

West Bengal Form No. 2403.

To

The Accountant General, West Bengal,
Treasury Buildings. Kolkata-700 001.

With reference to rule 61 of the West Bengal Financial Rules, Vol-I, we the undersigned, have to report that we have this _____ day at _____ O'clock in the _____ noon, respectively delivered over and received charges of the office of the _____

Routine transfer in the interest of public service vide Finance Department's Notification No.	Signature of the Relieved Officer
	(Name in block letters)	
	Service/Designation	W.B.A.& .S./ Asstt. Director (Accounts) ESI (MB) Scheme, W.B.
	Signature of the Relieving officer
	(Name in block letters)
	Service/Designation	W.B.A.& .S./ Asstt. Director (Accounts) ESI (MB) Scheme, W.B.

Notes :-

1. The occasion of transfer of charge should be stated briefly in the margin quoting the Government order or notification if already issued.
2. When signature of one of the officer is for delivering or receiving an additional charge, the word "Additional" or "Formal", when the transfer of charge is technical, should be noted against the signature of that officer.
3. If the relieving officer is joining a new station on return from leave on average pay of not more than four months or earned leave of not more than 90 days, the place at which the order of appointment was received should be stated as otherwise the place of posting will be taken as the place of receiving order.

The place at which the order of appointment was received:- _____

Signature of the Relieving officer _____

P.T.O.

And with reference to rule 38(7) of the W.B.F.R., Vol. I, I (the Relieving Officer) acknowledge to have received Rs. _____ (rupees _____) of the Permanent Advance, and that the full amount of such advance is due from and to be accounted for by me.

And with reference to rule 62(2) of the W.B.F.R., Vol. I, I (the Relieving Officer) certify that I have examined the accounts, counted the cash, inspected the stores, counted, weighted and measured certain selected articles in order to test the accuracy of the returns and that no discrepancy or defect has been found, except _____. I also certify that the state of records is _____.

District _____

Signature of the Relieving officer _____
 Designation : Asstt. Director (Accounts)
 ESI (MB) Scheme, W.B.

Memo No.

Dated

Copy forwarded for information to :-

1. The Pr. Secretary, Labour Department, Govt. of W.B.
Writers' Buildings, Kolkata 700 001.
2. The Deputy Secretary,
Finance Deptt. Audit Branch, Gr-'T', (Service Record Cell)
Writers' Buildings, Kolkata 700 001.
3. The Manager, R.B.I. Kolkata 700 001.
4. The P.&A.O., Kol- P.&A.O.-I,
81/2/2, Phears Lane, Kolkata-700 012.
5. Sri Ashim Chakraborty, Ex- A.D.(Accounts), Dte of ESI (MB) Scheme, W.B.
6. Sri _____ A.D.(Accounts), Dte of ESI (MB) Scheme, W.B.

Dy. Director (Admn)
 Dte of ESI (MB) Scheme, W.B.