



ལྷོ། རྒྱལ་ཡོངས་ཚུ་དབྱུང་དང་གནམ་གཤིས་རིག་པའི་སྡེ་བ།  
**NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY**  
**THIMPHU: BHUTAN**



“Center of excellence in Hydrology, Meteorology and Cryosphere Science and Services”

**VEHICLE REQUISITION FORM**

<b>Division/Section/Unit:</b>		<b>Date:</b>	
<b>Type of Vehicle:</b>		<b>No. of Vehicle(s):</b>	
<b>Requisition purpose:</b>			
<b>Date:</b>		<b>Place of Visits</b>	
<b>Requisition Applied by:</b>		<b>Signature:</b>	
		<b>Name of Official:</b>	
<b>Travel/Program</b>		<b>Signature:</b>	
<b>Approved by:</b>		<b>Name of Head/Supervisor:</b>	
<b>Note:</b>			
1. Attach a copy of program/TA approved by competent authority/head/supervisor with dully filled this form.			
2. Apply the requisition a week prior to the travel program duration exceeding 1 day/long travel.			
3. Apply/inform MTO a day prior for the local official travels.			

**Official record only**

<b>Vehicle type &amp; No:</b>
<b>Name of Driver:</b>
<b>Vehicle Approved/Not Approved:</b>
<b>Signature:</b> <b>Motor Transport Officer</b>