**Assam Power Generation Corporation Limited**

CHARGE HANDOVER/TAKEOVER RECORD

(To be submitted along with charge handing over report)

(Ref: Order No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_)

**Document No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Office:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of immediate reporting officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Held:-**  ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of Important Ongoing works

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Description of Ongoing works | Type of funding (Own source/SOPD/ZPC etc) | Contract Review Document (CRD) | Critical Issues |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |
| 04 |  |  |  |  |
| 05 |  |  |  |  |

1. Details of Court Cases

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Description of Ongoing Court Cases | Present Status | Total details of documents submitted | Remarks |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

1. Details of pending audit objection/ report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Description of pending audit objection/report | Present Status | Total details of documents submitted | Remarks |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

1. Details of Office Equipments, Computers, Laptops, Software etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Description of Items handed over | Present Condition | Details of Password etc | Remarks |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |
| 04 |  |  |  |  |

1. List of Important Documents/ Files handed-over

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | File name details | File number/Type | Critical Issues | No of pages |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |
| 04 |  |  |  |  |
| 05 |  |  |  |  |

1. Store/Materials clearance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Details of GRN/Materials issued | Weather GRN closed in SAP or not | Critical Issues | Remarks |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |
| 04 |  |  |  |  |

1. Quarter Clearance

|  |  |  |  |
| --- | --- | --- | --- |
| Sl/No | Quarter Details | Vacation/Occupation Details | Remarks |
| 01 |  |  |  |

1. Finance Clearance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl/No | Imprest/Advance details | Submission status | Submission details | Remarks |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

The above shall be submitted before releasing an officer on account of transfer/resignation/retirement etc.

Extra pages shall be attached as per format as applicable.

DM/AM-HR of respective establishment shall coordinate the process.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Relieving Officer) (Controlling Officer) (Relieved Officer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (AGM-Materials) (AGM-CIVIL) (AGM-HR)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (DGM/ AGM of F&A Wing) {GM of Establishment/ GM (HQ)}