

**K.F.C. FORM 8**

[See Chapter IV, Article 81(a) and Chapter V, Article 96]

**Acknowledgment on permanent advances, etc., to be attached to the first salary bill of the relieving officer presented after the transfer of charge**

Office of the .....

1. We certify that the furniture register and the catalogue of books of this office/institution have been properly written up and kept up-to-date. The articles and books have been counted and examined by us/the office assistant Sri.....under our direction and supervision on the ..... They are in good condition and agree with the Furniture Register and catalogue of books and written up to this day.
2. I .....(relieving officer) certify that I have this day taken over the sum of Rs..... being the permanent advance of this office/institution from Sri.....(relieved officer) and the amount is due from and has to be accounted for by me.

**Signature of Relieved Officer**

Station :

Date :

**Signature of Relieving Officer**

**NOTE:-** When there is a transfer of charge of an office this certificate should be written up and signed by both the relieved and relieving officers and the certificate should be attached to the first salary bill of the relieving officer presented after the transfer of charge.