

K.F.C Form - 7

[See Chapter IV Article 81 (a)]

REPORT OF TRANSFER OF CHARGE

Headquarters: Date:Forenoon/Afternoon
Post
Order under which transfer of charge is made
.....

RELIEVED OFFICER

- 1. Name and Initials (Block Letters) ---
- 2. i) If proceeding on leave
 - a) Nature ,duration and period of leave ---
 - b) Address during leave ---
- ii) If on transfer
 - a) Post ---
 - b) Station to which Transferred ---
- 3. Signature
- 4. Regular Post held(if only additional charge)
- 5. Signature,Designation and address of
Countersigning officer(if onny 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 that-
 - (a) post ---
 - (b) station transferred ---
 - (c) Date of relief at the old station ---
- 8. Signature ---
- 9. Regular post held (if only holding additional charge) ---
- 10. Name of treasury from which payment is to be drawn ---
- 11. Signature Name and Designation of countersigning
officer (if only necessary) ---

Note : 1. The report of transfer of charge should be sent by the officer concerned by post on the same day to the Accountant General (A&E)
2. When the reports of transfer of charges are signed conjointly by the relieving and relieved officers each of them should forward seperate 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.

No _____

Dated _____

From

.....
.....
.....
.....

(Full address including PIN code to be given here)

To

THE ACCOUNTANT GENERAL (A&E)

.....

Ref : Entt. No. GE

Sir,

I am forwarding my report of transfer of charge on *assuming /relinquishing / charge / additional charge of the post of on Forenoon / Afternoon.

Yours faithfully

For the use of the A&E Office	
Entered in	}
Entt Register	
Entered in the	}
Leave Account	
Pay Slip Issued on	
Accountant	SO/AAO

Copy to :

* Strike off whichever is not applicable