

CERTIFICATE OR TRANSFER
OF CHARGE

Certified that I/we have in the fore/afternoon of this day respectively made over and received charge of the office of _____ in pursuance of Order No. _____ dated _____.

*Proceeding on transfer/
leave/retirement.

Relieved Officer		Relieving Officer	
Signature	: _____	Signature	: _____
Name in Block		Name in Block	
letters	: _____	letters	: _____
Designation	: _____	Designation	: _____
		Station	: _____
		Date	: _____

(FOR USE IN AUDIT OFFICE ONLY)

Noted in A/R at page	: _____	Noted in A/R at page	: _____
Noted in leave A/C		Noted in leave A/C	
at page	: _____	at page	: _____
Leave salary certificate/ Service Statement issued on _____		Pay slip issued on	: _____
		Auditor <u>A.A.G.</u> <u>A.A.O.</u>	

Memo of the Balance for which responsibility is accepted by the Office receiving charge.

Cash Rs. _____ Permanent advance Rs. _____
Relieved Officer _____ Relieving Officer _____

*Where transfer of charge precedes the issue of formal orders by they competent authority, a suitable indication to that effect may be given.