

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. 168/F (FD Notification), dated 3-01-2023 I/We  
have this day 10-01-2023 in the forenoon/afternoon relinquished/ made over and  
taken over/ assumed charge of the joined as OT&AS Probationer in MDRAFM  
In the Khurda district.

Yours faithfully,

Atul Ranjan Mahapatra  
Signature of Relieving Officer

Place : MDRAFM, Bhubaneswar

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)