

# Govt. Residential Women's Polytechnic College, Payyanur

## CHARGE HAND OVER REPORT

As per the Order No:.....dated.....

I have handed over the charges of .....with respect to the following registers to Sri/Smt.....(Name & Designation) as on \_\_\_\_\_

1. Stock Register .....Section
- 2 Stock Register .....Section
3. Stock Register .....Section

Place: Payyanur  
Date:

Signature :  
Name & Designation:

I have taken over the charges of ..... with respect to the following registers from Sri/Smt. ....(Name & Designation) as on \_\_\_\_\_

1. Stock Register .....Section
2. Stock Register .....Section
3. Stock Register .....Section

Place: Payyanur  
Date:

Signature :  
Name & Designation :

Verified by:

.Head of Section concerned / W/S /Supdt/Office Sr.Supdt.

(Office Seal)

Counter signed by:  
Principal

Copy to :

1. Sri.....( Party concerned)
2. Sri.....( Party concerned)
3. Head of Section Concerned./ W/S /Supdt/Office Sr.Supdt.
4. Purchase & Store Section( D.Section)
5. Establishment (E) Section
6. Accounts (A1,SECTION)
7. Bill section (A2)
8. Stock file
9. O.C

