

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. _____, dated _____ I/We
have this day _____ in the forenoon/afternoon relinquished/ made over and
taken over/ assumed charge of the _____
In the _____ district.

Yours faithfully,

Place :

Signature of Relieving Officer

Date :

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)