

# KERALA VETERINARY & ANIMAL SCIENCES UNIVERSITY

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.....	
<u>Leave Salary</u> 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:

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.

### RELIEVING OFFICER

5. Name and initials (BLOCK letters)  
.....
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:
  - (c) Name of officer posted, if known:

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