



དཔལ་ལྷན་འབྲུག་གཞུང་།
Royal Government of Bhutan
Ministry of Agriculture and Livestock
Procurement Section



Form-3 Computer Retention or Return: Separation from Office

The Head of the Agency

Section	Details
1.Employee Details	
Name	
Designation	
Date of Separation	
2.Device Details	
Device Type(Laptop/Desktop)	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original Cost	
Depreciated Value	
3.Employee's Decision	(☒ Check one option)
Option 1: Purchase	☐ I choose to purchase the device at its depreciated value.
Option 2: Return	☐ I choose to return the device to the office.

Submitted by:

(Name & Designation)

Verified by:
Procurement Officer

Head of Agency



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