

Bhutan Electricity Authority  
Royal Government of Bhutan  
Thimphu: Bhutan

The Motor Transport Officer  
Bhutan Electricity Authority  
Thimphu

Sub: **Vehicle Requisition**

1. Date of Requisition:.....
2. Department/Division:.....
3. Officer(s) on whose duty the vehicle is required or accompanying with the vehicle (Name and Designation).....
4. Purpose (Briefly describe the purpose): .....  
.....  
.....
5. Date and time from when the vehicle is required:.....
6. Date and time up to when the vehicle is required: .....

Signature (officer(s) submitted the requisition)

Name:

Designation:

**Note:** 1. Maximum of 2 days time should be given to the MTO for arranging the vehicle for the long official tour.

2. Requisition is a must for availing vehicle.