

Memorandum of taking and making over charge
(Regulations 1069 to 1150)

I have carefully examined all the office books and have satisfied myself, so far as lay in my power, that they have been correctly kept and that the expenditure on account of contract contingencies as shown in the statement attached hereto has not been excessive up to date.

I have also examined the Registers of Lands and Buildings and of Landed Property and found that they have been kept up to date.

The amount of cash in hand this day is Rs. and is on the following accounts :—

(Here will follow details)

I have noted all pending matters of an important nature, and have received the note-book on my predecessor. The clothing account of each officer and the general clothing account of the district have been made up to date.

(i) The following sums are due to contractors and others;--

(Here will follow details)

Or

(ii) No sums are due to contractors or others.

N.B.—When any sum of money is due the heading will be as in (i), otherwise as in (ii). The acquittance rolls for the month before last have been received duly signed and stamped and are filed in the office.

I have satisfied myself from the Register of Securities and the file of receipts from the Inspector-General of Registration, kept in officer, that the orders about Securities have been fully carried out.

(Here note exceptions, if any)

The monthly cash accounts have been regularly received from police-stations and show no large sums in deposit. The permanent advance have been duly accounted for.

The arms and accoutrements have been examined and found to be complete and in good order.

N.B. – If any of the above remarks cannot be made in any instance, the actual state of the case should be given, and the certificate varied to suit the facts.

Dated,

The19 .

Signature of Relieving officer.