

# GOVT. POLYTECHNIC COLLEGE, ATTINGAL

## CHARGE HAND OVER REPORT

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

1. Stock Register ..... .Section.....
2. Stock Register ..... Section.....
3. Stock Register ..... Section.....
- 4.

Place: Signature :  
Date: - Name & Designation:

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

1. Stock Register ..... .Section.....
2. Stock Register ..... Section.....
3. Stock Register ..... ..Section.....
- 4.

Place: Signature :  
Date: - - Name & Designation :

Verified by:

.HOD concerned / W/S /Supdt/Office Sr.Supdt.

(Office Seal)

Counter signed by:

Principal

Copy to :

1. Sri.
2. Sri.
3. Head of Section Concerned./ W/S /Supdt/Office Sr.Supdt.
4. Purchase & Store Section( P.Section)
5. Establishment (E) Section