



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཚུང་ཁག་བདག་སྐྱོང་ བཀྲིས་སྐྱོང་།

Royal Government of Bhutan  
**Dzongkhag Administration**  
**Trashigang**

(Strive to learn, improve & transform with times)

**BHUTAN**  
Believe

TDA/DFS-1/2023-2024/

July 12, 2023

## Notification

**Subject: Catering Requisition Form**

In accordance with *Government Expenditure Rationalization Initiatives* issued by the Ministry of Finance to rationalize the serving of working lunch and refreshments during internal meetings and other functions, the Dzongkhag Administration has developed catering requisition form to avail catering service from the identified hotel.

Accordingly, the catering requisition form must be filled up and obtain approval prior to any events or programs organized by the responsible officials to avail catering services. The form can be **downloaded** from the Dzongkhag website.

Non-submission of duly approved form shall be the ground for denial of payment by Accounts Section.

Issued for immediate compliance.

(Ugyen Dorji)  
**DZONGDAG**

# Dzongkhag Administration

## Trashigang

### *Catering Requisition Form*

**From** : ..... ( *insert name of a coordinator or responsible official*)

**To** : .....( *insert name of procurement officer*)

**Program or occasion:** .....

**Name of the Hotel** : .....

Sl. No	Particular (Food items required)	Quantity/ Heads	Meal Type Breakfast/ Lunch/ Dinner	Date & Time

**Note:**

*A copy of this verified form must be attached by the hotelier while submitting the bill to the concerned official or Finance Section for release of payment.*

**Initiated by:**

**Verified by:**

(Name of coordinator or official)  
Seal & Signature

(Procurement Officer)  
Seal & Signature

**Approved by:**

(Head of the Agency)