



Surrender of IT Equipment

To,

Date:

**General Manager (AFD)
Bhutan Post: Thimphu**

1. Details of the surrendering official

- a. Name:
- b. Division/Region/Post Office:

2. Details of the ICT equipment being surrendered

- a. Particular Name:
- b. Codification No.:
- c. Date of issue:
- d. Reason for surrendering:
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Signature:

Recommended/Forwarded by: Name: Signature:

Division/Regional Head:

Remarks:

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Surrender of IT Equipment

Comments from Head, ICT Division:

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For Administrative Purpose Only (Procurement Unit)

Remarks:
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Updated by (Name): Signature: