**CERTIFICATE OF TRANSFER OF CHARGE**

Head quarter \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for noon

Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order under which

transfer of charge made No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELIEVED OFFICER**

(FOR USE IN AUDIT OFFICE 1. Name and initial (Block letters )

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered in A/R\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. i) If proceeding on leave \_\_\_\_\_\_\_\_\_

1. Duration of leave \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address during leave \_\_\_\_\_\_\_\_\_\_

Leave Salary Issued c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Place at which leave salary is to

 be drawn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ii) If retiring or if proceeding on leave

 preparatory of retirement and if it is

 proposed to draw the provident fund

 money immediately whether the application

 for withdraw provident and money has been

 sent to A.G.

 iii) If on transfer

1. Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and
2. Station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to which

Transferred

1. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Official designation holding charge in addition to other duty

**RELIEVING OFFICER**

( FOR USE IN AUDIT OFFICE ) 5. Name & Initial ( Block letters )

Entered in L Ac \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered in H/S \_\_\_\_\_\_\_\_\_\_\_\_ 6. i) Whether returning from leave.

 ii) If so place at which orders of posting were

 redeived. Joining time

Taken\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay will issued iii) I not, from who

 a) Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

 b) Station \_\_\_\_\_\_\_\_\_\_\_\_\_ transferred

Auditor\_\_\_\_\_\_\_\_\_\_\_\_\_ c) Date or relief at old station \_\_\_\_\_\_\_\_\_\_ F. N

Name of office posted, if 7. Signature\_\_\_\_\_\_\_\_\_\_\_\_\_ F.N

 8. If only holding charges in addition.

 9. Official Desig. Of relieving officer.