

Certificate of Transfer of Charge in case of Government aided Non-Government College Principal
(VIDE Financial Rule 61, West Bengal Financial Rules, 1979, Chapter-I)

Name of the College	
Address of the College	
Name of the Affiliating University	
Telephone No.	
TAN	
PAN	
Name of the Relieved Principal	
Name of the relieving Principal/TIC	

Statement of Financial Position of the College as on 31.10.2014

Bank Account Details						
Bank Name	Branch	Account No	Balance as per Cash Book as on 31.10.2014	Balance as per Pass Book as on 31.10.2014	Amount of cheque issued but not cleared as on 31.10.2014	Balance

Fixed Deposit Details							
Bank Name	Branch	Account No	Face Value	% of interest	Date of Deposit	Date of Maturity	Maturity Value

Certificate of Transfer of Charge

(VIDE Financial Rule 61, West Bengal Financial Rules, 1979, Chapter-I)

We, the undersigned, have to report that we have this day the _____ in the afternoon respectively delivered over and received the charges of the office of the Principal of _____ College before the Governing Body of the College on the occasion of the retirement/resignation of the relieved Teacher-In-Charge Sri/Smt/Dr. _____, S/O _____ residing _____ who took over the charge of this college as Principal /Teacher-In-Charge on _____ and is being released from the said responsibility w.e.f. _____ as the new Principal Sri/Smt/Dr. _____, S/O _____, residing at _____ is assuming the charge of the college w.e.f. _____

Signature of the relieving Principal/TIC
Date 31.10.2014 (A/N)

Signature of the relieved Principal/TIC
Dated 31.10.2014 (A/N)

Certified that I have examined the accounts, counted the cash, received the Bank Pass Books and Bank Reconciliation Statements, inspected the stores, counted, weighed and measured certain selected articles in order to test the accuracy of the return, and discrepancy or defect has been found to be nil. I also certify that the state of record is correct.

Signature of the relieving Principal/TIC
Date _____.

Signature of the members of the Governing Body

S/N	Name	Designation	Signature with date
1		President	
2		Secretary	
3		Govt. Nominee	
4		Govt. Nominee	
5		CU Nominee	
6		CU Nominee	
7		Local Councilor of the Municipality	
8		Teachers' Representative	
9		Teachers' Representative	
10		Teachers' Representative	
11		Teachers' Representative	
12		NTS Representative	
13		NTS Representative	
14		Students' Representative	