**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)** |  |

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