



དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྫོང་ཁག་བདག་སྐྱོང་ཁུལ་ཆོས་རྒྱུ་རྫོང་གྲོང་གསེབ་

Royal Government of Bhutan
 DZONGKHAG ADMINISTRATION
 Chhoetse-Dzong: Trongsa

“A socio-economically vibrant Dzongkhag, living in harmony with nature”



Handing Taking over Form for Transfer

	Things to be handed over	Physical verification(✓ if applicable)	Remarks
1	Files/Documents		
	i		
	ii		
	iii		
2	List of Equipments		
	i.Computer/Laptop		
	ii.Table & Chair		
	iii.		
3	List of pending works		
	i.		
	ii.		
	iii.		
4	Additional responsibilities		
	i.Focal Person		
	ii.		

Handed over by:

(Signature)

Name:..... EID:.....

Position Title:..... Position Level:..... Sector:.....

Taken over by:

(Signature)

Name:..... EID:.....

Position Title:..... Position Level:..... Sector:.....

	Verifying Authority	Signature	Date
1	AFD		
2	HRS		
3	Store		

CC:

1. Dasho Dzongdag, DAT for kind information
2. Procurement Officer, DAT for kind information
3. Concerned Heads
4. HRD/HRS