**FORM GFR 16**

**(See Rule 286(1) of GFR 2017)**

**Certificate of Transfer of Charge**

 Certified that we have in the afternoon of this day of **………………………………..** respectively made over and received charge of the office of **………………………………….** in pursuance of Order **…………………………………………….. dated ……………………………**.

 **Relieved Officer** : **Relieving Officer**

 **(XXXXXXXXX) : (XXXXXXXXXXXXX)**

**XXXXXXXX, Tourism XXXXXXXXX, Tourism**

Station : Aizawl : Station : Aizawl

(For use in Audit Office/PAO only)

Notes in A/R at page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes in A/R at page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memo No.A.XXXXXX/XX/20XX-XXX(XXXXX) Dated Aizawl, …………………………

Copy to:-

 1. PS to Hon’ble Minister, ………….. Department

2. Sr PPS to Chief Secretary, Mizoram

 3. PS to Commissioner & Secretary, ……………………. Deptt

 4. Under Secretary, …………………………………..

 5. Under Secretary, …………………………………..

 6. Under Secretary, ……………………………….. Deptt

 7. Chief Controller of Accounts, Mizoram

 8. Director, Accounts & Treasuries, Mizoram

 9. Treasury Officer, Aizawl South/North/Lunglei……………………….

 10. Officers concerned.

**(XXXXXXXXXXXXXXXXXX)**

XXXXXXXXXXX

XXXXXXXXXX Department

**FORM GFR 16 (APPENDIX)**

**(See Rule 286(1) of GFR 2017)**

**Certificate of Transfer of Charge**

**(For involving Cash, Stores ONLY)**

 Certificate of transfer of charge in respect of transfer/assumption of responsibilities for Cash, Stores, etc.

 Certified that we have in the afternoon of this day **……………………………….** respectively made over and assumed charge and responsibility of the following in pursuance of Order **……………………………………….. dated ………………………:**

|  |  |  |
| --- | --- | --- |
| Sl.No | Particulars | Amount |
| 1 | Cash |  |
| 2 | Permanent Advances |  |
| 3 | Others |  |

 **Relieved Officer** : **Relieving Officer**

 **(XXXXXXXXXX) : (XXXXXXXXXXXX)**

 **XXXXXXX, XXXX Deptt XXXXXX, XXXXX Deptt**