

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

REPORT OF TRANSFER OF CHARGE

Date: FN/AN

Post

Ref: Order under which transfer of charge is made as per Proceedings No. dated

RELIEVED OFFICER

Name and initials (Block Letters) :

(1) If proceedings on leave :
(a) Duration of Leave :
(b) Address during leave :

(2) If retiring or if proceeding on :
leave preparatory to retirement :
Address to which further communications :
is to be sent :

Signature :

(3) Official designation if only holding charge :
in addition to other duty :

RELIEVING OFFICER

(4) Name and initials (Block Letters) :
(i) Whether returning from leave :
(ii) If not from what :
(a) Post :
(b) Station transferred from :
(c) Date of relief at old station AN :
(5) Signature :

If only holding charge in addition to other duty.
(a) Official designation of relieving Officer :
(b) Name of Officer posted, if known :

DIRECTOR

To
Account Section, P1&P2 Sections