

Certificate of Handing/Taking-over

1. Certified that we have jointly handed/taken over the required material.
2. The duties, responsibilities, standing operating procedures and pending action points have been explained/understood.
3. Notes with details of all related Soft & hard/physical files, documents, manuals, etc. are enclosed and have been explained as part of the handing/taking over process.

Handed Over by

Taken Over by

Signature

Signature

CC : Reporting Authority

CC : Accounts Branch & P/F

CC : Admin & HR Cell