ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE - 1

HANDING OVER CHARGE REPORT

I, Dr./Mr./Mrs. _____
have on the forenoon/afternoon of _____
handed over the charge / additional charge of the current duties of the post of _____ Group / Section _____
at NIV Pune, to Dr./Mr./Mrs. _____
on _____ as (reason) _____

Signature :

TAKING OVER CHARGE REPORT

I, Dr./Mr./Mrs. _____
have on the forenoon/afternoon of _____
taken over the charge / additional charge of the current duties of the post of _____ Group / Section _____
at NIV Pune, from Dr./Mr./Mrs. _____
on _____ for the above reason.

Signature :

COUNTERSIGNED

DIRECTOR