.	Amount (Rs.)	Remarks
		From	To				

13. Details of Journey(s) performed by road between places connected by Rail :

Date	From	To	Fare paid

14. Amount of Transfer TA Advance drawn if any at AECS _____ Rs. _____

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

Signature of the employee

Name : _____

Date: _____

Forwarded to Principal (Accounts)

Dealing Asstt.

PRINCIPAL

- Encl : 1. A copy of transfer order/notification
 2. Railway/Bus Tickets.
 3. Consignee copy of LR showing the number of packages transported and weight of the consignment.
 4. Packing list of item.
 5. Cash receipt for transportation of personal effects.
 6. Cash receipt for transportation of personal conveyance.
 7. Copy of Relieving order/ Joining Report.

s/for/acc