



Sukkur Electric Supply Company (SEPCO)

CHARGE REPORT CERTIFICATE

Certified that with reference to office order No. _____
_____ dated _____ (copy enclosed),

We have in the Forenoon / Afternoon of the this day respectively made over and received charge of the office of _____

Brief description of the charge taken over is included below:-

(Score out which is not applicable).

- I). Cash taken over as per Cash Book.
- II). Keys of Cash Chest.
- III). List of important pending cases and documents.
- IV). List of more important cases to be put up / decided on specific dates.
- V). List of important works in progress.
- VI). List of miscellaneous items under personal charge of the officer.

Signature of
Relieved Officer _____

Name. _____

Station. _____

Designation. _____

Dated. _____

Office. _____

Signature of
Relieved Officer. _____

Name. _____

Designation. _____

Office. _____

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BACK SIDE

DISTURIBUTION.

- Original.** To be sent to the Audit Officer concerned, authorized to issue salary
- Duplicate Copy.** To be sent to the Authority issuing orders of transfer, promotion, revision posting appointments etc.
- Triplicate Copy.** To be sent to the next higher administrator Authority.
- Quadruplicate Copy.** To be retained by the Relieving Officer / Officer assuming or taking over charge.
- Quintuplicate Copy.** To be retained by the Relived Officer / Relinquishing or handing over charge.
- Pentuplicate Copy.** To be retained as officer copy.

Full signature of officer assuming / taking over charge.
(Office Stamp)

NOTE. The “original”, “Duplicate copy” and “Triplicate copy” shall be forwarded by a covering letter to the next higher administrator Authority who will pass on the “Original” and “Duplicate copy” with his remarks and observations thereon to the Officer concerned immediately, under intimation to the Officer assuming / taking over charge.

Remarks and Observations of next higher administrative Authority.

Full signature & Designation
Of next higher administrative Authority.

FOR USE OF AUDIT OFFICE
