

**CERTIFICATE OF TRANSFER OF CHARGE**

Order under which transfer of charge is made vide ..... Dated:.....

**POST:** .....**Telangana Housing Board, Hyderabad**

**Date:**.....(FN/AN)

For use of Audit Office Entered in AIR Entered in L. I Acct. Entered in HIS Pay Slip Leave Salary Certificate Issued Auditor I G. O.
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**Relieved Officer**

- 1) Name and initials (Block Letters)
- 2) i) a) If proceeding on leave:
  - b) Address during leave:
  - c) Place at which leave
- ii) If retiring or if proceeding on leave preparatory to retirement 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 an Transfer
  - a) Post
  - b) Station
- 3) Signature
- 4) Official designation if only holding charge in addition to

<b>For use of Audit Officer</b>  Entered in A/R Entered in L./Acct. Entered in H/S Pay Slip / Leave Salary Certificate Issued Auditor / G.O
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**Relieving/Assumed Officer**

- 5) Name & Initial (Block Letters)
- 6) i) Whether returning from leave
  - ii) If so place at which orders of posting were received
  - iii) If no, from what and
    - a) Post
    - b) Station
    - c) Date of relief at Old Station
- 7) Signature
- If only holding charge in addition to other duty
  - a) Official designation of Relieving Officer
  - b) Name of Officer posted, if known

**Copy submitted to:**

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