

FORM O.G.F.R. – 2
(See Rule – 63)

To

The Director,
Madhusudan Das Regional Academy of Financial Management
(MDRAFM),
Bhubaneswar

Sir,

In pursuance of Order No. 158/F, FD, dated 03-01-2023 I/We
have this day 11.01.2023 in the forenoon/afternoon relinquished/ made over and
taken over/ assumed charge of the OFS-I (JB)
In the Khordha district.

Yours faithfully, Rubina Mahid

Place : MDRAFM, Bhubaneswar
Date : 11.01.2023

Signature of Relieving Officer

Signature of Relieved Officer

Additional information to be furnished in respect of
taking over charge of Government money.

I, (Relieving Officer) acknowledge to have received Rs. _____ (In
Words) Rupees _____
_____ of permanent advance and Rs.
_____ (In Words) Rupees _____
_____ of other cash and the full amount of such
advances/cash is due from and to be accounted for by me.

Place :
Date :

Signature
(Relieving Officer)

Additional Information to be furnished regarding leave etc.

(i) By Relieved Officer

1. If proceeding on leave -
- (a) Address during leave -

(b) Place at which leave salary -
Is to be drawn

(If a treasury outside the state a
copy of the last pay certificate
should be furnished to the A.G.)

2. If on Transfer -
The post and station to which -
Transferred

3. If not proceeding on leave or on -
transfer, reasons for relinquishing
the charge

Signature
(Relieved Officer)
Date :

(ii) By Relieving Officer

1. If returning from leave -
2. If on transfer from a post -
from which transferred
3. If not returning from leave or -
another post, reasons of taking
over charge

Signature
(Relieving Officer)
Date ;

Copy forwarded to

(Relieving Officer)