

**T. R. FORM NO. 1**

[See T. R. 2.25]

**Certificate of Transfer of Charge**

Certified that we have in the fore/after noon of this day respectively made over and received charge of the office of \_\_\_\_\_  
\_\_\_\_\_ in terms Order/Notification No. \_\_\_\_\_  
dated \_\_\_\_\_.

Signature of Relieved Government Officer  
Designation \_\_\_\_\_

Station \_\_\_\_\_  
Date \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Relieving Government Officer  
Designation \_\_\_\_\_

Memo. of the balance for which responsibility is accepted by the relieving officer.

- (a) Cash Balance  
(As per Cash Book)
- (b) Permanent Advance, if any
- (c) Stamps in double lock (May use separate sheets)
- (d) No. of sealed bags said to contain cash and/or other valuables as per register kept in T. R. Form No. 8.
- (e) Packets containing duplicate keys of padlock of Banks and Government Offices
- (f) Cheque Forms
- (g) Computer :-
  - (i) Hardware
  - (ii) Computer Stationery
- (h) Details of outstanding adjustment of Advance drawals, if any.

Station \_\_\_\_\_

Dated \_\_\_\_\_ 20 \_\_\_\_\_

Relieved  
Government Officer

Relieving  
Government Officer

*Note :-* This form will also be used by Treasury Officer besides Collector and Sub-divisional Officers-in-Charge of a Treasury.