

**MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE**  
**HANDING/TAKING NOTE FOR OFFICE EQUIPMENT & FURNITURE**

<b>SL.NO</b>	<b>PARTICULARS</b>	<b>QUANTITY</b>
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**Handed over by:**

**Taken over by:**

(Signature)

**Name:**

**EID:**

**Position Title.:**

(Signature)

**Name:**

**EID:**

**Position Title.:**

**Head of Department**