

ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BHUBANESWAR

FORM OF CHARGE REPORT

To

The Registrar,
Orissa University of Agriculture and
Technology, Bhubaneswar-3.

(In quadruplicate)

Sir,

We (I) the undersigned have the honour to report that we (I) have this.....Day of 202.... atO' clock in the fore/afternoon respectively, delivered and received charges of the post of the in the College/Department/Office of the as per order No..... dated..... of the University.

Yours faithfully,

Station :.....
Date :.....

Signature.....
(Name in block capitals)
Relieved Officer

Signature.....

(Name in block capitals)
Relieving Officer

N.B.: I (the Relieving Officer) acknowledge to have receive a sum of Rs..... (Rupees.....) of the advance and that full amount of such advance is due from and to be accounted for by me in the Office of the

**SIGNATURE
RELIEVING OFFICER**

ADDITIONAL INFORMATION TO BE FURNISHED

(I) BY RELIEVED OFFICER

1. If proceeding on leave:
Address during leave :

2. If on transfer
 - (a) The post to which transferred
 - (b) Station to which transferred

3. If not proceeding on leave on transfer
State cause of relinquishing charge briefly

Signature

(ii) BY RELIEVING OFFICER

- 1) If returning from leave
Nature of leave

- 2) If transferred from a post
Post from which transferred

- 3) I not returning from leave or
Another post state cause or
Taking over charge briefly

Signature

Copy forwarded to the Comptroller, OUAT, Bhubaneswar for information

Signature

FOR USE IN COMTRPLER'S OFFICE

Entered in Audit register Page No.....

Entered in Leave Account page No.....

Pay fix at : Basic pay :
 Personal Pay :
 Special Pay :

Accountant

Accounts Officer

Comptroller