Govt.Polytechnic College,Punalur

CHARGE HAND OVER REPORT

I have handed over the charges of ………………….with respect to the following registers to Sri……………………………………………………(Name &Designation) as on 00- 00-20…

1.Stock Register…………………………………..Section

2 Stock Register …………………………………..Section

3.2 Stock Register …………………………………..Section

 Signature : Place:Vennikulam

Date:00-00-20… Name & Designation:

 I have taken over the charges of **………….**with respect to the following registers from Sri. ………………….(Name &Designation) as on 00- 00-20…….

1. Stock Register ……………………………..Section
2. Stock Register ……………………………..Section
3. Stock Register ……………………………..Section

 Signature :

Place:Punalur

Date: 00-00-20…. Name &Designation:

Verified by:

.Head of Section concerned**/** W/S /Supdt**/**Office Sr.Supdt.

Counter signed by:

 (Office Seal)

Principal

Copy to :

1. Sri. Party concerned
2. Sri. Party concerned

3.Head of SectionConcerned./ W/S /Supdt/Office Sr.Supdt.

4. Purchase & Store Section(D.Section)

 5. Establishment (E) Section