

निर्यात निरीक्षण परिषद्

(आई एस ओ 9001 : 2015 प्रमाणित संस्थान)
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

EXPORT INSPECTION COUNCIL
(An ISO 9001:2015 Certified Organisation)
(Ministry of Commerce & Industry, Govt. of India)

सं.निनिप/प्रशा/सा. प्रशा)/60724/2020-21/1792

दिनांक : 05.01.2021

परिपत्र संख्या.03/2020

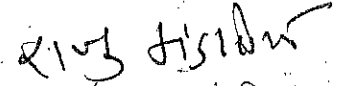
विषय: स्थानांतरण/सैवानिवृति पर अधिकारियों का प्रभार सौंपने - संबंध में ।

महोदय,

कृपया निम्नलिखित दस्तावेज आप के आगे की आवश्यक कार्यवाई हेतु संलग्न किए जा रहे हैं ।

सधन्यवाद ।

भवदीय,


(आर एम मंडलिक)

उप - निदेशक (तकनीकी)

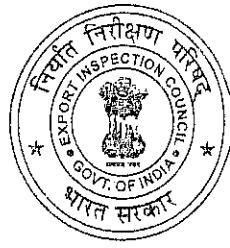
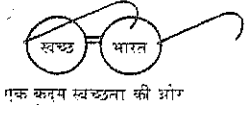
अतिरिक्त प्रभार उप- निदेशक (गैर तकनीकी)

सेवा मे,

1. संयुक्त निदेशक (प्रभारी)/ उप निदेशक (प्रभारी), निनिअ -दिल्ली, मंबई, कोलकाता, चेन्नई, कोच्ची
2. अनुभाग अधिकारी (प्रशासन) निनिप, नई दिल्ली
3. लेखा विभाग निनिप/निनअ - दिल्ली, मंबई, कोलकाता, चेन्नई, कोच्ची
4. हिंदी विभाग, निनिप
5. कार्यालय परिपत्र फाईल

जानकारी के लिए कॉपी

1. मुख्य सतर्कता अधिकारी, निनिप, नई दिल्ली
2. अपर निदेशक, निनिप, नई दिल्ली



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EXPORT INSPECTION COUNCIL

(An ISO 9001:2015 Certified Organisation)

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No. EIC/ADMN/GA/60724 /2020-21 /1792

Dated: - 05.01.2021

CIRCULAR No.03/2020

Subject: Handing /Taking over charge of Officials on Transfer/Retirement - reg.

It has come to the notice that the Officers/Officials in EIC/EIAs are relieved without proper handing over/taking over charge of records/files after being transferred from one place to another place of posting or at the time of retirement.

Therefore, all the concerned Agency heads / Admin heads are strictly advised to ensure that proper handing over/taking over may be followed as per enclosed formats of GFR16 and & NOC/No dues Certificate. Further, Last Pay Certificate (LPC) of the transferred officials shall be issued only after receipt of handing over/taking over as per enclosed formats.

These instructions shall be circulated to all the concerned at EIC/EIAs for information and strict compliance.

Hindi version will follow.

Diwakar Nath Misra

(Diwakar Nath Misra)

Director (I&Q/C), EIC

To,

1. Joint Director (I/C)/ Deputy Director (I/C), Export Inspection Agency- Delhi/Mumbai/Kolkata/Chennai/Kochi
2. Deputy Director (Administration), EIC, New Delhi
3. Accounts Sections EIC/EIAs -Delhi/Mumbai/Kolkata/Chennai/Kochi
4. Hindi Section, EIC
- ✓ 5. Office Circular file

Copy for information:

1. Chief Vigilance Officer, EIC, New Delhi
2. Additional Director, EIC, New Delhi

EXPORT INSPECTION COUNCIL/EXPORT INSPECTION AGENCY

<i>NOC/No Dues Certificate</i>		
Name of the Employee		
Designation		
Date of joining		
Date of Resignation / Transfer / Deputation / Promotion		
Signature of the Employee	Signature of the Reporting Officer/ Departmental Head	
Departments	Received / Due if any	Name (in block letter) / Designation & Signature
A) IT Dept. (with asset identification no.)		
1) Laptop / Desktop/pen drive		
2) Laptop Case		
3) Adapter & other IT accessories, headphone		
4) Surrender e-office credentials		
5) Computer password (laptop / Desktop)		
6) Data Card		
7) SIM of Mobile Connection, Mobile bills if any		
8) NPS credentials (A/C section)		
9) E mail credentials (NIC Mail)		
10) PFMS Credentials		
11) GeM credentials		



FORM 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 charge of the Office..... in pursuance of Order No..... dated

Received Officer
Signature
(Name in Block Letters)
Designation.....
Station
Date

Relieving Officer
Signature
(Name in Block Letters)
Designation.....
Station
Date

(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, Stores etc.

12) Change of Mobile number in e-office/NIC Mail / GeM / NPS		
B) Administration		
1) Cupboard /Locker / Drawer/ cabinets Key(s) if any		
2) Identity Card – EIC/EIA 3) Identity Card /Validation Slip- Ministry 4) Access Card		
5) Books		
6) Submitted / written all APAR in the capacity of officer reported upon / reporting officer / reviewing officer as forwarded to him / her (In case of retirement/ super annuation)		
C) Accounts section		
1) Any payment or dues pending 2) Any advance given 3) Any recovery pending		

Note: Please mention "NA", if Not Applicable and do not leave column blank

Name & Signature of Admin, EIC/EIAs

Name & Signature of Agency Head (I/c), EIAs / Additional Director, EIC