

# 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**