

F.R. Form No. 3

CERTIFICATE OF TRANSFER OF CHARGE

(See Rule 61 of the West Bengal Financial Rules, Volume-1)

With reference to Rule 61 of the West Bengal Financial Rules, Volume-1 we the undersigned have to report that we have this day the 16th, August, 2016 in the forenoon respectively delivered over and received charges of the Addl District Magistrate (Genl.) Howrah as per Order No. 1326/Estt. dated 05.08.2016 of the District Magistrate, Howrah

Occasion of Transfer of Charge

In the event of joining of Shri Avijit K. Latua, WBCS(Exe) ADM(Genl.), Howrah after availing Earned Leave for the period from 08.08.2016 to 12.08.2016 prefixing 06.08.2016 & 07.08.2016 and suffixing 13.08.2016, 14.08.2016 & 15.08.2016 being Govt holidays

Signature of the Relieved Officer

(Name IN BLOCK LETTERS)

SHRI RAJARSHI MITRA  
IAS

Service & Designation Addl. District Magistrate(Genl.), Howrah

Signature of the Relieving Officer

(Name IN BLOCK LETTERS)

SHRI AVIJIT KUMAR LATUA  
WBCS(Exe)

Service & Designation: Addl. District Magistrate(Genl.), Howrah

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, HOWRAH  
GENL. ESTABLISHMENT SECTION

Memo No. : 1381/115) -Estt. Dated : 16.08.2016  
Copy forwarded for information and taking necessary action to

- 1) The Pr. Accountant General (A&E), West Bengal Treasury Building, Kolkata-1
- 2) The Commissioner, Presidency Divn, Kolkata Collectorate Building 11, N S Rd, Kolkata-1
- 3) The Pr. Secretary to the Govt. of West Bengal, P & A R Deptt., IAS Cell, Nabanna, Howrah
- 4) The Jt. Secretary to the Govt. of West Bengal, P&AR Deptt., IAS Cell, Nabanna, Howrah
- 5) Shri Avijit Kumar Latua, WBCS(Exe), Addl. District Magistrate (Genl.), Howrah
- 6) Shri Rajarshi Mitra, IAS, Addl. District Magistrate (Genl.), Howrah
- 7) The Dy Secretary to the Govt. of W. B. P & AR Deptt., Service Records & Accounts Cell, Writers'Buildings, Block-IV, 2<sup>nd</sup> floor, Kolkata-1.
- 8) The Dy Secretary to the Govt. of W. B. P & A R Deptt., I T Cell, Nabanna, Howrah
- 9-15) CA to DM / A.D.M (G) / A.D.M (Panch) / A.D.M(Dev) / A.D.M(LR) SDO, Sadar, Uluberia, Howrah.

For District Magistrate & Collector,  
Howrah.