

Government of West Bengal
Finance Department
Audit Branch
325, Sarat Chatterjee Road, Nabanna, Howrah- 711102

No. 3205-F(P1)

Dated, Howrah, the 27th August, 2026

MEMORANDUM

Sub: Introduction of Composite Transfer and Packing Grant in lieu of existing Transfer Grant and Packing Allowance

The question of revision of Transfer Grant and Packing Allowance admissible to a Government employee on transfer for public convenience has been under consideration of the Government for some time past.

2. After careful consideration, the Governor has been pleased to decide that "Composite Transfer and Packing Grant" shall be introduced in lieu of existing Transfer Grant and Packing Allowance in partial modification of Para 7(A) of the Annexure to Finance Department Memo. No. 4730-F dated 25/05/1999 subject to the following terms and conditions:

A sum of Rs. 50000/- (Rupees fifty thousand) or 80% of the Basic Pay of a Government employee, whichever is less, shall be admissible to a Government employee who joined a new post on transfer for public convenience on or after June 1, 2026, on account of Composite Transfer and Packing Grant subject to the following conditions-

- (i) The Composite Transfer and Packing Grant is of the nature of a lump sum grant. The same shall be sanctioned without insisting upon production of any receipts;
- (ii) The Composite Transfer and Packing Grant shall be admissible if any quantum of luggage is carried by the Government employee irrespective of the fact whether he has claimed transportation charges for the personal effects or not;
- (iii) The Composite Transfer and Packing Grant shall be admissible even if the Government employee does not shift his family but shifts his personal effects;
- (iv) The Composite Transfer and Packing Grant shall be admissible irrespective of the volume of personal effects;
- (v) The Composite Transfer and Packing Grant will be admissible at full rate on transfer from one station to another located at a distance of 30 km from each other or more and when a change of residence is involved;
- (vi) For transfer to a station which is less than 30 km from the old station and for transfer within the same station, the lump sum Composite Transfer and Packing Grant shall be restricted to one third of the admissible amount provided a change of residence is actually involved.
- (vii) The amount of Composite Transfer and Packing Grant, being admissible at 80% of Basic Pay, shall be determined with reference to the Basic Pay drawn by the Government employee for the month in which he joins the new post.

3. The Governor has further been pleased to decide that in supersession of Para 9 (b) of the Annexure to Finance Department Memo. No. 4730-F dated 25/05/1999, Government employees shall on retirement, besides the fares for the journey to be undertaken, be also eligible to draw lump sum Composite Transfer and Packing Grant in the above manner, if the distance from the last station of duty to place of settlement is 30 km and more. However, as in the case of serving Government employees on transfer, Government employees who, on retirement, settle at the last station of duty itself or within a distance of 30 km, may be paid one third of the amount of lump sum Composite Transfer and Packing Grant, subject to the condition that a change of residence is actually involved. The grant shall be admissible to the Government employees who retire on or after May 31, 2026.
4. All other provisions of Memo. No. 4730-F dated 25/05/1999 and the Annexure thereto shall remain unaltered.
5. The State Cabinet has approved the above in its meeting dated 19th August, 2026 and communicated vide No. CAB(D)-156 dated 20/08/2026.
6. Necessary amendments to W.B.S.R. Part - II shall be made in due course.

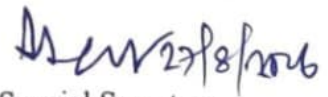
Sd/- P. K. Mishra
Additional Chief Secretary
to the Government of West Bengal

No. 3205/1(300)-F(P1)

Dated, Howrah, the 27th August, 2026

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.- 1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol 1.
3. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Salt Lake, Kol-64
4. The Additional Chief Secretary/Principal Secretary/Secretary..... Deptt.
5. The Divisional CommissionerDivision (All).
6. The Director of Treasuries & Accounts, West Bengal.
7. The District Magistrate/District Judge/Superintendent of Police(All).
8. The Sub-Divisional Officer(All).
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III.
10. The Registrar & DDO Finance Accounts Department.
11. The Treasury OfficerTreasury (All).
12. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department's Website.


Special Secretary
to the Government of West Bengal