

EDUCATION DEPARTMENT
CHARGE REPORT FORM FOR GAZZETTED OFFICERS

(For all charges among Gazetted Government Servants) all these certificates should be at once filled up and dispatched by the same date.

Certified that I ----- have this day
----- after noon/fore noon taken over/made over -----
the charge of the -----
both officers being present with reference to the order of the -----

No.----- Dated:----- transferring from-----
----- to -----

Signature of the Govt.Servant
(taking over/making over the charge)

OFFICE OF THE GOVERNMENT -----
Enct No.-----Dated:-----

The Charge Reports of taking over/making over are submitted for information and necessary action to:-

1. District Account Officer Khushab
2. The Secretary, Government of the Punjab, Education Department, Lahore.
3. D.P.I.(Schools/Colleges) Lahore.
4. The Executive District Education Officer Khushab.
5. The District Education Officer (S.E) Khushab.

On ----- forwarded a Certificate declaring that the charge of the -----
----- has been taken over/made over
by ----- after noon/fore noon on -----

(Signature with seal)