Certificate of Transfer of Charge

Certified that we have in the forenoon/afternoon of this day have handed/taken over charge of the office of …….. in pursuance of Order No. ……. dated **……** on account of completion of the tenure/transfer/leave/retirement along with annexures A, B & C as under:

A. List of files/records/books are enclosed.

B. List of equipment furniture are enclosed.

C. Memo of the balances for which responsibility is accepted by the. officer receiving charge, Cash Rs. ..... Permanent advance Rs. .....

1. Relieved Officer: ……. (Name in Block Letters)	1. Relieving Officer: **……**
2. Signature	2. Signature .....
3. Designation	3. Designation: .....…….....
4. Faculty/Deptt.	4. Faculty/Deptt. .....

Forwarded to the V.C., Registrar and F.O.

Station: New Delhi
Delhi

Signature of Relieving Officer