

CHARGE REPORT FOR GAZETTED OFFICER

NO: _____ Dated: _____

Forwarded to the _____ for
Transmission to the Accountant General, Punjab

_____ Division

No. _____ Dated the. _____

Transmitted to the Accountant General, Punjab. With the remarks that
Time spent in the transfer of charge was/was not excessive.

_____ KPR
_____ Circle.

Note:- The charge certificate may be sent by the _____ to
The Accountant General direct when no time has been spent in the
transfer of charge.

JOINING/RELIEVING REPORT

Accountant General Register No: _____ D.O.T.

No: _____ Dated: _____

From

To,

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Forward a certificate declaring that the charge of the office of the _____
_____ at _____
_____ was transferred from _____

To _____

On the _____ noon of the _____.

Signature _____

Designation. _____

On all charges among Gazetted Government servants one of these certificate should
Be at once filled up and dispatched by the same day's past.

A & T No. 285
S. T. R (2)

Certified that I _____
have this day before / after noon _____, Made over charges and that _____
_____ received Charges of the office
_____ both officers being present with reference to the order of The Pakistan Government No.
_____ Dated. _____.

Transferred from _____
to _____
_____ Granting _____ Leave absence.

Signature of Government servant making over charge

Certified that on case of a Government servant whose pass is changed while he is on
Above in 1/2 transit) I received the order of transfer at _____
On the _____ of _____
before/after noon

Two specimen signatures are attached to (Government servants attached to
Lahore Only)

To be Pulled in } Date of commencement of transfer of charge before/ after noon _____
By officer only } Date of completion of transfer of charge before/ after noon _____

Date. _____ }
Signature of Government servant receiving charge

The: _____ }

Notes

- (a) When no actual transfer takes place the inapplicable portion should be scored Through and the words "left the station of "or "arrived at the station of "Substituted
- (b) (b) The actual date and time of transfer, or departure, or arrival, should be entered.
Clerk
- (c) If a government servant takes the benefit of Sunday or gazette holidays, under, The Rules farmed by the Pakistan Government under fundamental rules 68, the actual Date of transfer of charge should be reported.
- (d) When the charge of an office is not made over at its headquarters, or when both, The receiving and the received Gazetted Government servants are not present a Reference must be given to the number and date of the Government order to Permitting it.

For use in the office of the Accountant - General

Date on which the Joining time admissible/ leave sanctioned ended;_
In the case of a Government servant returning from leave out of Pakistan. State joining time admissible.

If a Government servant takes the benefit of Sunday of gazette holiday under the rules framed by the Punjab Government under Fundamental Rules 68 see the conditions laid down therein are fulfilled.

Certified that both as regards relieving and relived Government servants. The necessary entries have been made in the Audit Register and History of services, and also in the case Gazetted Government Servant proceeding on leave out of Pakistan, any necessary adjustment of his allowances on receipt Of this certificate has been made and any amount due to or from has been entered in the "Objection columns" of the Audit Register.

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