Date:

**VEHICLE MAINTENANCE REQUISITION FORM**

The Dasho Dzongdag,

Trashi Yangtse Dzongkhag Administration,

Royal Government of Bhutan

Kindly accord to approve following maintenance services for the vehicle no BG-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl no** | **Maintenance Required** | **Qty** | **Rate** | **Previous Maintenance Done** | **Current Odo Reading** | **Reason for Maintenance** |
| **1.** |  |  |  |  |  |  |

Vehicle Maintenance Approval Committee:

1. Tshering Dorji 2. Tshering Dargay 3. Sangay Tenzin

Planning Officer Accounts Asst. Asst. PO

Name, Designation & Signature of requisitioner…………………………………………………

Remarks from MTO, Dasho Dzongrab……………………………………………………………

Remarks from Finance Officer (Identification of availability of budget)………………………..

Remarks from Procurement Officer………………………………………………………………..

Approving Authority, Dasho Dzongdag……………………………………………………..