

 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamilnadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034</b>  ई-मेल / Email: <a href="mailto:budgetprcco@gov.in">budgetprcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a>  दूरभाष / Ph: 28335007 / 28335053 फैक्स / Fax: 044-28331050 / 1015</p>	
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GCCO/I/5/4/2023-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI

Date: .04.2023

**CIRCULAR NO. 01/2023**

**Sub: Instructions on Handing/taking over charge on Transfer – Reg.**  
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The Principal Chief Commissioner of GST & C. Ex, Chennai Zone has directed that whenever an officer is transferred, the officer has to prepare a handing over note and brief his successor before getting relieved from his charge so that the transition is smooth. The pending Inward Correspondences and issues which needs further follow-up has also to be clearly mentioned in the Handover Note.

It is also required for the immediate Controlling Officer to endorse the note before relieving the officer on transfer. While endorsing, the controlling officer shall ensure that the Hand Over Note covers all the areas of work handled by the transferred officer and no major omissions noticed.

Proforma for Handing over Note on Transfer is enclosed herewith. This Proforma shall be used by all the concerned officers starting from the Annual General Transfers 2023.

Encl: As above

*C.R.* *20/04/2023*  
**(BHUVANESWARI RAVI)**  
**CHIEF ACCOUNTS OFFICER**

Copy to:

1. The Sr. Ps to the Principal Chief Commissioner of GST & C. Ex, Chennai Zone
2. The Deputy Commissioner /Assistant Commissioner of Pr. CCO, Chennai GST
3. The Chief Accounts Officer, Pr. CCO, Chennai GST
4. All sections of Pr. CCO, Chennai
5. The Computer Section, Pr. CCO, Chennai

### **Handing Over Note on Transfer**

1. Name of the officer handing over charge :
2. Designation :
3. Present charge (being handed over) :
4. To whom charge is handed over :
5. Transfer Order No & Date :
6. Details of the charges handed over :
  - (a) Description of duties / responsibilities  
in the given charge :
  - (b) Pending files & ICs :  
(Briefly describe the issue with File no, status & action to be taken further)
  - (c) No of Files & ICs to be handed over :
  - (d) E – office Files to be handed over :
  - (e) Any item of time bound work to be done on priority :

**Name & Designation**  
(Handing over Officer)

**Name & Designation**  
(Taking over officer)

Certified that the Hand Over Note covers all the items of work handled by the transferred officer.

**Signature of the Controlling Officer** :

**Name** :

**Designation** :