

To
The Sr. DDG/ADG (Pers.)
TEC, New Delhi.

I have to report that I have relinquished/assumed the charge of (designation)
at TEC New Delhi in the Forenoon/Afternoon of (date) on proceeding/expiry of
leave w.e.f. to on transfer/on promotion
vide No. dated.....

Yours faithfully,

Signature:
Name (In capital):
Staff No.
Phone

Dated: at New Delhi.

No.....

Dated.....

Shri/Smt./.....relinquished/assumed the charge.

Controlling Officer

Copy forwarded to: -

1. A.O. (Cash), TEC.
2. ADG (MM), TEC.
3. ADG (AS), TEC.
4. Personal file.