**Handing Taking Over Form on Superannuation/Resignation/LTT/Transfer**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Things to be handed over** | **Physical verification (√ if Applicable)** | **Remarks** |
| **1** | **Files/Documents** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **2** | **List of Equipment/Furniture** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **3** | **List of Pending Works** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **4** | **Additional responsibilities (If any)** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Handed over by:**

(Signature)

Name:……………………………………….. EID: …………………………….

Position Title:…………………………….. Position Level: …… ……………

Division, Dept.: ……………………………………………..

**Furniture/Equipment taken over by:**

(Signature)

Name:……………………………….. EID: …………………………….

Position Title:……………………………..Position Level: …… …………….

Division,Dept: ……………………………………………..

 In presence of:

**Pending Works and files taken over by:**

(Signature)

Name:……………………………………….. EID: …………………………….

Position Title:…………………………….. Position Level: …… …………….

Division,Dept: ……………………………………………..

 In Presence of:

 Date: ……………