**Date:**

**To**

**The Procurement Section**

**Dzongkhag Administration**

**Trashigang**

Sub: **Requisition**

Sir,

Kindly arrange to replace/new stock for the following materials:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Name of items | Qty required for 1 year (approx) | Qty ion stock | Remarks |
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Yours faithfully

(Sector Head/store In-charge) (Finance Officer) (Procurement Officer)

**Verified/Approved by:**

(Dasho Dzongrab)