

Government of India
Bhabha Atomic Research Centre
Personnel Division
Pension (Admin) Section

Standard Operating Procedure for TA after Retirement:

As per SR-147 of TA Rules: The competent authority may, for special reasons which should be recorded, permit any government servant to draw travelling allowance for a journey of the kind mentioned in SR 146 (i.e. journey after retirement).

- 1] In case, the employee wants to avail TA after retirement, he/she should travel within one year from the date of retirement to the place of permanent settlement after retirement as indicated in the Pension Form.
- 2] He/she has to submit the TA claim on retirement within 180 days from the date of completion of journey, failing which the claim will stand forfeited.
- 3] The claimant and family members should actually perform the journey to the place where he/she wants to settle after retirement.
- 4] After retirement all government servants are entitled for the following 4 components to settle anywhere in India permanently as a onetime measure:
 - i) Travel entitlement for self and family
 - ii) Composite Transfer and packing grant (CTG)
With effect from 06.01.2022 for the purpose of Composite Transfer Grant (CTG) in respect of Central Government Employees who wishes to settle down at the last station of duty, is done away with, subject to the condition that change of residence is actually involved, to settle down at the last station of duty or other than last station of duty after retirement, full CTG would be admissible i.e. at the rate of 80% of the last months basic pay. The employee has to submit a self declaration certificate regarding change of residence in the prescribed proforma.
 - iii) Reimbursement of charges on transportation of personnel effects
 - iv) Reimbursement of charges on transportation of conveyance – if he is eligible for that conveyance before retirement.
- 5] Time limit for movement of Personal Effects/Family Members:
 - a) One month before the date of travel of the retired government servant
 - b) Six months after travel of the retired government servant
- 6] Prior approval of the Department is mandatory, if not travelled within the time limit of 1 year

Documents required to be submitted by the retired employee for claiming TA:

1. Money/cash receipt for payment of Transportation charges with a revenue stamp along with consignee's copy of Lorry receipt.
2. In case of online payment, a copy of the bank statement may be enclosed.
3. Consignment Note indicating house hold goods transferred from present address to new destination.
4. Bill/Tax Invoice of the goods being transported is required. (Tax Invoice and money/cash receipt can also be a single document)
5. Name of the retired employee should reflect on all the above documents
6. In case of travel by Air, Air tickets are required along with boarding pass. In other cases (travel by rail/road etc), proof of journey performed by production of travel tickets/toll charges, fast tag statement etc shall be mandatory.
7. If any vehicle is transported on own propulsion, proof of the same like petrol charges, toll charges, fast tag statement etc are required.
8. In case, vehicle is transported by road, bill/Tax invoice and cash/money receipt are required as proof along with vehicle number and name of the owner.
9. If it is transported by Rail, Receipt/Parcel way bill/luggage ticket issued by the Railway authorities indicating the Name of the sender along with parcel details may be compulsorily submitted.
10. Copy of the page of Pass book indicating the bank details of the retired employee along with the existing proforma of Receipt indicating Bank details should be enclosed with the Retirement TA settlement claim.
11. The TA on Retirement Form along with all the required documents shall be submitted to DEO(Pension), BARC.