

**NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE HEALTH  
MUMBAI - 400 012**

**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 \_\_\_\_\_ in  
Div / Dept / Section \_\_\_\_\_ at NIRRH, Mumbai, 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 \_\_\_\_\_  
Div / Dept /Section \_\_\_\_\_ at NIRRH, Mumbai,  
from Dr./Mr./Mrs. \_\_\_\_\_ on \_\_\_\_\_  
for the above reason.

Signature:

**COUNTERSIGNED**

Director / SR. Admin. Officer