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DZONGKHAG ADMINISTRATION

Lhuentse

VEHICLE REQUISITION FORM



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 | | |
| | | | | |

Requisitioned by(Unit/Sector Head)

Name:.....

Designation :.....

Signature :.....

To be filled in by Motor Transport Officer

Vehicle Number : BG-.....

Vehicle Type:.....

Driver's Name:.....

Signature.....

Decision of the Approving Authority:

Approved

Not Approved: State Reason

Approved/Not Approved by (AFD Head)

Signature:.....

Any Officials and Accompanying Staff using Pool Vehicle shall not be entitled for Porter/Pony Charges and Milag