དཔལ་ལྡན་འབྲུག་གཞུང་།

དར་དཀར་ནང་རྫོང་ཁག་བདག་སྐྱོང་།

ROYAL GOVERNMENT OF BHUTAN

DAGANA DZONGKHAG ADMINISTRATION

Date. ……../……../…….

Handing Taking Over Note

I, Mr./Mrs.……..…Bearing EID No……..……..of ……..…… Sector is Transferred/Resigned/Superannuatedor (Surrendered back to Procurement Section) (√) w.e.f …….. and hereby hand over the following office equipment and furniture without any exception.

Sl. No.	**Description**	**Specification**	**Qty**	**Physical(√)(×) Verification**	**Remarks**
1.	**Equipment's**				
i.	Desktop/Laptop(√)				
ii.	Printer				
iii.	Photocopy Machine				
iv.	Telephone (Fixed line)				
v.	Heater				
vi.	Extension Cord				
	Add any other like Paper Tray, Stapler, Camera, UPS, HDMI Cable, External Drive etc.				
2.	**Furniture**				
i.	Secretariat Table				
ii.	Computer Table				
iii.	Chair				
iv.	Almirah				
v.	Sofa				
vi.	Chodrom				
vii.	Dewan				
viii.	File Rack/Shelve (√)				
ix.	Visitor Chair				
	Add any other like Portrait, Kuthang, Table Fan, Stabilizer, Wall Clock, White board etc.				

Handed over by:

Signature……..…….

Name……..……
CID No……..
P. Title……..……..

Taken over by:

Signature……..……..….

Name……...…….
CID No……...……..
P. Title……..…….

Signature of Sector Head

Signature of Store/Procurement Officer

Tel: (+975) 06-481207 (Dasho Dzongdag), 06-481238 (HRO), 481187(Adm) Fax: (+975) 06-481132

Website: http://www.dagana.gov.bt