



Kerala University of Fisheries & Ocean Studies

K.F.C. Form 7 [See Chapter V, Article 93 (a)]

REPORT OF TRANSFER OF CHARGE

Headquarters*Date.....Forenoon/Afternoon

Post.....

Order under which transfer of charge made.....

(For use in Audit Office)

Entered in A/R.....

Entered in L/Act.....

Entered in H/S.....

Leave salary issued.....
Certificate

Auditor

Supdt./B.O.

RELIEVED OFFICER

1. Name and initials (Block letters)

.....

2. (i) If proceeding on leave-

a) Duration of leave :

b) Address during leave :

c) Place at which leave salary
is to be drawn

(ii) If retiring or if proceeding on leave preparatory to retirement
and if it is proposed to draw the Provident Fund money
immediately- Whether application for withdrawal of Provident
Fund money has been sent to the Accountant General.

OR

(iii) If on transfer

a) Post :

and

b) Station to which transferred :

3. Signature

4. Official designation if only holding
charge in addition to other duty:

RELIEVING OFFICER

5. Name and initials (Block letters)

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6. (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 relieve at old station :

F.N./A.N.

Signature

7. If only holding charge in addition to other duty-

a) Official designation of relieving officer :

b) Name of officer posted, if known.:

(For use in Audit Office)

Entered in A/R.....

Entered in L/Act.....

Entered in H/S.....

Joining time admissible.....

Joining time taken.....

Pay slip issued.....

Auditor

Supdt./B.O.

* If charge is made over or received at a station other than the headquarters, the name of such station should also be entered.