

Attachment to application.....

To be filled by faculty at the time of transfer/vacation/ resignation.....

Handover Report

Name of faculty:	
Designation:	
Department:	
Reason for Handover:	Vacation / Transfer/ Resigning/ Other_____

The subject matter of handover:

S.N.	Content/ Matter of handover	Handed over to:	Sign
1	Identity Card		
2	Subject Notes, Files soft copy, hard copy, any other material		
3	Committee-related documents mention in detail		
4	Other if any mention here.....		
5			

Acknowledgement:

A list of serial numbers and documents is mentioned in this report. Has been handed over to the respective authority during my application for vacation/ transfer/ resignation.

Place:	
Date, time:	

SIGNATURE SHEET:

The person handing over the subject matter of handover.		The person accepting the detailed subject matter of handover (Head of the department)	
Name:		Name:	
Signature:		Signature:	

Seal

Principal