



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM – 695011, INDIA
(An Institute of National Importance under Govt.of India)

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CERTIFICATE OF TRANSFER OF CHARGE
(Retirement/Relieving/Transfer)

Certified that we have taken over/handed over charge of _____

(Section/Divison/Department) on the date of _____ FN/AN.

Items handed over/received include all official documents related to Section/Divison/Department, stock verified report, official emails, institute equipments including PC, Printer if any. It is also certified that new in charge has been trained/briefed about the day to day work of the Section/Division/Department.

Relevant particular required vide order No _____
dated _____ is furnished below.

(use separate sheet if required)

(Emp. Code, Name & Signature of Officer handling over charge) (Emp. Code,Name & Signature of Officer taking over charge)

Remarks of the HOD concerned

Forwarded to P & A Divn. for documentation

Signature and seal of HOD