**CERTIFICATE OF TRANSFER OF CHARGE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Certified that we have on the fore/afternoon of this day respectively handed over the charge of this office vide Order No:** | |  | | **Dated** |  |
| All documents confidential or otherwise have been received and detail of the same are provided on the reverse: - **(if any)** | | | | | |
| **Name of employee**  **Departing (Relinquishing charge)** |  | | **Place of Duty** | |  |
| **Dated** |  | | **Designation** | |  |
| **Signature of employee**  **(Receiving the charge)** |  | | | | |

(Charge receiving if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employee**  **(Receiving the charge)** |  | **Place of Duty** |  |
| **Dated** |  | **Designation** |  |
| **Signature of employee**  **(Receiving the charge)** |  | | |

|  |  |
| --- | --- |
| **FOR OFFICIAL USE ONLY** | |
| **Remarks of Controlling officer** |  |
| **Signature** |  |
| **Remarks of Superintendent HR** |  |
| **Signature** |  |
| **Remarks of Manager HR** |  |
| **Signature** |  |