

National Cheng Kung University Regulations for the Handover of Managers and Personnel in Charge

Approved in the 118th Administrative Committee meeting on October 2, 1991.

Approved in the 120th Administrative Committee meeting on November 25, 1992.

Approved in the 149th Administrative Committee meeting on April 21, 2004.

Article 1 The handover of managers and personnel in charge within National Cheng Kung University (hereinafter “the University”) shall be handled in accordance with the Act Governing the Handover of Civil Servants and the University’s Regulations for the Handover of Managers and Personnel in Charge (hereinafter “the regulations”).

Article 2 The managers referred to in the regulations are those at all levels within the University; personnel in charge refers to employees who directly manage a certain property or business at the University.

Article 3 The succeeding manager is the transferee in the handover. However, if the new manager has not been announced or fails to arrive at the post within the designated time limit, the original manager, upon leaving his or her post, shall transfer all items to a proxy appointed by a supervisor one rank higher than manager.

Article 4 The succeeding personnel in charge appointed by the direct manager or supervisor of the former faculty or a newly recruited employee serves as the transferee in the handover. Before the succeeding personnel arrives, a proxy appointed by the direct manager of the former faculty member shall be a temporary transferee.

Article 5 When a manager undertakes a handover, the following items shall be transferred:

- (1) Handover inventory catalog
- (2) Stamp of the unit
- (3) Book of archives
- (4) Master catalogs of property affairs directly governed by the manager along with an affidavit attached of the first-level unit manager or personnel in charge
- (5) Cases not yet handled or completed

According to the formats of Appendices 1 – 6, the aforementioned items shall be listed in triplicate. A handover undertaken by the dean shall also involve the transfer of his or her own duties.

Article 6 A handover undertaken by personnel in charge shall be conducted in accordance with the property or affairs for which he or she is responsible and in the formats of the aforementioned appendices in the preceding subparagraph.

Article 7 Personnel at all levels shall complete the handover in person. In the event that a civil servant is required to leave his or her place of work in advance because of a change of position or any other special reason, a person may be appointed to handle the transfer upon approval by the president. The original transferrer shall be solely liable for all responsibilities. If a property manager is to resign, he or she should conduct property inventory to the user, after which that user shall be responsible for all subsequent problems concerning the property.

Article 8 If a dispute arises during the handover, the transferrer or transferee along with the person overseeing the handover shall draft a handling opinion and submit it to the president for approval.

Article 9 For a handover between first-level managers, the person overseeing the handover shall be appointed by the president. First- and second-level managers shall oversee handovers between second-level managers and between personnel in charge, respectively.

Article 10 Handover between managers shall be completed within 3 days of the date of transfer. The succeeding manager along with the person overseeing the handover should receive all transferred items within 3 days of the predecessor completing the transfer; furthermore, a handover inventory should be compiled with signatures of all three parties to the handover. This inventory shall be submitted to the Personnel Office and forwarded to the president for approval. Handovers between personnel in charge shall be completed within 10 days of the date of transfer. The succeeding personnel in charge along with the person overseeing the handover should receive all transferred items within 10 days of the predecessor completing the transfer; furthermore, a handover inventory should be compiled with signatures of all three parties. This inventory shall be forwarded to the first-level supervisor for approval. If the property handled by the person in charge is particularly complicated, the transfer deadline can be extended to a maximum of 1 month upon approval by the president. A retiree who requires a deadline extension shall list all matters to be completed in advance. As soon as the handover procedure is completed, the proof of resignation and other related pension may be issued. The transferrer, transferee, and units they belong to shall each keep a record of the abovementioned handover inventory.

Article 11 In the event that personnel fail to transfer property in a satisfactory manner, a report shall be filed to clarify the attribution of responsibility.

Article 12 The regulations apply to transferred items and handover procedures in cases of faculty resignation, retirement, and job rotation.

Article 13 The regulations have been approved by the Administrative Committee before implementation. The same shall apply to all amendments to the regulations.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.

National Cheng Kung University Handover Inventory Catalog (Job title + unit)

The predecessor (job title + name) _____ hereby transfers all affairs undertaken between MM/DD/YYYY and MM/DD/YYYY to the following inventories, handing them over to the successor (job title + name) _____.

The particulars are as follows:

Inventory title	Quantity	Appendix	Note

Note:

1. For a handover undertaken by a manager, the handover inventory shall be forwarded to the Personnel Office and then to the president for approval. For a handover undertaken by the personnel in charge, the handover inventory shall be forwarded to the first-level manager for approval.

2. This handover inventory is in triplicate, each of which shall be held by the transferrer, transferee, and units to which they belong, respectively, for future reference.

Transferrer:

Transferee:

Supervising officer:

National Cheng Kung University Handover Inventory for Stamps of ____
(Unit)

Impression	Font	Material	Quantity	Pattern

Note: This inventory may be extended as required.

Appendix 2

National Cheng Kung University Handover Inventory for Book of Archives (Job title + name + unit)

Item	Quantity	Unit	Note

Note: This inventory may be extended as required.
Appendix 3

National Cheng Kung University Handover Inventory for Property
(Job title + name + unit)

Name of property	School code	Serial number	Quantity	Note

- Note:
1. The property shall be listed in the inventory table above (available in the Enquiries Regarding Property Information section on the website of the Property Management Division, Office of General Affairs) or the property information list jointly signed by the Office of General Affairs.
 2. This inventory may be extended as required.

Seal of the Office of General Affairs:

Affidavit

I hereby certify that all property listed in the property inventory has been inspected by myself and the aforementioned particulars are correct. I am willing to take full legal responsibility for any relevant false or misleading declarations. This affidavit is for future reference in accordance with subparagraph 4, Article 5 of the National Cheng Kung University Regulations for the Handover of Managers and Personnel in Charge.

Official seal of the manager or personnel in charge
(full job title + name)_____

M M / D D / Y Y Y Y

National Cheng Kung University Handover Inventory for Cases Not Yet Handled or Completed (Job title + Name + Unit)

Sent from	Date and document number	Subject	Case status	Note

Note: This inventory may be extended as required.

Appendix 6

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