

Government Property Return Form

List of office equipment/furniture returned Form by the resigned/superannuated officials (both office & residence)

| Sl. No. | Equipment/Furniture | Brand | Specification/Model No. | Issued (Yes/No) | Returned (Yes/No) | Remarks |
|---------|---------------------|-------|-------------------------|-----------------|-------------------|---------|
| 1 | Vehicle | | | | | |
| 2 | Laptop | | | | | |
| 3 | Desktop computer | | | | | |
| 4 | iPad | | | | | |
| 5 | Mobile phone | | | | | |
| 6 | Steel Almirah | | | | | |
| 7 | Cardboard | | | | | |
| 8 | Table | | | | | |
| 9 | Revolving Chair | | | | | |
| 10 | Dramtse Dan | | | | | |
| 11 | Thanka/Statues | | | | | |
| 12 | Photo frames | | | | | |
| 13 | Scanner | | | | | |
| 14 | Printer | | | | | |
| 15 | Panel heater | | | | | |
| 16 | Others (specify) | | | | | |

The above equipment/furniture issued to Lyonpo/Dasho/Doctor/Mr./Mrs./Ms./....., Designation bearing CID.....Employee ID No..... have been received by the office on.....and duly verified by the undersigned.

Date:

Name & Signature

Designation:.....

EID No:.....

CID:.....

Agency:.....

Official Seal: