

**ASEB SCHEDULE-II FORM NO. 21**  
**ASSAM POWER GENERATION CORPORATION LIMITED**

**CERTIFICATE OF TRANSFER OF CHARGES**

**(RULE 145 OF THE ASSAM FINANCIAL RULES)**

To,

1. PS to the Managing Director, APGCL, Bijulee Bhawan, Guwahati-1.
2. The Chief General Manager (Gen/PP&I/H&C/NRE/F&A), APGCL, Bijulee Bhawan Guwahati-1
3. The General Manager (HR), APGCL, Bijulee Bhawan, Guwahati-1.
4. The General Manager, LTPS/NTPS/KLHEP/LKHEP, Lakwa/Namrup/Lengery/Longku.
5. The Dy. General Manager (F&A), APGCL, Bijulee Bhawan, Guwahati-1.
6. The Asstt. General Manager (F&A), GAD, APGCL, Guwahati-1.
7. The AGM (F&A),LTPS/NTPS/KLHEP/LKHEP, Lakwa/Namrup/Lengery/Longku.
8. The Officers Concerned.
9. Personal File.

Sir/Madam,

With reference to the Order No. .... Dated  
..... by the ....., I/We, the undersigned have the honour to report that I/we  
have, this ..... at ..... in the forenoon handed over/  
taken over the charge of ....., in the office of the  
..... on .....

*(I have occupied the official residence allotted to me with effect from  
\_\_\_\_\_ Day of \_\_\_\_\_)*

**Signature of Relieving Officer**

Full Name: .....

Designation:.....

Audit No:.....

*(I have vacated the official residence allotted to me with effect from  
\_\_\_\_\_ Day of \_\_\_\_\_)*

**Signature of Relieved Officer**

Full Name: .....

Designation:.....

Audit No: .....

[To be struck out whichever is not relevant]