



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

CERTIFICATE OF TRANSFER OF CHARGE

Date :

Certified that we have in the forenoon of this day respectively made over and received charge of

..... in the
Department of

The relieved Officer is relinquishing charges vide Order No.
dated of

Place :
Dated:

.....
Signature of Relieved Officer
Designation

.....
Signature of Relieving Officer
Designation

Details of the balance/dues if any for which responsibility is accepted by the officer receiving charge.

Books & Articles :

Stores :

Permanent Advance/ Imprest / Temporary Advance :

Relieved Officer

Relieving Officer

N.B: When there is no real transfer of charge the work "formal" should be written against the name of the relieving or the relieved Officer as the case may be.

Approved

Recorded

Forwarded

DIRECTOR

Registrar

Head of the Department