**To, Date:**

**Dasho Dzongdag**

**Dzongkhag Administration,Punakha**

**Subject: Requisition Form**

I……………………………….Designation……………………………….apprise Dasho for an

Administrative approval to issue following items required for………………..Sector/Section.

|  |  |  |  |
| --- | --- | --- | --- |
| SI NO | Items(Description) | Qty | Purpose |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

1: Employee Sign:

Remarks from: Immediate Supervisor Remarks from: Procurement Officer

Approved by: Head of the Agency