

K.F.C FORM 7
[See Chapter IV, Article 81(a)]
REPORT OF TRANSFER OF CHARGE

Head Quarters THIRUVANANTHAPURAM Date F N Post of
..... Order under which transfer of Charge is made as per
proceedings No., datedof Additional Registrar of Co-operative Societies
(General), Thiruvananthapuram.

RELIEVED OFFICER

1. Name and initials (Block Letters) :
2. (i) if proceeding on leave :
(b) Address during leave :

- (ii) If on transfer :
(a) Post :
(b) Station :
3. Signature :
4. Regular post held (if only holding additional :
charge)

5. Signature, designation and address of
countersigning officer (if only necessary) :

RELIEVING OFFICER

6. Name and initials (Block Letters) :
7. (i) Whether returning from leave :
(ii) If so, place at which orders of
posting were received :
(iii) If not, from what :
(a) Post :
(b) Station Transferred :

- (c) Date of relief at old station :
8. Signature :
9. Regular Post held (if only holding :
additional charge)
10. Name to Treasury from which Payment
is to be drawn : District Treasury, Thiruvananthapuram.
11. Signature, designation and address of
countersigning officer (if necessary) :

Note: 1. The report of transfer of charge should be sent by the officer concerned
by post on the same day the Accountant General (A&E)

2. When the reports of transfer of charge are signed conjointly by the
Relieving and relieved offices each of them should forward separate copy
of the report to the Accountant General (A&E) with the duly filled up covering
letter on the facing page.

3. A Copy of the report of transfer of charge should simultaneously be sent
to the concerned treasury officer.

From

To

The Accountant General (A&E)
Thiruvananthapuram.

Ref: - Entte.

Sir,

I am forwarding my Report of Transfer of Charge on *assuming/relinquishing/
charge/additional charge of the post of,
Thiruvananthapuram on Forenoon.

Yours faithfully,

For use of the A&E Office

Entered in the Entt. Register :

Entered in the Leave Account :

Pay slip issued on

Accountant

SO/AAO

Copy to: Registrar of Co-operative Societies
D P I Junction, Thiruvananthapuram.

*Strike off whichever is not applicable.