

DZONGKHAG ADMINISTRATION
Trashigang

VEHICLE MAINTENANCE REQUISITION FORM

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 onand 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)
