



རྒྱལ་ཁབ་ས་གཏོར་ལས་འཛིན་ཚད།
State Mining Corporation Limited



Handing Taking Over Form on Superannuation/Resignation/Transfer

Cost Centre:		Date:	
	Things to be handed over	Physical Verification (√)	Remarks
1	Files/Documents		
2	List of Pending Works		
3	Asset Name with Asset Code		
4	Additional Responsibility (if any)		

Handed over by:

(Signature)

Name:..... EID:

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

Department/Division:.....



ལྷོ་ལོ་ལྷན་ཁག་གི་སྐོར་ལྷན་འཛིན་ཚད།
State Mining Corporation Limited



Assets taken over by:

(Signature)

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

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

Department/Division:.....

Pending works and files taken over by:

(Signature)

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

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

Department/Division:.....

In Presence of:

Date:.....

Sl.No	Verifying Authority	Signature	Date
1	Immediate Supervisor		
2	Store		
3	AFD		

CC:

1. Manager, Procurement for kind information
2. Concerned Heads