



حكومة الشارقة  
دائرة الحكومة الإلكترونية  
GOVERNMENT of SHARJAH  
DEPARTMENT of eGOVERNMENT



# DeG Handover Template



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## 1 Objective

The objective of this document is to plan and prepare for handing over the assigned DeG responsibilities and tasks from leaving staff to the backup staff assigned.

## 2 Credentials

<b>Name:</b> (Staff Handing Over)	Bassam	<b>Department:</b>	Technical Services – Application Section
<b>Designation:</b>	Project Manager	<b>Contact Details:</b> (During Leave)	0544415156
<b>Reason for Handover:</b>	<input checked="" type="radio"/> Leave <input type="radio"/> Transfer <input type="radio"/> Resignation/Termination		
<b>Backup Staff:</b> (Staff Taking Handing Over)	Eman Al Shaer Hussain Mohamed		

\* Form to be filled up in case the staff is going on leave for three (3) or more working days.

## 3 List of Key Tasks/Projects

(Please mention the tasks, responsibilities, accountabilities which you had been)

- 1) ESB Enterprise service Bus
- 2) OSB Oracle Service Bus Project
- 3) UAE -PASS

## 4 Key Contacts Related to Tasks (Vendors, Govt Entities, DeG etc.)

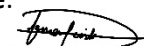
Please mention all internal and external contacts (with details) required for the tasks/projects:

Organization	Name, Address & Tel. /Email
OSB -Vendor	Yasser Badra, +20-010 999 29434 / <a href="mailto:yasser.badra@oracle.com">yasser.badra@oracle.com</a>
OSB -Vendor	Haytham Mohamed, +201019716133, <a href="mailto:haytham.m.mohamed@oracle.com">haytham.m.mohamed@oracle.com</a>

## 5 Declaration

<b>Handed over by:</b>	<b>Accepted by:</b>
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I hereby declare that I have handed over all information, details, materials, etc. related to my job role to the best of my knowledge.	I am accepting all information and details mentioned in above sections, and understand to continue the above role as required.
<b>Name:</b> Bassam Mhisen	<b>Name:</b> Hussain Mohamed /Eman Al Shaer
<b>Comments (if any):</b> I will be available during my leave on phone	<b>Comments (if any):</b> <i>Please add Muhammed Waleed as a backup for OSB</i>
<b>Signature/Date:</b>	<b>Signature/Date:</b> Eman Ibrahim  6/7/2022 Hussain Mohamed <i>MS Hussain</i> 06/07/2022 Muhammed Waleed <i>Waleed</i>

## 6 Review / Approval

<b>Line Manager/Team Leader (if applicable):</b>	<b>Head of Department:</b>
<b>Name:</b>	<b>Name:</b>
<b>Comment:</b>	<b>Comment:</b>
<b>Signature/Date:</b>	<b>Signature/Date:</b>

## 7 DeG HR / Administration Approval

<b>Name:</b>
<b>Comments (if any):</b>
<b>Signature/Date:</b>