



A.C.G.-61

DEPARTMENT OF POSTS, INDIA

(See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)
Charge Report and Receipt for cash and stamps on transfer of charge

Certified that the charge of the office of _____

was made over/relinquished/assumed by (name) _____

to (name) _____ at (place) _____

on the (date) _____ (forenoon/afternoon) in accordance with

Memo No. _____

Dated at _____ the _____.

Relieved Officer

Relieving Officer

* Certified that the balance of this date of the several books (including Stock Book and Registers) and accounts of the office have been checked and found correct.

* Certified that the balance as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Cash	Rs.	P.
Stamp	Rs.	P.
Revenue	Rs.	P.

Relieved Officer

Relieving Officer

Dated at _____ the _____.

Copy forwarded to

- 1) The SPOs/SSPOs, _____ Division, PIN - _____.
- 2) The Postmaster, _____ H.O, PIN - _____.
- 3) The ASPOs/IPOs, _____ Sub Division, PIN - _____.
- 4) The Sub Postmaster, _____ S.O, PIN - _____.
- 5) The Relieved Officer, (name) _____.
- 6) The Relieving Officer, (name) _____.
- 7) Office Copy.

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* The Certified where not actually required may be scored out.