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NCC Directorate (K&L)  
State Wing ( Finance )  
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265/F1-Fin/2019

03 Dec 2019

From,

The Additional Director General NCC

To,

All NCC Group HQs /Units/SS Coy NCC

**Sub : NCC Department –Transfer Claim of Employees**

1. On verification of Fund demand for Transfer TA, it is observed that documents required to process the claim were not attached with the Demand Certificate.
2. In view of the above it is informed that, following documents are also required along with demand for transfer TA:-
  - (a) Move documents.
  - (b) Certificate as per Note-1, under Rule 16 of KSR Part-II.
  - (c) Certificate from DDO/HOO for not exceeding monthly/Quarterly ceiling limit of TA in respect of the employee vide GO(P) No 150/2019/Fin dated 05 Nov 2019.
  - (d) Details as per Rule 67, Ruling-2(d).

**(Anil Kumar.K)**  
Administrative Officer  
for Addl Director General NCC

(Through Official website)