MVGM Govt. Polytechnic College, Vennikulam

CHARGE HAND OVER REPORT

I have handed over the charges of ………………….with respect to the following registers to Sri……………………………………………………(Name &Designation) as on 00- 00-20…

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

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

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

Signature : Place:Vennikulam

Date:00-00-20… Name & Designation:

I have taken over the charges of **………….** with respect to the following registers from Sri. ………………….(Name &Designation) as on 00- 00-20…….

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

Signature :

Place: Vennikulam

Date: 00-00-20…. 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