

Assam Power Generation Corporation Limited
CHARGE HANDOVER/TAKEOVER RECORD
(To be submitted along with charge handing over report)

(Ref: Order No. _____ Date: _____)

Document No: _____ **Date:** _____

Name of Officer: _____

Name of Office: _____

Name of immediate reporting officer: _____

Post Held:- _____

1. Details of Important Ongoing works

Sl/No	Description of Ongoing works	Type of funding (Own source/SOPD/ZPC etc)	Contract Review Document (CRD)	Critical Issues
01				
02				
03				
04				
05				

2. Details of Court Cases

Sl/No	Description of Ongoing Court Cases	Present Status	Total details of documents submitted	Remarks
01				
02				
03				

3. Details of pending audit objection/ report

Sl/No	Description of pending audit objection/report	Present Status	Total details of documents submitted	Remarks
01				
02				
03				

4. Details of Office Equipments, Computers, Laptops, Software etc.

Sl/No	Description of Items handed over	Present Condition	Details of Password etc	Remarks
01				
02				
03				
04				

5. List of Important Documents/ Files handed-over

Sl/No	File name details	File number/Type	Critical Issues	No of pages
01				
02				
03				
04				
05				

6. Store/Materials clearance:

Sl/No	Details of GRN/Materials issued	Weather GRN closed in SAP or not	Critical Issues	Remarks
01				
02				
03				
04				

7. Quarter Clearance

Sl/No	Quarter Details	Vacation/Occupation Details	Remarks
01			

8. Finance Clearance

Sl/No	Imprest/Advance details	Submission status	Submission details	Remarks
01				
02				
03				

The above shall be submitted before releasing an officer on account of transfer/resignation/retirement etc. Extra pages shall be attached as per format as applicable. DM/AM-HR of respective establishment shall coordinate the process.

_____	_____	_____
(Relieving Officer)	(Controlling Officer)	(Relieved Officer)
_____	_____	_____
(AGM-Materials)	(AGM-CIVIL)	(AGM-HR/AGM-IT)
_____	_____	_____
(DGM/ AGM of F&A Wing)	{ GM of Establishment/ GM (HQ) }	