

**DZONGKHAG ADMINISTRATION  
Trashigang**

**VEHICLE MAINTENANCE REQUISITION FORM**

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The pool vehicle bearing No. .... has encountered with the following problems:

- a)
- b)
- c)
- d)
- e)

**(Name of Driver & Signature):**  
Contact Number

Date:

The office had checked the above vehicle at workshop on .....and found necessary to change/replace the following spare parts as mentioned below:

SL. No.	Particulars	Qty.	Remarks

Checked by:

(.....)

**Vehicle In- Charge**

Date:

**Recommended:**

Motor Transport Officer (MTO)

**Approved / Not Approved:**

(Head of Agency/DDO)

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