

**NATIONAL HIGHWAY AUTHORITY**  
(MIS Section)

**HANDING / TAKING OVER IT EQUIPMENT**

<b>Sr. No.</b>	<b>Item</b>	<b>Description</b>	<b>Set No.</b>
1.	CPU		
2.	LED / LCD / CRT		
3.	Printer / Colour Printer		
4.	UPS		
5.	Scanner		
6.	Extension Lead		
7.	USB		
8.	Multimedia / Projector		
9.	Projection Screen		
10.	Stabilizer		
11.	Speaker		
12.	MFP		
13.			
14.			
15.			

**Handed Over By**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Wing / Section \_\_\_\_\_

Date \_\_\_\_\_

**Taken Over By**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Wing / Section \_\_\_\_\_

Date \_\_\_\_\_

**Countersigned by Section Head:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Wing / Section \_\_\_\_\_

Date \_\_\_\_\_

**Director (MIS)**