**KNOWLEDGE TRANSFER (KT) CHECK LIST **

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KT Given to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Sr. No.** | **Areas of Handover & KT** | **Handover & KT Taken (Yes / No)** | **Comments** |
| 1 | Project Concept |  |  |
| 2 | Code Structure |  |  |
| 3 | API |  |  |
| 4 | Database Structure |  |  |
| 5 | Pending Task / Remaining Task |  |  |
| 6 | Location of Source Codes |  |  |
| 7 | Respective Credentials |  |  |

**Remarks:**

**Please note: in case number of projects worked is more than 1 then please form separate table as above for each project.**