**Form 1: Handing-Taking Over Details**

**Employee Name: Employee ID No.:**

**Position Title: Agency:**

**Reasons for handover (Tick one):**  (LTT) (Leave) (Transfer) (Promotion) (Separation)

**Taken over by: Employee ID No.:**

| **Checklist** | **Yes**  *(If Yes, mention details in the Table)* | **Table No.** | **No** | **Taken Over By** |
| --- | --- | --- | --- | --- |
| Transfer of Documents/Files |  | Table 1 |  |  |
| Audit matters |  | Table 2 |  |  |
| Projects/Activities |  | Table 3 |  |  |
| Responsibility/Portfolio/Focal |  | Table 4 |  |  |
| Emails and other digital informations |  | Table 5 |  |  |
| Handover of Physical and Digital Assets |  | Table 6 |  |  |
| No Due Certificate |  | Table 7 |  |  |

**Note:** *This form should be filled and completed before releasing the employee and a copy of the form should be attached along with the No Due Certificate. The employee should include all the details relevant to the work or task being handed over to the person as directed/mandated by the supervisor/HRD/regulations or law. IT Access Revocation should be executed separately by those relevant agencies/civil servants.*

**Signature: Supervisor:**

**Name: Signature:**

**Table 1: Transfer of Documents/Files**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **File/Doc Name** | **File Index** | **Physical condition (e.g., good, damaged)** | **Date of Transfer** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

*Add rows if required*

**Handed over by: Taken over by:**

**Name, Signature, Date Name, Signature, Date**

**Supervisor Name & Signature**

**Table 2: Handover of Audit Matters**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AIN** | **Observation Title** | **Details** | **RAA Comments** | **Audit Focal (Name & Contact No.)** | **Status (Partially Implemented/**  **Not Implemented)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Add rows if required*

**Handed over by: Taken over by:**

**Name, Signature, Date Name, Signature, Date**

**Supervisor Name & Signature**

**Table 3: Transfer of Projects/Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Project/Activities** | **FIC** *(If Applicable)* | **Status** *(Completed, Ongoing, Overdue, In Pipeline)* | **Date of Transfer** | **Remarks** |
| 1 | Project document |  |  |  |  |
| 2 | Physical progress |  |  |  |  |
| 3 | Financial progress |  |  |  |  |
| 4 | Physical site handover |  |  |  |  |

*Add rows if required*

**Handed over by: Taken over by:**

**Name, Signature, Date Name, Signature, Date**

**Supervisor Name & Signature**

**Table 4: Transfer of Responsibility/Portfolio/Focal Person**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Responsibility/Portfolio/ Focal Personship** | **Details** | **Briefing**  **Conducted** | | **Remarks** |
| 1 | National Focal Point for Bilateral/Multilateral |  | Yes | No |  |
| 2 | Focal Point for Project |  | Yes | No |  |
| 3 | Committee Memberships |  | Yes | No |  |

*Add rows if required*

***Note:*** *The transfer of responsibility/portfolio/focal person should be accompanied with briefing, if required.*

**Handed over by: Taken over by:**

**Name, Signature, Date Name, Signature, Date**

**Supervisor Name & Signature**

**Table 5: Handover of Physical and Digital Assets**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Asset Type** | **Detailed Information** | **Identification/**  **Serial No.** | **Condition** *(Good/Damaged)* | **Taken over by** | **Signature** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

*Add rows if required*

**Handed over by:**

**Name, Signature, Date**

**Supervisor Name & Signature**

**Table 6: Transfer of emails and Other Online Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Type of online information** | **Particulars** | **Location of files (Online/Disk/Drive)** | **Taken over by** | **Signature** |
| 1 | Email address | No of emails |  |  |  |
| 2 | Name of drive | Number of drives and folders |  |  |  |
| 3 | System user id and password |  |  |  |  |

**Table 7: No Due Certificate**

**Name**:

**EID No.**:

**Position Title**:

**Position Level**:

**Division/Department/Agency**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Position Title** | **Division** | **Remarks** | **Signature** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Add rows if required*

S/he has no due and may kindly be relieved from the current post.

**Head of the Agency**

(Signature & Seal)

**Form 2: Handing Over of Vehicles by Outgoing Drivers**

**(Specifically for vehicles)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Details** | **Remarks** |
| Vehicle no. |  |  |
| Vehicle type |  |  |
| Year of make |  |  |
| Odometer reading (in KM) |  |  |
| Registration book status |  | Renewed |
| No of vehicle key(s) |  |  |
| Condition of vehicle |  |  |

**Handover by Taken Over by**

Signature & Date Signature & Date

**Supervisor**

(Signature & Seal)