

ATOMIC ENERGY EDUCATION SOCIETY(REGD.)
ANUSHAKTINAGAR, MUMBAI-400 094.

APPLICATION FOR T.A. ADVANCE ON TRANSFER

PART-1

1. Name :
2. Designation :
3. Basic pay at the time of transfer :
4. Name of the school to which transferred :
5. No. & date of the transfer order :
6. Details of family members vide S.R.2(8) :

S.No	Name	Age	Sex	Relationship	Profession

7. Date of departure from Headquarters :

8. I possess a Car/Motor Cycle/Scooter(Registration No.)
which is to be shifted to new station.

9. Class of travel. :

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

It is requested that I may be paid the following advance(Put a tick mark where applicable)

1. Composite transfer grant : ()
2. TA for self/self & family : ()

Date: Signature :
Name :
Desg. :
School :

Encl: A copy of transfer order.

PART-II

(FOR USE IN SCHOOL OFFICE/ESTABLISHMENT SECTION

1. The particulars from S.No. 1 to 6 have been verified with the service book.
2. Transfer TA advance as admissible may be paid.

PRINCIPAL/AAO(E)

(FOR USE IN SCHOOL OFFICE/ACCOUNTS SECTION)

1. Composite transfer grant : Rs.

2. TA for self/self & family : Rs.

: Rs.

Chairman, LMC/CAO/Secretary, AEES is requested to approve the payment of Rs. _____ towards transfer T.A. advance to Shri/Smt/kum _____ Who has been transferred from AEC school/Junior College No _____ to AEC School _____ in public interest, subject to availability of funds.

D.A.

A.A.

PRINCIPAL/AAO

APPROVED/NOT APPROVED

CHAIRMAN,LMC

CAO,AEES

SECRETARY,AEES

PAY ORDER

Pay Rs. _____ (Rupees _____ _____ only to Shri/Smt/Kum. _____ (Design.) _____ Accountant _____ A.A.O

Receipt

Received a sum of Rs. _____ (Rupees _____ only) from Accounts Officer, AEES towards Transfer TA advance vide cheque No _____ dated _____

Date

Signature
Name:

Adjustment of advance made on _____ vide voucher No _____ .
Cash book folio No _____

ACCOUNTS ASSISTANT