**Govt. Polytechnic College, Adoor**

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……………………………………………………(Name &Designation) as on 00- 00-2017

1.Stock Register …………………………………..Section

2 Stock Register …………………………………..Section

3. 2 Stock Register …………………………………..Section

 Signature : Place:Adoor

Date:00-00-2017 Name & Designation:

 I have taken over the charges of **………….** with respect to the following registers from Sri. ………………… ……………. .(Name &Designation) as on 00- 00-2017

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

 Signature :

Place: Adoor

Date: 00-00-2017 Name & Designation :

Verified by:

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

 Counter signed by:

 (Office Seal)

 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