

## CERTIFICATE OF TRANSFER OF CHARGE

Head Quarter :

Post :

Order under which :

### RELIEVED OFFICER

- 1) Name and Initial (Block Letters) :
- 2) i) If Proceeding on Leave : -  
ii) Duration of Leave : -  
iii) address during leave : -
- 3) i) If retiring if Proceedings on leave :  
Preparatory to retirement and if it is  
Proposed to draw the provident fund  
Money immediate whether application  
has been sent to Accountant General or :  
ii) If on Transfer :  
a) Post :
- 4) Signature :
- 5) Official Designation if holding charge :  
in addition to other duty.

### RELIEVING OFFICER

- 6) Name and Initial (In Block Letters) :
- 7) Whether returning from leave :
- i) If so place to which orders of Posting :  
were received.
- ii) If not from what :  
a) Post :  
b) Station :  
c) Date of relief of old station :
- 8) Signature :
- If only holding Charge in whether to  
Other duty. :
- 9) Official designation of Relief Officer :

**CHARGE LIST**

( Tick on Your Option )

**Page No : 1**

Name Of The School : ZPHS / MPHS / MPUPS / MPPS / ..... : .....  
 Mand ..... Dist: ..... AP / TS. PIN : .....  
 al : .....  
 No : ..... Dated : ..... / ..... / 201...

**REGISTERS:**

1 ) **Admission Registers:** Total Admission Registers are = .....  
**Volume No 1 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 2 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 3 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 4 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 5 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 6 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....  
**Volume No 7 :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....

2 ) **Admission Forms:**  
**OLD:** Admn No From ..... To ..... ( Old )  
 Year :. From ..... To .....  
**PRESENT :**  
 Admn No From ..... To .....  
 Year :. From ..... To .....

3 ) **Record Sheets**  
**OLD:** R.S No From ..... To .....  
 Year :. From ..... To .....  
**PRESENT :**  
 R.S No From ..... To .....  
 Year :. From ..... To .....

4 ) **Pay Bill Registers:**  
 Volume No: 1 To Volume No : .....  
 ( Year From : ..... To : ..... )

( This Form prepared by and available at [www.Guruvu.In](http://www.Guruvu.In) )

Full Signature Of the Taken Over Headmaster  
 Date : ..... / ..... / 201 ...

Full Signature Of the Hand Over Headmaster  
 Date : ..... / ..... / 201 ...

**CHARGE LIST**

( Tick on Your Option )

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**Name Of The School :** ZPHS / MPHS / MPUPS / MPPS / ..... : .....  
**Mandal :** ..... **Dist:** ..... **AP / TS.** **PIN :** .....  
**No :** ..... **Dated :** ..... / ..... / 201...

**5 School Grant Bank Details:**

A/C No: .....  
 Name Of the Bank: .....  
 Name Of The Branch: .....  
 IFSC Code: .....  
 Closing Balance : .....  
 No Of Passbooks: .....  
 No Of Checkbooks: .....  
 Closing Check No: .....  
 Last Issued Check No: ....., Date: ....., Amount: .....

**6 Cash Books:**

Volumes From Volume: 1 to Volume: ..... Total Cash Books Are =

**7 School Management Committee ( S.M.C ) Registers:**

Volumes From Volume: 1 to Volume: ..... Total SMC Registers Books Are =

**8 Transfer Certificate ( T.C ) Books:**

Old: Total Books Are = .....  
 From : .....  
 To: .....  
 Present: First T.C No: .....  
 Last Issued T.C No: .....

**9 Service Registers Of Staff:**

Total No. Of Service Books Are = .....  
 Service Books Of ( Details Below ):

S.No	Employee Name	Employee Id
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

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**Name Of The School :** ZPHS / MPHS / MPUPS / MPPS / ..... : .....  
**Mand** ..... **Dist:** ..... **AP / TS.** **PIN :** .....  
**al :** .....  
**No :** ..... **Dated :** ..... / ..... / 201...

**10 Personal Files Of Staff:**

Total No. Of Personal Files Are = .....  
 Personal Files Of ( Details Below ):

S.No	Employee Name	Employee Id
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

**11 Attendance Registers:**

**A ) Teacher's Attendance Register ( Present ) =**

**Old :** From Year  
 To Year  
 Total:

**B ) Student's Attendance Registers :**

**Present Academic Year :**  
 Class From ..... To ..... ( T/ M or U / M ) Total =  
 Class From ..... To ..... ( E / M ) Total =  
 Grand Total : .....

**12 Class Marks Registers:**

**Present Academic Year :**  
 Class From ..... To ..... ( T/ M or U / M ) Total =  
 Class From ..... To ..... ( E / M ) Total =  
 Grand Total : .....  
**Old:** From Year : ..... To Year : ..... ( Total No. Of = ..... )

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 Mand al : ..... Dist: ..... AP / TS. PIN : .....  
 No : ..... Dated : ..... / ..... / 201...

**14 L.P.C Registers:**

Present: From ..... To .....  
 Old: From ..... To .....

**15 Vidya Volunteers Registers :**

**A ) Attendance Registers:**

Present: From ..... To .....  
 Old: From ..... To .....

