

CERTIFICATE OF TRANSFER OF CHARGE

Certified that I have in the forenoon of this 24th February, 2018 take over charge as Sub-Divisional Officer i/c Pynursla Civil Sub-Division, East Khasi Hills District, Meghalaya.

RELIEVED OFFICER

Signature _____
Name in Block Letters: _____
Designation: _____
Station:- **SHILLONG**
Dated:- **24th February, 2018**

RELIEVING OFFICER

Signature Ch
Name in Block Letters:- **(Smti I. Mawlong, MCS)**
Designation: **Director of Land Records & Survey,**
Meghalaya, Shillong.
Station:- **SHILLONG**
Dated:- **24th February, 2018**

(For use in Audit Office) only

Noted in A/R at page _____

M.F.R. FORM No. 54 (APPENDIX)
[See Rule 149 (5)]
CERTIFICATE OF TRANSFER OF CHARGE

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

Certified that I/We have in the forenoon/ afternoon of this day respectively made over and assumed charge and responsibility of the following:-

Cash Rs _____
Permanent Advance _____
Others _____

Relieved Officer _____
Relieving Officer _____

SO/AAO/AO/AG

Memo No LRS. 24/2016/ 1988-2004

Dated Shillong, the 26th February, 2018

- Copy forwarded to :
- (1) The Private Secretary to the Chief Minister, Meghalaya, Shillong.
 - (2) The Private Secretary to the Deputy Chief Minister, Meghalaya.
 - (3) The Private Secretary to the Ministers/Ministers of State, Meghalaya, Shillong.
 - (4) The Private Secretary to the Chief Secretary to the Govt., of Meghalaya, Shillong.
 - (5) The Private Secretary to the Advocate General, High Court Meghalaya, Shillong.
 - (6) The Private Secretary to the Addl. Chief Secretary to the Govt. of Meghalaya, Revenue & Disaster Management Department Shillong.
 - (7) The Private Secretary to the Govt. of Meghalaya Personnel & AR (A) Department.
 - (8) The Accountant General, (A&E), Meghalaya, Shillong.
 - (9) The Commissioner of Division for East, West and South West Khasi Hills, East & West Jaintia Hills and Ri-Bhoi Districts, Shillong.
 - (10) The Secretary to the Govt. of Meghalaya, Revenue & Disaster Management Department, Shillong.
 - (11) The Director of Printing and Stationery, Meghalaya, Shillong for publication of the Notification in the Meghalaya Gazette.
 - (12) The Director of Accounts & Treasuries, Meghalaya, Shillong.
 - (13) State Informatics Offices/Senior System Analyst, NIC Meghalaya, Shillong.
 - (14) The Deputy Commissioner, East Khasi Hills District, Shillong.
 - (15) The Under Secretary to the Govt. of Meghalaya, Election Department and Assistant chief Electoral Officer with reference to Memo.No.EL.29/2017/91-A dated 22nd Feb, 2018.
 - (16) The Treasury Officer, Shillong.
 - (17) Officer concerned/Guard file/Personal file.

Note:- Separate Certificate (as per form appended) also to be used where transfer/ assumption of Responsibilities for Cash, Stores etc.

Ch
Director of Land Records & Survey
Meghalaya, Shillong