

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 5th, August, 2016 in the afternoon 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.

UBA(IT)
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Occasion of transfer of charge
Since Shri Avijit Kr. Latua, WBCS(Exe), ADM(Genl.), Howrah is proceeding to avail 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 AVIJIT KUMAR LATUA
WBCS(Exe)

Service & Designation

Addl. District Magistrate(Genl.), Howrah

Signature of the Relieving Officer:

(Name IN BLOCK LETTERS)

SHRI RAJARSHI MITRA
IAS

Service & Designation:

Addl. District Magistrate(Dev.), Howrah

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

Memo No. : 1335/(15) -Estt. Dated : 05.08.2016

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., (WBCS Cell), Nabanna, Howrah.
- 5) Shri Avijit Kumar Latua, WBCS(Exe), Addl. District Magistrate (Genl), Howrah
- 6) Shri Rajarshi Mitra, IAS, Addl. District Magistrate (Dev.), Howrah
- 7) The Dy. Secretary to the Govt. of W. B, P & AR Deptt., Service Records & Accounts Cell, Writers' Buildings, Block-IV, 2nd 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.