

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./....., Designationbearing 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: