

High Court of Judicature at Allahabad
(Administrative-E-I Section)

NOTICE

Hon'ble the Incharge Leave Sanctioning Authority has been pleased to pass the following order on 25.01.2023;

“Proforma of Handing & Taking Over Charge Certificates for all the Gazetted Officers Class I (except Judicial officers) and Class II officer (except Review Officers and its equivalent officers/posts) of High Court, Allahabad, be amended with the provision of countersignature by the Registrar General as well as by the Registrar/Joint Registrar/Deputy Registrar (Establishment)/(Joining) as the case be applicable. If the said certificates are countersigned by the Registrar General himself, there is no need of forwarding the same. Thereafter, the same be sent to the chamber of Registrar/Joint Registrar/Deputy Registrar (Establishment)/(Joining), High Court, Allahabad, for information and further proceeding.”

Sd/-
(Ashish Garg)
Registrar General

No. 1409 /Admin (E-I) Section/ Allahabad/ Dated: 31.01.2023

(For the Gazetted Officers)

Name of the Officer :
(In Block Letter)

Employee ID-.....

HANDING OVER CHARGE CERTIFICATE

Certified that charge of the office ofHigh Court of
Judicature at Allahabad is being handed over by me in the forenoon/afternoon of
..... for availing of **Earned Leave / Medical Leave** for days w.e.f.
..... towith permission to prefix
..... and to
suffix in
anticipation of sanction of leave.

()

Relieved Officer
X
Relieving Officer

Designation & Signature
of the **Forwarding Officer**.....

Countersignature

.....
Registrar/Joint/Deputy Registrar
(Establishment)/(Joining)
High Court of Judicature at Allahabad.

Countersignature

.....
Registrar General
High Court of Judicature at Allahabad

(Note : If the countersignature is made by the Registrar General, there is no need of forwarding.)

REGISTRAR GENERAL ALLAHABAD

(For the Gazetted Officers)

Name of the Officer :
(In Block Letter)

Employee ID.-.....

TAKING OVER CHARGE CERTIFICATE

Certified that charge of the office of.....High Court of
Judicature at Allahabad is being taken over by me in the forenoon of after
availing of **Earned Leave / Medical Leave** for days w.e.f.
towith permission to prefix
..... and to
suffix in
anticipation of sanction of leave.

X
Relieved Officer

(.....)
Relieving Officer

Designation & Signature
of the **Forwarding Officer**.....

Countersignature

.....
Registrar/Joint/Deputy Registrar
(Establishment)/(Joining)
High Court of Judicature at Allahabad.

Countersignature

.....
Registrar General
High Court of Judicature at Allahabad

(Note : If the countersignature is made by the Registrar General, there is no need of forwarding.)