



**HARYANA POWER GENERATION CORPORATION LTD.**  
**Shakti Bhawan, Sec-6, Panchkula**

**CHARGE REPORT**

Certified that I Sh. \_\_\_\_\_, this day i.e. \_\_\_\_\_ AN  
relinquished the charge of the office of the Chief Engineer/Admn., HPGC, Panchkula on  
retirement from the services of HPGC notified vide office order No. \_\_\_\_\_  
dated \_\_\_\_\_.

Signature of Officer,  
Relinquishing charge.

Endst. No.

Dated :

Copy of the above is forwarded for information and necessary action to :-

1. Dy. Secy./Estt, HPGC, Panchkula.
2. Sr. Accounts Officer (Pay & Accounts), HPGC, Panchkula.

Signature & Designation of  
the Controlling Officer

CC

Sr. PS to Managing Director/Director, HPGC, Panchkula.



**HARYANA POWER GENERATION CORPORATION LTD.**  
**Shakti Bhawan, Sec-6, Panchkula**

**CHARGE REPORT**

Certified that I Sh. \_\_\_\_\_, this day i.e. \_\_\_\_\_  
relinquished the charge of the office of the Chief Engineer/Admn., HPGCL, Panchkula  
vide office order No. \_\_\_\_\_ dated \_\_\_\_\_.

Date of commencement of assuming of charge \_\_\_\_\_.

Date of completion of assuming of charge \_\_\_\_\_.

Accounts classification to which the pay post is chargeable.

Signature of Officer  
Assuming charge

Signature of Officer,  
Relinquishing charge.

Endst. No.

Dated :

Copy of the above is forwarded for information and necessary action to :-

1. Chief Engineer/Projects & Planning, HPGCL, Panchkula.
2. Dy. Secy./Estt, HPGCL, Panchkula.
3. Sr. Accounts Officer (Pay & Accounts), HPGCL, Panchkula.

Signature & Designation of  
the Controlling Officer

CC

Sr. PS to Chief Engineer/Admn., HPGCL, Panchkula.