

# CERTIFICATE OF TRANSFER OF CHARGE

Head Quarter :

Post :

Order under which :

## **RELIEVED OFFICER**

- 1) Name and Initial (Block Letters) :
- 2) i) If Proceeding on Leave : -  
ii) Duration of Leave : -  
iii) address during leave : -
- 3) i) If retiring if Proceedings on leave :  
Preparatory to retirement and if it is  
Proposed to draw the provident fund  
Money immediate whether application  
has been sent to Accountant General or :  
ii) If on Transfer :  
a) Post :
- 4) Signature :
- 5) Official Designation if holding charge :  
in addition to other duty.

## **RELIEVING OFFICER**

- 6) Name and Initial (In Block Letters) :
- 7) Whether returning from leave :
- i) If so place to which orders of Posting :  
were received.
- ii) If not from what :  
a) Post :  
b) Station :  
c) Date of relief of old station :
- 8) Signature :
- If only holding Charge in whether to  
Other duty. :
- 9) Official designation of Relief Officer :