

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 Notification) dated 03-01-2023 I/We have this day 10-01-2023 in the forenoon/afternoon relinquished/ made over and taken over/ assumed charge of the joined as OFS probationer in MDRAFM In the Khurda district.

Yours faithfully,

Barsha Subhadasshini Pujahari

Place : MDRAFM, Bhubaneswar

Signature of Relieving Officer

Date : 10.01.2023

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 :

Signature

Date :

(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)