**B ) Honorarium cum Acquittance Registers:**

Present: From ..... To .....  
 Old: From ..... To .....

**16 Village Education Registers:**

Total =  
 Details If Any:

**17 Student's Scholarship Registers:**

Present: From ..... To .....  
 Old: From ..... To .....

**18 Casual Leave Registers:**

Present: From ..... To .....  
 Old: From ..... To .....

**19 SSC :**

**Present Academic Year :**

- A) SSC Office Copy of Marks Registers( ): from \_\_\_\_\_ to \_\_\_\_\_
- B) SSC Nominal Rolls Register(File): From : ..... To : .....
- C) SSC Xerox Copies of OMRs : from: ..... To : .....

**Previous Years:**

- A) SSC Office Copy of Marks Registers( ): from \_\_\_\_\_ to \_\_\_\_\_
- B) SSC Nominal Rolls Register(File): From : ..... To : .....
- C) SSC Xerox Copies of OMRs : from: ..... To : .....

**20 Audio-Visual Equipment Registers:**

T.V.:  
 Video Player:  
 Radio / Taperecorder:  
 Projector:  
 Public Audio System:

**21 Out Box Registers:**

**22 Inbox Registers:**

**23 Stock Register:** No . Registers are =  
 Last Entry Date:

**24 Library Books Issue Register:** Last Entry Date:

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 Mand ..... Dist: ..... AP / TS. PIN : .....  
 al : .....  
 No : ..... Dated : ..... / ..... / 201...

25 **Games Register:** No . Registers are =  
 Last Entry Date:

26 **Mid Day Meals Registers:**

	Register Name	No.Of	From	To	Remarks
A )	Day Wise Rice Issue Reg				
B )	Day Wise Eggs Issue Reg				
C )	Day Wise Taste Reg				
D )	Day Wise Bill Reg				
E )	Month Wise Acquittance Reg				
F )	Month Wise Rice Reg				
G )	Month Wise Bill Reg				
H )	Month Wise Eggs Reg				

27 **Income Tax Files Stock Register:**  
 No . Registers are =  
 Last Entry Date:

28 **P.R.C Files Stock Register:**  
 No . Registers are =  
 Last Entry Date:

29 **Child Info Files Stock Register:**  
 No . Registers are =  
 Last Entry Date:

30 **Student's Profile Files Stock Register:**  
 No . Registers are =  
 Last Entry Date:

31 **Casual Leave Applications File**

32 **U DISE Booklets** No . Booklets are = From ..... To .....  
 Last Booklet:

33 **Micro Plan Booklets :**  
 No . Booklets are = From ..... To .....  
 Last Booklet:

34 **Census Registers:**

35 **Computer log Registers:**

36 **Programmes Registers ( Cultural ):**

37 **Donation Register:**

38 **CCE Grading Consolidated Registers:**

Present Academic Year :

Class From ..... To ..... ( T/ M or U / M ) Total =  
 Class From ..... To ..... ( E / M ) Total =  
 Grand Total : .....

Old: From Year : ..... To Year : ..... ( Total No. Of = ..... )

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S.No	Name Of The Item	Short Discription	No.Of	Rate	Total Value	Purchased On	Status	Remarks
39	Visitor's Registers:							
40	Academic Guidance Register:							
41	School Develepment Plan Register:							
42	Minoity Students Register							
43	P.H.C Students Register:							
44	S C Students Registers:							
45	S.T Students Registers							
46	B.C Students Registers:							
47	Movement Register:							
48	Teacher's Meeting Registers:							
49	Parent's Meeting Register:							
50	Text Books Issue / Acquittance Register:							
51	Uniforms Issue / Acquittance Register:							
52	<u>Students Progress Cards:</u>							

S.No	Class	Medium	No.Of	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL				

From Year : ..... To Year : ..... ( Total No. Of = ..... )

- 53 School Grants Bills , Vouchers:
- 54 Out Of School Children Register:
- 55 Student's Health Cards

S.No	Class	Medium	No.Of	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL				

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 al : .....  
 No : ..... Dated : ..... / ..... / 201...

S.No	Name Of The Item	Short Discription	No.Of	Rate	Total Value	Purchased On	Status	Remarks
56	<u>Chairs</u>	Plastic						
		Iron						
57	<u>Tables:</u>	Plastic						
		Iron						
58	<u>Students Desks:</u>	Plastic						
		Iron						
59	<u>Benches</u>	Wood						
		Iron						
60	<u>Water Tanks:</u>	Plastic						
62	<u>Fans</u>							
63	T.V							
64	Projector:							
65	Radio							
66	Mugs							
67	Binde							
68	Dish Antenna							
69	Computers							
70	Printers:							
71	Cameras							
72	National Leaders Portraits:							
73	National Flag , Rope :							
74	<u>Lab Equipment Register :</u>							
		Maths:						
		Phy.Sci:						
		Bio.Sci:						
		Social:						
		TOTAL :						
75	Locks :							
76	Trunk Boxes :							
77	Beeruvas / Almarahs : Wooden							
		Iron						
78	Shelfs / Racks :	Wooden						
		Iron						

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