

Note

No. HQ/HR/Policy/RTI

Dated : 04.08.2025

RTI-471

Name of the Applicant- AJAY KUMAR		
S.No.	Information Sought	Reply
1.	Respected sir/madam, At the time of Deputation I had not claimed CTG because I was in Railway Qtr and got lease accommodation as per DFC entitlement and distance between my Railway HQ and DFC HQ is more than 20 KMS. But application for CTG was rejected by HR dept. (DFCCIL MUMBAI S) My question is that as per HR manual page 238 para VIII. Am I entitled for CTG?	Please refer Para A (iii), page no. 238 of CTG Rules of HR Manual (copy enclosed)

Ref: No. 2022/HQ/Admin/RTI-471

GM/HR

Shree
4/8/2025

Damini
DGM/HR 4/8/25

AGM/Admin(CPIO)

Annexure-'A'

Procedure of claiming transfer benefits and Composite Transfer Grant "CTG" for Deputationists on initial joining and repatriation

- A) **For deputationists from Railways:-** They shall be governed by the TA rules —VIIth CPC as circulated and amended by the Ministry of Railways from time to time.
- i) The deputationists from Railways upon joining DFCCIL will submit his/her claim in the prescribed format to the Controlling Officer/Project Head. The details of transportation of household effects and the availing or otherwise of VPU (with or without car) should also be mentioned in the form to decide the percentage of CTG admissible.
 - ii) In case Railway employees avail the facility of Kit Pass/VPU for transfer of the impersonal effects/conveyance, the rate of CTG will be governed by the instructions issued by the Ministry of Railways from time to time.
 - iii) The composite transfer grant should be claimed within a period of six months. Further, guidelines as per Para-9(iii) shall be applicable.
 - iv) The sanctioning authority shall be defined in para-17 of these Rules.
 - v) The details of CTG claim/payment made to the officer will be referred by the HR Department in Corporate Office/HR coordinator in Units, as the case may be, to the concerned Railway for necessary confirmation with the request to point out any variation/error to the Unit/Corporate Office within 60 days.
 - vi) If any variation/error is found at a later stage, necessary correction will be made and over payment, if any, will be recovered from the officer's salary or the settlement dues. The official raising a wrong claim will also be liable to be taken up under the relevant Conduct & Disciplinary rules.
 - vii) CTG claims of officers repatriated back to the Railways will be settled only after approval from the concerned Railway is received.
 - viii) In case a deputationist is paid CTG on joining but later on gets absorbed in DFCCIL then he/she will not be entitled for the CTG again at the time of absorption.