

Annexure – II**Exit Checklist**

Name:	
Date of Relieving:	
Name of Reporting Officer/HoD/In-Charge:	
Designation & Division of Reporting Officer/ HoD/ In-Charge:	

This is to confirm that the employee has completed the following tasks/ handed over the below mentioned items.

(Kindly Note: This sheet should get signed in the sequence given below)

Reporting Officer/ HoD /In-charge			
	Y	N	Remarks
Has completed the tasks at hand			
Has transferred the knowledge to the nominated colleague/personnel			
Has transferred all the IT assets, documents, books, packages, confidential material etc., to the nominated colleague or personnel			
Has prepared a repository of all work/ deliverables			

Information Technology Section			
	Y	N	Remarks
Blocked email ID access			
Blocked to AIIMS Raipur network (Wi-Fi, LAN, etc.)			

Blocked access to all APIs, databases & other programs division of portal			
Confirmation of deletion of Facial recognition and biometric access from the AIIMS Raipur database.			

Security Office			
	Y	N	Remarks
Has submitted AIIMS Raipur Access Card to premises			
Has submitted RFID Cards, Access Card etc.to the concerned division			

Signature by **Reporting Officer/** HoD/ In-charge _____

Date: _____

Remark (If any): _____

Signature by **IT Section** _____

Date: _____

Remark (If any): _____

Signature by **Security Officer** _____

Date: _____

Remark (If any): _____

Signature by **Administration Section (SAO/AO/Registrar)** _____

Date: _____

Remark (If any): _____

Note: Shri Varun Pandey, Programmer is authorized to sign the Exit checklist of the IT Section. In his absence, Shri Chandrabhan Pradhan, Programmer shall sign the same.