



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྒྱལ་གཞུང་ཞི་གཞི་ལྷན་ཚོགས།

ROYAL GOVERNMENT OF BHUTAN  
 ROYAL CIVIL SERVICE COMMISSION



To

Date

The Head  
 Adm. & Finance Services  
 Royal Civil Service Commission  
 Thimphu.

**REQUISITION FORM**

Sir,

Kindly arrange to supply the following items.

SI. No	Description	Specification	Qty	Purpose

Date :	
Recommendation from Immediate Supervisor/Property Office Remarks (if Required)	Signature Name & Designation
a) Remarks from store Division (if any)	
b) Remarks from procurement officer (if any)	
c) Remarks from Accounts Division (if any)	
Date	Approved
	Signature Name & Designation