

**GOVERNMENT OF MIZORAM**  
**FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT**  
**TREASURY SQUARE : AIZAWL.**

.....

**NOTIFICATION**

Dated Aizawl, the 9<sup>th</sup> November, 2017


**No.B.16011/3/2017-FCS&CA/33** : In the interest of Public Service, the Governor of Mizoram is pleased to replace Form No.7 (Schedule B) of Food, Civil supplies & Consumer Affairs Manual (Revised Edition) 2008 relating to Certificate of Transfer of Charges in respect of Supply Centre/SDC/PDC as per the format enclosed herewith

**Sd/- H.L. ROCHUNGNUNGA**  
Secretary to the Govt. of Mizoram,  
Food, Civil Supplies & Consumer Affairs Department.

Memo No.B.16011/3/2017-FCS&CA/33 : Dated Aizawl, the 9<sup>th</sup> November, 2017.

Copy to :-

1. Secretary to Governor of Mizoram
2. P.S to Chief Minister, Government of Mizoram.
3. All P.S. to Ministers, Government of Mizoram.
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
5. Director, FCS&CA Department, Government of Mizoram.
6. Controller, Printing & Stationery with spare 6 copies for publication in the Mizoram Gazette.
7. All DCSO, FCS&CA Department
8. ✓ Web Manager, FCS&CA Department for uploading in the Department Website
9. All Service Association under FCS&CA.
10. Guard File.

  
( VANRAMMAWII )  
Under Secretary to the Govt. of Mizoram  
Food, Civil Supplies & Consumer Affairs Department.

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**CERTIFICATE OF TRANSFER OF CHARGES**

**Schedule - B**

Form No. 7 (Revised on 2017)

Certified that I/We have in the forenoon/afternoon of and this day ..... Respectively made over and assumed charge and responsibility of ..... Centre with the following commodities, cash and other documents :

**PART - I 'A' STOCK**

Name of commodity	Book balance on on date of Transfer of charge (in qtl)	Actual quantity handed over (in qtl)	Shortage if any (in qtl)	Damaged stock if any (in qtl)	Ex-godown price or rate per qtl.	Total value of shortage (in qtl)	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

**PART - I 'B' CASH**

Book Balance as per Cash Book (in Rupees)	Actual Cash handed over (in Rupees)	Balance/Shortage (in Rupees)
1	2	3

**PART - II ( RECORD REGISTERS HANDED AND TAKEN OVER)**

1. Receipt Register commodity wise for the periods from ..... to .....
2. Sale Register, Commodity wise for the periods from ..... to .....
3. Stock Despatch Register Commodity wise for the periods from ..... to .....
4. Stock Register Commodity wise for the periods from ..... to .....
5. Cash Book for the periods from ..... to .....

**PART - III ANALYSIS OF SHORTAGE OF STOCK & CASH**

1. Shortage : ..... qtls
2. Damage if any : ..... qtls  
Actual shortage : ..... qtls  
Value : Rs. .... qtls
3. Reason of Damage and action taken if any : .....
4. Total shortage (Stock & Cash) Rs. : .....
5. Responsible Official : .....

a) Relieved Officer

b) Relieving Officer

Signature of Supervision Officers

Copy to :

1. Director, FCS & CA.
2. Dy. Director (Accts.), FCS & CA.
3. DCSO concerned.
4. Persons concerned.



INVENTORY HANDED OVER

1. Table : \_\_\_\_\_ Nos.
2. Office Chair : \_\_\_\_\_ Nos.
3. Almirah : \_\_\_\_\_ Nos.
4. Weightment Materials :
  - 1.
  - 2.
  - 3.
5. Others :
  - 1)
  - 2)
  - 3)

Relieved Officer

Relieving Officer

Signature of Supervisor