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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
GASA



VEHICLE REQUISITION FORM(A)

Date:...../...../.....

To be filled in by Officer/Staff using pool Vehicle;

Name of Sector:.....

Requisition Details:

Date		Place		Name of Official(s)	Purpose
From	To	From	To		

Proposed by (Unit/Sector Head)

Signature:.....

Name:.....

Position Title:.....

To be filled in by Motor Transport Officer

Vehicle Number: BG-.....

Vehicle Type:.....

Driver's Name:.....

Signature:.....

Approval from Head of Agency if the vehicle is moving inter Dzongkhag

Approved From

Not Approved: State Reason

Date:

Signature:.....

Any Officials using a pool Vehicle shall not be entitled to Porter/Pony charges & Mileage.

Cc: 1. Dzongkhag Finance Officer, for necessary action.

2. File