

Computer Division

**Form for Official Documents/Email Handing over
(on Resignation /Superannuation / Duty Change)**

1. Employee Code :
2. Name and Designation :
3. Department :
4. Email Address :

Declaration by the Employee [strike not applicable]

1. I have deleted my personal emails and kept all official emails in my email box.
2. I have forwarded all official emails to the email id _____
3. I have verified that my email is having _____ emails in various folders all together.
4. I have deleted all personal documents, from Computer No _____
5. I have transferred all official documents to computer No _____
6. I have verified that my office computer has _____ official documents in various folders altogether.

Date :

Signature :

Declaration by the Employee who is taking charge [strike not applicable]

1. I have received _____ official emails from email id _____
2. I have received _____ official documents from the computer used by _____
3. I have verified that my official email is having _____ emails in various folders all together.
4. I have verified that my office computer has _____ official documents in various folders altogether.

Employee Code :

Name & Designation:

Date :

Signature :

Declaration by the Computer Division [strike not applicable]

1. Email ID _____ deactivated on _____.
2. Password of designation/seat based Email changed and handed over on _____ and having _____ mails in various folders altogether.
3. Confirmed that _____ official documents in various folders altogether are transferred from computer _____ to _____.
4. Computer No _____ retained for the use of _____ / taken back on _____
5. Any other Remarks :

Employee Code :

Name & Designation:

Date :

Signature :