



icmr
INDIAN COUNCIL OF
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.18/1/2019-Admn-II

Dated: 10.12.2019.

OFFICE MEMORANDUM

It is observed that officers are not submitting their report of transfer of charge in Form GFR 16 (earlier Form GRF 33) duly signed both by the relieved and relieving officers. As per the provisions of rule 286(1), it is mandatory for every officer in ICMR to report the transfer of charge in Form GFR 16 (Annexure 1) duly signed both by the relieved and relieving officer. This certificate of transfer of charge shall be sent on the same day to the Director of the Institutes or the DG, ICMR, as the case may be.

(Bharat Bhushan)
Sr. Administrative Officer

Encl: As above

Distribution :

The Directors/Directors-in-Charge of Permanent Institutes/Centres of ICMR.

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Asstt. Director-General (Admn.)
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID(sharma.lk@icmr.gov.in) for website upload.

GFR 16

[See Rule 286 (1)]

CERTIFICATE OF TRANSFER OF CHARGE

Certified that I/ we have in the forenoon / afternoon of this day respectively made over and received the charge of the Office..... in pursuance or Order No..... dated

Relieved Officer Relieving Officer

Signature..... Signature

(Name in Block Letters) (Name in Block Letters)

Designation..... Designation.....

Station..... Station.....

Dated..... Dated.....

(For use in Audit Office / PAO only)

Noted in A/R at page

SO/AAO/AO/PAO

Noted in A/R at page.....

SO/AAO/AO/PAO

Forwarded

NOTE –Separate certificate (as per Form appended) also to be used where transfer /assumption of charge involves responsibilities for Cash, Store etc.