



## *Andhra Pradesh Forest Department Code - Vol - II - Appendix - 26*

### APPENDIX – 26

#### (Section 139)

### CERTIFICATE OF TRANSFER OF CHARGE

**Head Quarters. Date Forenoon**

**Afernoon.**

Order under which transfer of Charge made.

**Relieved Officer:-**

For use in Audit Office. Entered in 1. Name and initials (Block letters).

A/r.

Entered in L/Acct. 2. (i) if proceeding in leave and

Leave Salary. Item(a) Duration of leave.

Issued. (b) Adderss during leave and

(c) Place at which leave salary is to

be drawn.

ii) If retiring or it proceeding on leave

preparatory to retirement and if it is

proposed to draw the PF money im-

midiately whether application to with

drawl of PF money has been sent to

the A.G.

or

(iii) if transfer

a) Post and

b) Station to which transferred.

3. Certified that I have brought upto date

all the confidential reports and handed

over to my successor for which I am

the initiating Officer.

4. Signature,

5. Official designation if only holding

charge in addition to other duty.

**Relieving Officer**

6. Name and initials (BLOCK LETTERS)

For use in Audit Office P.AOs. of- 7. i) Whether returning from leave.

Office in the case of all India service

Officers etc, Entered in A/R.

ii) If SC, Place at which orders of posting were received.

Entered in H/s. iii) If not, from what

Joining time admissible a). Post.

Joining time taken. b). Station transferred.

Pay slip issued. c). Date of relief at old station.

Auditor APAO

8. I have certify that I have taken all the confidential reports upto date from my predecessor.

9. Signature

If only holding charge in addition to other duty.

- Official designation of relieving Officer.
- Name of Officer Posted if know. (Relieved Officer).

To

• If Charge is made over or received at Station other than the head quarters, the name of such station should also be entered.

To

Chief Secretary

Principal Chief Secretary Energy & Forest

Principal Chief Conservator of Foersts,

Conservator of Forests.