འབྲུག་འགྲེམ་རང་སྐྱོང་ཚོད་ལྟན་ལས་འཛིན།

BHUTAN POSTAL CORPORATION LIMITED

Form: V

Surrender of IT Equipment

Date: ……

Details of the surrendering official

Name: …….

Dept./Division/Region/Post Office…….....

Equipment Details

Sl. No.	Item Description	Codification Number	Date of issue	Reason for Surrender

Recommended/Forwarded by: Name: …… Signature: ……..

Dept./Division/Regional Head: ……..

Remarks: ……..

…….....

འབྲུག་འགྲེམ་རང་སྐྱོང་ཚོད་ལྟན་ལས་འཛིན།

BHUTAN POSTAL CORPORATION LIMITED

Form: V

Surrender of IT Equipment

Acknowledgment

Employee Declaration:
I hereby confirm that the above-listed equipment and accessories have been surrendered to the IT division in the stated condition.

Employee Signature: …… Date: ……

IT Division Use Only

Received by (IT Staff Name): ……..

Signature: ……Date Received: ……

Inspection Notes:

……

……

Approved by Head, IT Division

Name: ……..... Signature: ……. Date: ……..

Remarks:

……

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Procurement Section USE ONLY: ERP Asset Update

Asset Record Updated by: ……..

Signature: ……Date: ……