



ཨ་མི་མཚོ། ལྷན་ཁྲིམས་འཛིན་ལས་ཁུངས།  
 བདེན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁུངས། དཔལ་ལྷན་འབྲུག་གཞུང་།

**Department of Air Transport**  
 Ministry of Information and Communications  
 Royal Government of Bhutan



**Paro International Airport**

Form Veh 1.4

**VEHICLE REQUISITION FORM**

Date.....

Division & Section: .....

Officer on whose duty the vehicle is required:

Name: .....

Designation: .....

Purpose:

.....  
 .....  
 .....

Date from when vehicle is required (Date & Time): .....

Date up to when the vehicle is required: .....

Type of Vehicle required: .....

Place to be visited: .....

Requisition submitted by

Signature

Name: .....

Designation: .....

**(Approved/Not Approved)**

**Details of MTO:**

(Signature & Seal)

Name: .....

Designation: .....

Date: .....

Note:

1. Designated MTO will coordinate the vehicle arrangement
2. Minimum of 2 days should be given to the MTO for arrangement of vehicle for long trips
3. Minimum of 30 minutes should be given to the MTO for arrangement of vehicle for short trips.