Charge Report and Receipt for cash and stamps on departure.

Certified that the charge of the office of

……………………………………………………………………………………………………………………………………

was made over by (name)

……………………………………………………………………………………………………………………………………

to (name) …………………………………… at (place) ……………………………………………………………

On the (date) ………………………………… fore/after noon in accordance with

No. ………………………….. Dated ………………………… from.

Relieved Officer  Relieving Officer

[P.T.O]
*Certified that the balances of this date of the several branches, Stock Book and Register) and accounts of the office have been checked and found correct.

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

<table>
<thead>
<tr>
<th></th>
<th>Rs.</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Stamp Imprest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Made up of:

1. Stamps
2. Cash

Relieved Officer          Relieving Officer

Dated the

(Forwarded to …………………………………………………………………………)

*The certificate when not actually required may be scored through.