

Format of receipt of gift articles received by Government Functionaries and sent to Upahar Sangrahalaya
(see Rule 7) (APPENDIX-I)

Sl. No.	Particulars
1	Name and Designation of the Government Functionary sending the gifts to Upahar Sangrahalaya
2	Office to which Government Functionary belongs
3	Full address and Telephone no of the Office as mentioned in Sl. No. 2
4	Full particulars of the gift item/article to be surrendered in Upahar Sangrahalaya
5	(Please give brief description and attach a photo of the gift) Name and/or Designation of the domestic source from which gift/article received by Government Functionary
6	Cost/Price of the gift/article if known to the recipient (pl write not known is the price/cost is not known)
7	Name of the officer submitting the gift in the Upahar Sangrahalaya (pl attach his ID card's photocopy)
8	Whether gift/article accepted in Upahar Sangrahalaya or not

Received gift/article surrendered above:
(Signature of the AAO in charge of Upahar Sangrahalaya)
Dated:
Stamp:

(Signature of the Officer surrendering the gift)
Dated:
Stamp of the officer