

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. 154/F, 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 Khordha district.

Yours faithfully,

Saswat Pani

Place : MDRAFM

Date : 10/01/2023 .

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 :

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)