|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certified that we have on the fore/afternoon of this day respectively received 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**  **(Receiving the charge)** |  | | **Place of Duty** |  |
| **Date of Arrival** |  | | **Designation** |  |
| **Signature of Employee**  **(Receiving the charge)** |  | | | |

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