

MAHATMA GANDHI UNIVERSITY

AdA1-3-246/2016

Dated: 31.05.2016

CIRCULAR

Sub: Promotion/ Transfer/ relief of Officers-Furnishing of Certificate of Transfer of Charges- reg.

Ref: Note No. Reqr/02.212/2016 dated 09/05/2016 with the orders of the Vice Chancellor.

The Vice Chancellor has issued the following directions for strict compliance while officers take/ handover charges of Seats/ Sections/ Departments/ Schools etc. on Transfer/ Promotion/ relief etc.

1. Hence forth all Officers having custody of files / registers/documents/valuables etc shall, upon transfer, promotion, relief from service etc, submit the newly prescribed certificate –along with the certificate of transfer of charges, duly signed by Branch Officers / HOD at both ends.
2. The salary of the officers who are transferred would be released only on the furnishing of the detailed CTC with Certificates at the relevant sections in the Administration/ FCC/Audit.
3. Statutory Officers who avail leave for more than 35 days / LPR (Leave Preparatory to Retirement) shall hand over charges to their immediate Supervisory Officer before they leave the Head Quarters/ proceed on leave.
4. Section Officers who avail leave for more than 35 days / LPR (Leave Preparatory to Retirement) shall hand over charges to the senior most Assistant Section Officer/ Assistant in the section so that normal work does not get affected on account of there being no Section Officer in the section concerned.
5. Officers retiring from service shall hand over charges to the immediate Supervisory Officer and a report to this effect shall be forwarded to AdAVIII Section which shall not issue NLC in the

event of non-receipt of such a report regarding handing over of charges by an officer retiring from University Service.

Sd/-
REGISTRAR

To

1. All Sections/ Departments/ Schools
2. PS to VC/ PVC
3. PA to Registrar/ FO/ CE
4. All ARs/ DRs/ JRs
5. Content Management Section (To publish in the University Website)
6. AdAVIII / PRO/ FCC/General Store
7. Notice Board.
8. SF/ FC

APPROVED FOR ISSUE



SECTION OFFICER