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No.2-ITPO(2)/E I/2005  
India Trade Promotion Organisation  
(Administration Division)


August 22, 2006.

**C I R C U L A R**

In continuation to Administration Divisions circulars dated September 6, 2005 and December 13, 2005, it has further been decided that consequent on transfer of officials, the relieved official and the relieving official shall also submit a Certificate of Transfer of Charge as per the enclosed proforma.

Failure to observe the procedure shall invite strict disciplinary action against the erring official(s).

This issues with the approval of the competent authority.

  
22/08/06  
(M.P. Srivastava)  
Dy. General Manager(Admn)

All officers and staff

Copy for information to :

1. PS to CMD
2. PA to ED
3. SGM
4. All HoDs
5. Regional/foreign offices
6. Vigilance/Salary sections

5      *ph*

**CERTIFICATE OF TRANSFER OF CHARGE**

To

1. FA&CAO
2. OSD(Admn.)
3. Dy.CVO
4. HoD of the Relieving Division
5. HoD of the new Division
6. Relieving Officer
7. Relieved Officer
8. PS to CMD for information
9. PA to ED for information

I Shri/Smt./Ms. \_\_\_\_\_ have handed over the charge of the office of \_\_\_\_\_ (designation) to Shri/Smt./Ms. \_\_\_\_\_ in the forenoon/afternoon of \_\_\_\_\_ of \_\_\_\_\_ of 2006.

\* I have handed over documents & files in my custody as per list attached.

( \_\_\_\_\_ )

**Relieved Officer**

( \_\_\_\_\_ )

**Relieving Officer**

\*Strike out if not applicable.

**No.2-ITPO(2)/E-I/2005**  
**India Trade Promotion Organisation**  
**(Administration Division)**


New Delhi, the 6<sup>th</sup> September, 2005

**C I R C U L A R**

It has been observed that the officers/staff are not following proper system of handing over and taking over of the charge at the time of their transfer from one section to another section. In this regard, the following guidelines shall be followed:-

1. A list of files/cases pertaining to the concerned seat shall be prepared as detailed below:
  - i) List of pending cases.
  - i) List of cases processed
  - ii) List of important cases, if any action is required to be taken or otherwise.
2. A typed and signed list in regard to Sl.NO.1 shall be handed over to the concerned officials posted in their place.
3. A copy of the list shall also be handed over to the concerned HOD.

This issues with the approval of the Competent Authority.

  
**(S. Bahadur)**  
**Manager(Admn.)**

To:  
All officers and staff.

Copy to:-

1. PS to CMD
2. PA to ED
3. All HODs
4. Regional/Foreign Office

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No.2-ITPO(2)/E.I./2005  
India Trade Promotion Organisation  
(Administration Division)

13<sup>th</sup> December 2005


**C I R C U L A R**

In continuation to Administrative Divisions circular dated September 6, 2005, it is once again reiterated that, proper procedure should be followed for handing over and taking over the charge on transfer of officials from one division to another.

It has been decided that the record of the files handed over and taken over should be submitted alongwith charge report without fail, as per the enclosed proforma. A copy of the proforma should invariably be endorsed to the HoDs.

Failure to observe the procedure shall invite strict disciplinary action against the erring official(s).

This issues with the approval of the Competent Authority.

  
13/12/05  
(M.P. Srivastava)  
Dy. General Manager (Admn.)

To:  
All officers and staff

Copy for information to:

PS to CMD  
PA to ED  
All HoDs  
All Regional/Foreign Offices

(Name of the Division)

**PROFORMA FOR HANDING/TAKING OVER OF FILES/DOCUMENTS**

S.No.	Documents/ File No.	Subject	No. of pages	
			Note portion	Correspondence
1.				
2.				
3.				
4.				
5.				

**Taken over**

Name :  
Designation :  
Dated :

**Handed Over**

Name :  
Designation :  
Dated :

CC:

HoD