

To  
The Registrar  
BUET, Dhaka.

Sir,

With reference to Article 47 of the Civil Account Code, we, the undersigned have the honour to report that we have this ..... day of .....19 .....at ..... O'clock in the ..... respectively, delivered over and received charge of the office of the ..... of ..... in the .....District, Dhaka.

Relieved Officer

Relieving Officer

N.B: If the relieving officer is joining a new station on return from leave on average pay of not more than four months, he should not below the place at which he received the order of appointment.

Please at which the orders of appointment were received and with reference to Art. 78 of the Civil Account Code, 1 (the Relieving Officer) acknowledge to have received ..... Rs ..... of the permanent advance, and that the full amount of such advance in the due from and to be accounted for by me.

District:

Signature:

Relieving Officer's Designation:

N.B: 2 Seperate to form of certificate has been prescribed for District Officer's transfer of charge of a treasury.

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The signature should be ligibly written, as, when they cannot be deciphered a great deal of delay arises in dealing with these certificates.