

## **Zonal Education Office Vavuniya North**

### **Handing Over – Taking Over Document**

Name of the Institution : -

Date of Handing Over : -

Name of the handing over officer : -

Name of the taking over officer : -

#### **Document Related to Admin**

##### **01. Number of School Log Book**

Old : -

Use : -

**02. Number of officer's Attendance Register ..... from ..... to .....**

**03. Number of officer's Leave Register ..... from..... to .....**

**04. Number of Railway Warrant Register : -**

Currently used railway warrant book details, used warrant number from ..... to .....  
unused warrant number from ..... to .....  
number of counter foils of warrant books : - .....

##### **05. General Exams result :-**

Grade 05 : - from ..... to .....

Grade G.C.E.(O/L) :- from ..... to .....

Grade G.C.E (A/L) : - from ..... to .....

**06. Students Appraisal Form number of book ..... from ..... to .....**

**07. Students Birth Certificate Files : - from..... to .....**

**08. ISA Attendance Register : - from ..... to .....**

**09. SDA Meeting Minutes : - from ..... to .....**

**10. Approved Time Table : - from ..... to .....**

**11. Approved Cadre Details Files : - from ..... to .....**

**12. Students Admissions Registers : - from ..... to .....**

## Document Related to Finance

### 01. School Development Account

Account Number : -

Bank and Branch : -

Bank Balance on ..... according to the cash book : .....

Number of Blank Cheque Book ....., Cheque leaves numbers from ..... to.....

Currently used cheque book details, used sleeves number from ..... to .....  
unused leaves number from ..... to .....

number of counter foils of cheque books : - .....

### 02. Related Documents

I. Vouchers from ..... to .....

II. Quotation files from ..... to .....

III. Audit Reports from ..... to .....

IV. Bank Statement from ..... to .....

V. Procument committee & TEC reports from ..... to .....

VI. Audit Query file :-

VII. Approved Budget : -

VIII. Receipt Books

Number of receipt books used .....

Receipts numbers from ..... to .....

Number of receipt books unused .....

Receipts numbers from ..... to .....

### 03. Facilities Fees Account

Account Number : -

Bank & Branch : -

Bank balance on ..... according to the cash book .....

IX. Vouchers from ..... to .....

X. Quotation files from ..... to .....

XI. Audit Reports from ..... to .....

XII. Bank Statement from ..... to .....

XIII. Procument committee & TEC reports from ..... to .....

XIV. Audit Query file :-

XV. Approved Budget : -

XVI. Receipt Books

Number of receipt books used .....

Receipts numbers from ..... to .....

Number of receipt books unused .....

Receipts numbers from ..... to .....

**04. Fixed deposits of SDS and PPA (Annexed)**

**05. Vehicle Details**

Vehicle No :-

I. Registration Book

II. Running Chart

III. Tax

IV. Insurance

V. Vehicle key

**06. Photocopier / Duplo Maintenance Files :-**

**07. PPA Account :-**

**08. Inventory Book Documents**

Donation Register :- Yes / No

Donation Receipt :- Yes / No

Number of inventory book in use :-

Number of any old inventory books :-

Board of Survey reports from ..... to .....

Number of reports :-.....

Issue orders, from ..... to ..... number of books :-.....

Received orders, from ..... to ..... number of books :-.....

On the above documents are checked by me and handing over to .....  
presence of Divisional Education Officer ..... on .....

.....  
**Signature of Principal (Handing Over)**

On the above documents are checked by me and *taking* over from .....  
presence of Divisional Education Officer ..... on .....

.....  
**Signature of Principal (Taking Over)**

I hereby inform you that the principal of the said school has been duly handed over the material,  
document and responsibilities of the school on the basis of transfer / retirement in my presence

.....  
**Signature of DEO**