

**CERTIFICATE OF TRANSFER OF CHARGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_ Place \_\_\_\_\_ the  
\_\_\_\_\_ 2004

To,

- 1) The Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6.
- 2) The Commissioner Lower Assam Division, Guwahati.
- 3) The Secretary to the Govt. of Assam, Personnel ( A) Department, Dispur, Guwahati-6.
- 4) The \_\_\_\_\_  
\_\_\_\_\_
- 5) The Accountant General , Assam, Guwahati-29.
- 6) The Deputy Commissioner, Dist: \_\_\_\_\_, Place:
- 7) The Treasury Officer, Dist: \_\_\_\_\_, Place
- 8) The \_\_\_\_\_

Sir,

With reference to Rule- 145 of Assam Financial Rules, I/We the undersigned have the honour to report that I/We have this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ O'clock in the \_\_\_\_\_ noon received and handed over charge of the \_\_\_\_\_ in the District of \_\_\_\_\_ as per Order issued Vide Notification No. \_\_\_\_\_

**RELIEVING OFFICER**

Name I (In block letters) \_\_\_\_\_  
I have vacate the Official residence allotted to me with effect from \_\_\_\_\_ day of \_\_\_\_\_

**RELIEVED OFFICER**

Name (In block letters) \_\_\_\_\_  
With reference to Rule 82 (a) and (Vii) of Assam Financial Rules, I (the Relieving Officer) acknowledge to received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) of the permanent advance and that the amount of such is due to be accounted for me.

**RELIEVING OFFICER**

Date: \_\_\_\_\_  
Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date: \_\_\_\_\_

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The Signature should be legibly written as when they can not be deciphered  
great delay arisch in dealing with these clarification.