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NCC Directorate (K&L)  
State Wing ( Finance )  
Cotton Hill Bungalow  
Vazhuthacaud  
Thiruvananthapuram .10

265/F1-Fin/2019

25 Aug 2020


From,  
The Additional Director General NCC

To,  
All NCC Group HQs /Units/SS Coy NCC

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

1. Please ref this Directorate letter No 265/F1-Fin/2019 dated 03 Dec 2019.
2. 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.
3. As per instructions from Additional Director General NCC, it is informed that following documents are also required along with demand for transfer TA:-
  - (a) Move documents (Relieving Order, Joining report etc).
  - (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).
  - (e) Copy of all Claim Bills including Truck Bill when transportation of baggage's takes place.



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

(Through Official website)

Copy to :-

NCC Group HQs, Tvpm } Please fwd all documents required for processing the Tfr TA at  
the }  
8 (K) Bn NCC } earliest please.