Project Handover-Takeover Form

|  |  |
| --- | --- |
| Customer Name | Ravi Singh |
| Project/ Function Name | Blue Ally |
| Project Code | SS001 |
| Business Head/ Function Head | Nagoor Inaganti |
| Replacement of | NA |
| Reason for Replacement | NA |
| Handover Period | NA |

# --------------------- To be filled in by the outgoing person --------------------------------

# Items Handed over:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Item handed over | Item ID | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Other Remarks (if any):

# Approvals:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outgoing Person | Incoming Person | Approving Authority |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |