



ཀྲུལ་ཁམས་སྲ་གཏེར་ལས་འཛིན་ཚད།
State Mining Corporation Limited



Vehicle Requisition Form

Name of official requesting for vehicle		
Vehicle Type		
Time & Date	Place of Visit	Purpose
Time : Start Date : Return Date:		
Duty for (Name of the Official):		
Recommended by Head of the Division/Department:		
Name:	Designation:	Signature
Approved by:		
Seal and Signature		
Note:		
<ul style="list-style-type: none">❖ The requisition form should be recommended and signed by the Head of the Division.❖ For long tour, the requisition along with approved documents and tentative tour program should be submitted one week in advance.❖ For Local Duty, the requisition should be submitted one day in advance with precise timing.		