



**NORTHERN POWER DISTRIBUTION COMPANY OF A.P. Ltd.
CORPORATE OFFICE :: WARANGAL.**

CERTIFICATE OF TRANSFER OF CHARGE

Head Quarter: _____

Date: _____

Post: _____ order under which transfer of charge is made vide

FOR USE ON AUDIT OFFICE:

RELIEVED OFFICER:

Entered in A/R.
Entered in L/ Acct.
Entered in H/S.
Pay-Slip/ Leave Salary.
Certificate issued.

Auditor /P.O

1. Name of initials (Block Letters):
2. i). a). If proceeding on leave :
b). Address during leave :
c). Place at which leave salary is to be drawn :
- ii). If retiring or if proceeding on leave preparatory to retirement if it proposed to draw the provident fund money immediately whether application for with drawal of provident fund money has been sent to the Accountant General. :

Or

- iii). If transferred :
a). Post :
b). Station:
to which transferred _____

3. Signature:

4. Official designation if only holding charge in addition to other duty.

5. SAP Log-in Handing Over:

SAP (Production-999) Log-in name: _____

(HANDED OVER)

(Contd.....2)

FOR USE ON AUDIT OFFICE:

RELIEVING OFFICER:

Entered in A/R. Entered in L/ Acct. Entered in H/S. Pay-Slip/ Leave Salary. Certificate issued. <p align="right">Auditor /P O</p>

6. Name and initial (Block Letter):

7. i). Whether returning from leave:

ii). If not, from what :

a). Post :

b). Station. :

c). Date of relief at old station :

8. if only holding charge in addition to other duty :

a). Official designation of Relieving Officer:

b). Name of officer posted if known

(_____)

9. SAP Log-in Taking Over:

I hereby declare that SAP Production Client User ID _____ is handed over to me with the password and I have changed the password immediately which is known to me only and I will use the Log-in to discharge duties in my new capacity as _____(designation)

Date:_____ Time:__:__:__ (AM/PM)

(TAKEN OVER)

Copy Submitted to: