

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT**  
**MAIN CENTRE, KALADY**

**RELIEVING REPORT**

On initial appointment/transfer/after leave/promotion  
(Strike off whichever is not applicable)

1. Name of the Officer :
2. Designation :
3. Scale of pay :
4. Order number and date of transfer :
5. Date of relieving :
6. No. of Casual Leave already availed this year :
7. No. of Duty Leave already availed during this year:

Place:  
Date:

Signature of the Officer

Counter signed by Supervisor: