

The supervisor incharge taking the employees on rolls on transfer shall indicate the following details with muster rolls.

- a) Date of joining.
- b) O.O.No. & Previous station of posting.

The employees who have been issued with tools and plant items should return the same to the supervisor incharge. In case, if they fail to return the T & P items, the supervisor incharge shall advise the list of tools and plant items with their cost to the controlling officer and Sr, DPO/SC for their recovers from the employees.

This issues with the approval of the competent authority i.e DRM/SC

*D.Malathi*  
6/11/2012  
(D.MALATHI)  
APO/M/SC

for Sr. Divl. Elec. Engineer/TRSO/SC

C/- CPO/SC for kind information please.

C/- Sr. DEE/TRSO/SC, DME/P/SC, Sr. DFM/SC for information please.

C/- CCC/CC's SC, KZJ, DKJ, BPA, RDM, BDCR, BIDR, SNF, PRLI, CT, ChOS/Mech. Rng Bills, O.O. file cadre file, Employees, CS&WI/ONM(3 Copies), CTLC/SC & CPCOR/SC for information and necessary action.

*Dul*

for Sr. Divl. Elec. Engineer/TRSO/SC