**Handing Taking Form for Transfer/separation**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Things to be handed over | Physical verification (if Applicable) | Remarks |
| **1** | **Files/Documents** |  |  |
| **I** | I |  |  |
| **II** | Ii |  |  |
| **III** | ii |  |  |
| **2** | **List of Equipment** |  |  |
| **I** |  |  |  |
| **II** |  |  |  |
| **III** |  |  |  |
| **3** | **List of Pending works** |  |  |
| **I** |  |  |  |
| **III** |  |  |  |
| **III** |  |  |  |
| **4** | **Additional responsibilities** |  |  |
| **I** |  |  |  |
| **II** | *ii.* |  |  |
| **III** |  |  |  |

Handed over by:

(Signature)

Name:…………………………………..

EID: …………………………….

Position Title:……………………………..

Position Level: ……

Department/Division: ……………………………………………..

Taken over by:

(Signature)

Name:………………………………………..

EID: …………………………….

Position Title:……………………………..

Position Level: ……

Department/Division: ……………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Verifying authority** | **Signature** | **Date** |
| **1.** | **AFS** |  |  |
| **2.** | **Procurement** |  |  |
| **3.** | **HRS** |  |  |

CC

1. Dasho Dzongrab, CDA, for kind information.
2. Concerned Sector heads
3. HR Section