

FORM 2403

To
The Principal Accountant General(A & E)
West Bengal
2 ,Govt Place (West) Treasury building
Kolkata-700001

Sub:-Charge Taking Over of Sri/ Smt as

of District.

(Ref Memo No-)

Sir,
With reference to Rule 61 of the West Bengal Financial Rules, Volume- 1, the undersigned, have to report

that we have this day of at 'O' clock in the Forenoon/Afternoon

respectively delivered over and received charges of the office of the

of District Vide Order No.

Signature of the Relieved Officer.....
Name (in Block letter):
Service / Designation:

Signature of the Relieving Officer.....
Name (in Block letter):
Service / Designation:

The place at which the order of appointment was received..... and
with reference to Rule 88(7) of the West Bengal Financial Rules, Volume- 1:1 acknowledge to have received
Rs. . in cash and.Rs in Bank and that the full amount of such advance is
due from and to be accounted for me.

And with reference to Rule 62(2) of the West Bengal Financial Rules, Volume- 1(the
Relieving Officer) certify that I have examined the amounts, the cash, inspected the Store counted weighed 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 satisfactory.

Signature of the Relieving Officer.....
Name (in Block letter):
Service / Designation:

Memo no. /1(9) Dated:

Copy forwarded for information and necessary action to-

- 1 The Additional Chief Secretary/ Principal Secretary/ Secretary, Department of Agriculture, Govt of WB
- 2 The Director of Agriculture, Jessop building, 63, N.S.Road Kolkata700 001.
- 3 The Joint Director of Agriculture,
- 4.
- 5.
- 6 The Treasury Officer,
- 7 Sri/ Smt
- 8 Sri/ Smt
- 9 Accounts Section