

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: