



ST XAVIER'S COLLEGE JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Institution

Ref : SXCJ/STAFF/2023-24/287

03 August 2023

Handover and Takeover of the various units of SXCJ

All concerned faculty members who have been assigned new responsibilities of Head of the Department, Coordinators of special task and office bearers of various committees/cells are requested to process the handover and takeover by 8th August 2023.

The Handover Report is attached with this notification.

Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Ref: SXCJ/STAFF/2023-24/288-290

Copy forwarded to the following for information and necessary action:

1. Vice-principal, St Xavier's College, Jaipur
2. All Staff, St Xavier's College, Jaipur
3. Principal Office, St Xavier's College, Jaipur



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Handover Report

Office/Committee/Cell name:	
Handed over by:	
Taken over by:	

HAND OVER

Subject matter of handover:	
Handover method (actual physical handover of the output / data carrier, etc.):	

NOTE: (Documents maintained)

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Place:	
Date, time:	

SIGNATURE SHEET:

Person accepting the subject matter of handover	Person handing over the subject matter of handover
Name:	Name:
Signature:	Signature: