**Work Handover Form**

|  |  |  |
| --- | --- | --- |
| Employee Name : | Emp. No.  | Sector:  |
| Job Title:  |
| Reason for Work Handover : | Vacation | Transfer | End of Employment | Others : |
| Taken over by: |   |  Emp. No:  |

**Guideline**:*This form must be filled and completed before releasing the Employee and a copy of this must**be attached with the Employee Clearance form. The employee should include all relevant files, documents and materials relevant to the work / task being turned over to the person as directed by his supervisor. Extra pages may be used as required.*

**I.** **Any task(s) which are pending or under progress at time of handover:**

|  |  |  |
| --- | --- | --- |
| Sl.No | Task(s) | Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Note :** *For pending task(s), provide the reason (e.g. pending approval etc.)*

1. **Binder / Box File / Document / Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Binder/Box file/Document/Reference | Short description | Location |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**III. Financial Commitments if any**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Commitment | Amount | Remark |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IV. Inventory of Tools, Equipment etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Description** | **Qty** | **Remark** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ACKNOWLEDGEMENT**

*Handed over / Taken over above stated items:*

|  |  |  |
| --- | --- | --- |
| **Handing over employee** | **Taking over employee** | **Witness: (Agency Head)** |
| Signature: | Signature: | Signature: |
|  |  |  |
| Emp.No. | Emp.No. | Name: |
|  |  |  |
| Date | Date: | Emp.No.: |
|  |  | Date |