

  
**MIZORAM UNIVERSITY**  
**AIZAWL : MIZORAM — 796012**

(Appointment / Officiating / Transfer / Leave etc.)

**CHARGE REPORT**

Certified that the charge of the post of \_\_\_\_\_  
in the Mizoram University, Aizawl has been assumed/relinquished by me this forenoon /  
afternoon of \_\_\_\_\_ in accordance with  
Memo No. \_\_\_\_\_ dt. \_\_\_\_\_

Signature : \_\_\_\_\_

Name (in block) : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Countersigned by

Controlling Officer / Head of Department

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to :-

1. Finance & Accounts Section, Mizoram University, Aizawl.
2. Person concerned.
3. Personal file concerned.
4. Head, Dept. of \_\_\_\_\_  
Mizoram University, Aizawl.

Signature of Dy. R (A) / A.R. (A)