

**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, 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 OFS probationer in MDRAFM in the district  
In the \_\_\_\_\_ district. Khurda.

Yours faithfully,

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 -