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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**CHARGE HANDING OVER/TAKING OVER FORM (Non-Teaching)**

**Purpose:** All employees are required to fill the below form during their LONG PLANED LEAVE / IN CASE OF RESIGNATION / CHANGE OF ADMINISTRATIVE RESPONSIBILITY to ensure the smooth functioning of action in departments/Sections during their absence from duty or at the time of relieving.

**Authority:** Office Order No.NITUK/ \_\_\_\_\_ date: \_\_\_\_\_

Name : \_\_\_\_\_ Name : \_\_\_\_\_

Employee Code : \_\_\_\_\_ Employee Code : \_\_\_\_\_

Designation : \_\_\_\_\_ Designation : \_\_\_\_\_

Section/Dept. : \_\_\_\_\_ Section/Dept. : \_\_\_\_\_  
Details of Handing Over Person Details of Taking Over Person

**A) Details of Responsibilities Handed Over**  
(Details of Important Tasks)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**B) Details of Important Matters Pending**  
(Correspondence, short note of the present status and future course of action)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### **C) Details of Files /Keys /Other Material Handed Over**

I hereby hand over the following documents / files etc, pertaining to all my assignments, without any exception:-

<b>S. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Remarks</b>

Certified that I have fully understood the job assignments/processes and have taken over all the relevant documents / files / source codes/ email ids (passwords), etc. and am in a position to handle above assignments.

**(Handed over by)**

**(Taken over by)**

Signature with date

Signature with date

**HoD/Section Head**

**Asstt./Dy. Registrar (Estt.)**

**Registrar**

To  
Asstt./Dy. Registrar (Establishment)

**NOTE: Establishment Section shall forward a photocopy of this form to all concerned person for record.**