

K.F.C. FORM 7

[See Chapter IV, Article 81 (a)]

REPORT OF TRANSFER OF CHARGE

Headquarters Date.....Forenoon/Afternoon
Post
Order under which Transfer of Charge is made

RELIEVED OFFICER

1. Name and initials (Block letters)
2. (i) If proceeding on leave
 - (a) Nature, duration and period of leave :
 - (b) Address during leave :
- (ii) If on transfer-
 - (a) post
 - (b) Station to which transferred :
3. Signature
4. Regular post held (If only holding additional charge) :
5. Signature, designation and address of
Countersigning officer (if only necessary) :

RELIEVING OFFICER

6. Name and initials (Block letters) :
7. (i) Whether returning from leave :
- (ii) If so, place at which orders of posting were
received :
- (iii) If not, from what-
 - (a) Post :
 - (b) Station transferred :
 - (c) Date of relief at old station :
8. Signature :
9. Regular post held (if only holding additional charge) :
10. Name of Treasury from which payment is to be drawn:
11. Signature, designation and address of
Countersigning officer (if only necessary) :

- Note:-
1. The report of transfer of charge should be sent by the officer concerned by post on the same day to the Member secretary, Kerala State Pollution Control Board, Thiruvananthapuram and Chief Environmental Engineer, Regional Office concerned.
 2. When the reports of transfer of charges are signed jointly by the relieving and relieved officers each of them should forward separate copy of the report with the duly filled up covering letter on the facing page.
 3. A copy of the report of transfer of charge should simultaneously be sent to the billing section.

No.....
Date.....

From

.....
.....
.....

(Full postal address including PIN CODE
to be given here)

To

The Member Secretary
Kerala State Pollution Control Board/CEE Regional Office

.....
.....

Ref. (1) Proceedings No dtd..... of

Sir,

I am forwarding my Report of Transfer of Charges on *assuming/ relinquishing/ charge/
additional charge of the post of
.....on Forenoon/Afternoon.

Yours faithfully,

.....
.....

For making entry in Service Book

Entered in the Service Book :

Entered in the Leave Account :

Section Assistant

Controlling Officer

Copy to :- The Establishment/Billing/Accounts Section

* Strike off whichever is not applicable.