

FORM GFR 16
{See Rule 286(1) of GFR 2017}

Date: __/__/2019

CERTIFICATE OF TRANSFER OF CHARGE

Certified that we have in the forenoon/afternoon of this day respectively made over and received charge of the office in pursuance of Office Order No. dated A report regarding the charge handed over, ongoing/ pending issues etc. has been prepared and enclosed herewith.

Charge Handed Over by

Charge Taken Over By

Signature:

Signature:

Name (in Block Letters):

Name (in Block Letters):

Designation:

Designation:

Station:

Station:

Date:

Date:

**CERTIFICATE OF TRANSFER OF CHARGE IN RESPECT OF TRANSFER/ASSUMPTION
OF RESPONSIBILITIES FOR CASH STORES, ETC.**

Certified that we have in the forenoon/afternoon of this day (Date to be indicated) respectively made over and assumed charge and responsibility of the following: -

Cash Rs. _____

Permanent Advance Rs. _____

Others _____

Relieved Officer _____

Relieving Officer _____