**Note**

No. HQ/HR/Policy/RTI

Dated : 23.07.2025

RTI-447

| Name of the Applicant- AJAD MEENA | | |
|---|---|---|
| **S.No.** | **Information Sought** | **Reply** |
| I request the following information under the Right to Information Act, 2005: | | |
| 1. | Whether any provision exists in DFCCIL HR Manual or applicable orders that allows an employee to claim 25% of hotel accommodation charges under Composite Transfer Grant (CTG) in case of self-arranged accommodation with submission of hotel bills/receipts. | Relevant extracts of CTG rules from HR Manual are attached. |
| 2. | If yes, please provide a copy of the relevant rule/order/circular number under which this 25% claim without hotel bill in permitted. | |
| 3. | If not permitted, kindly provide the reason for the disallowance of CTG lodging claims without hotel bills. | Reason not covered under 2(f) |

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DGM/HR

GM/HR 23/7/2025

AGM/Admin(CPIO)

9. **Composite Transfer Grant**

(i) Composite Transfer Grant will be admissible to employees who are transferred from one station to the other. This is intended to cover all incidental expenditure such as packing, loading/unloading, insurance charges etc. in upsetting/shifting establishment at the old station and setting it up at new station.

(ii) **Quantum of Composite Transfer Grant**

If there is a change of residence as a result of transfer and the employee has been transferred to an outstation (see Note 1 below) beyond a distance of 20 KMs , payment of Composite Transfer Grant will be regulated as under:-

| Category | CTG (for 20kms. or more) |
|---|---|
| (1) | (2) |
| Employees | 80% of One month's Basic pay (exclusive of NPA, MSP, etc) |

**Note-(1)**The term Same Station means area falling within the jurisdiction of the Municipality or Corporation including such of sub-urban Municipality notified area or cantonment as are contiguous to the same Municipality. For example, an employee transferred from Ghaziabad, Sonepat, Gurgaon, Faridabad, Noida etc. to Delhi and vice versa, shall be treated as transferred within the same station and they will be granted Composite Transfer Grant only at the rate of one-third of one month's Basic Pay.

**Note-(2)** No Daily Allowance or road mileage allowance for the journey on transfer is Permissible.

In the case of transfer to an outstation within 20 kms. of the old headquarters, Composite Transfer Grant shall be granted at the rate of one-third of one month's basic pay, provided there is a change of residence, as a result of transfer.

(iii) **Time limit:** The composite transfer grant should be claimed within a period of 6 months from the date the employee take charge of the new post. However, in case of any delay in submitting the claim of the CTG within the prescribed period, MD or any authority to whom this power is delegated by him, is empowered to condone the delay, for reasons to be recorded in writing.

(iv) **Terms and Conditions of grant of Composite Transfer Grant (CTG):**

a) Composite Transfer Grant will not be admissible if there is no change in the residence of the employee as a result of transfer.

b) Composite Transfer Grant will not be admissible in case of a temporary transfer not exceeding 180 days.

c) Composite Transfer Grant will not be admissible if the transfer/mutual transfer has been ordered at the request of an employee.

d) The Composite Transfer Grant shall not be treated as income for the purpose of Computation of Income Tax being a part of Travelling Allowance admissible to the employee on transfer.

e) The payment of Composite Transfer Grant need not be linked with the vacation of Company Leased Accommodation provided at the old headquarters. The Grant will be payable if the employee makes some temporary arrangement for residence at his/her new headquarters.

v) For claiming Transfer Grant, an employee is required to submit documentary proof of his having performed the journey, etc.