



ཤེས་རིག་དང་རིག་ཆལ་གོང་འཕེལ་ལྷན་ཁག།
ཆུ་མིག་འཕུལ་རིག་སྦྱང་བ་དང་སྒྲེལ་ཁང་ ལུ་མ་ཐང་།
ལས་ཁི་དང་ཁི་སྦྱབས་ལྷན་ཁག།

MINISTRY OF EDUCATION & SKILLS DEVELOPMENT
DEPARTMENT OF WORKFORCE PLANNING AND SKILLS DEVELOPMENT
TECHNICAL TRAINING INSTITUTE-CHUMIG, BUMTHANG



INSTITUTE MATERIAL LENDING & BORROWING FORM

Date: _____

SECTION A: BORROWER DETAILS

- Full Name: _____
- Address/organization: _____
- Contact Number: _____
- Date of Request: ____ / ____ / ____

SECTION B: ITEM(S) REQUESTED

Sl/No	Item	Description/ Specification	Quantity	Condition at Issuance	Item Code (if any)	Remarks

SECTION C: PURPOSE OF BORROWING

SECTION D: DURATION OF BORROWING

- Date Borrowed: ____ / ____ / ____
- Expected Return Date: ____ / ____ / ____

SECTION E: BORROWER DECLARATION

I hereby acknowledge receipt of the above item(s) in good condition and accept full responsibility for their proper use, care, and timely return. I understand that I may be held accountable for any loss or damage caused due to negligence or misuse.

Borrower Signature: _____ Date: ____ / ____ / ____



ཤེས་རིག་དང་རིག་ཆམ་གོང་འཕེལ་ལྷན་ཁག།
ཁྱེད་ཀྱི་འཕུལ་རིག་སྒྱུར་བརྒྱུད་སྒྲེལ་ཁང་ ལུ་མ་ཐང་།
ལས་ཁི་དང་ཁི་སྒྲིབ་སྒྱུར་ལག་ཁག།

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SECTION F: APPROVAL (FOR OFFICE USE ONLY)

- Approved By: _____
- Designation: _____
- Signature: _____ Date: ____ / ____ / ____

SECTION G: HANDED OVER BY

- ✓ Name and designation: _____

SECTION G: RETURN CONFIRMATION (TO BE FILLED UPON RETURN)

Sl.No	Date returned	Condition on return	Checked by (Staff)	Remarks

Signature of Borrower (on return): _____

Signature of Receiving Staff: _____

Date: ____ / ____ / ____