

**FORM GFR 16**

[see Rule 286 (1)]

CERTIFICATE OF TRANSFER OF CHARGE

Certified that I /we have in the forenoon / afternoon of this day respectively made over and received charge of the Office..... in pursuance of Order No..... dated

Received Officer
Signature
(Name in Block Letters)
Designation.....
Station
Date

Relieving Officer
Signature
(Name in Block Letters)
Designation.....
Station
Date

(For use in Audit Office / PAO only)

Noted in A/R at page

SO/AAO/AO/PAO

Noted in A/R at page.....

SO/AAO/AO/PAO

Forwarded

NOTE :- Separate certificate (as per Form appended) also to be used where transfer / assumption of charge involves responsibilities for Cash, Stores etc.