

CERTIFICATE OF TRANSFER OF CHARGE

Head Quarters DateFornoon
PostAfternoon
Order under Which transter of charge made
Permanent Advance made over Rs.

RELIEVED OFFICER

(FOR USER IN AUDIT)

Entered in A/R
Entered in L/Acct
Entered in H/s

Leave Salary

Certificate issued A.A.G
A.A.O

નં.જિ.પં/આરો/મહે- /વશી/ તલ.

નકલ સવિનય રવાના:-

- (1) મા.જિ.વિ.અ.શ્રી(મહેકમશાખા) જિ.પં.રાજકોટ.
- (2) વિ.ના.નીશ્રી આ.ત.સેવાઓ રાજકોટ વિભાગ રાજકોટ
- (3) હિસાબી અધિકારીશ્રી જિલ્લા પંચાયત રાજકોટ
- (4)
- (5)
- (6)

1. Name and initials Block Latters

2. (i) If Proceeding on Leave :-
- (a) Duration of leave
 - (b) Address during leave
 - (c) Place at which salary is to be drawn

(ii) if retiting of if proceeding on leave pre parator Auditory to retirement and if it is pro posed to draw the provident Fund money immediately whether the application for withdrawal of provident fund monay has been sent to the A.G.

OR

- (iii) If on transfer
- (a) Post and
 - (b) Station to which transferred.

3. Signature

4. Official Designation if only holding charge in addition to othrer duty

RELIEVING OFFICER

(FOR USE IN AUDIT)

Entered in A/R
Entered in L/Acct

Entered in H/s

Joining time
admissible

Joining time
taken

Pay slip issued
Auditor

A.A.G
A.A.O

5. Name and initials (Block Letters)

6. (i) Whether returning from leave

(ii) If so, place at which order of posting were received

(iii) If not from what :-

(a) post and

(b) Station transrerred

(c) Date of relie at fold stationF.N
A.N

7. Signature

8. If only holding charge in addition to other duty

(a) Offical designation of relieving Officer

(b) Name of officer posted, if know

Note A: copy of Charge Report has been sent to the Treasury Officeron