# Pool Vehicle Requisition Form
(for internal use only)

<table>
<thead>
<tr>
<th>To be filled in by Officer/Staff on whose duty the vehicle is detailed:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> ____________________________</td>
</tr>
<tr>
<td><strong>Designation:</strong> ____________________________  <strong>Center/Units/Division:</strong> ____________________________</td>
</tr>
</tbody>
</table>

**Purpose of request for:**  
*(Please Tick)*  
- Official purchase  
- Meeting/Workshop/Seminar/Conference  
- Mail Delivery  
- Duty of official guest  
- Official Tour  
- Trainees Mess Shopping  
- Emergency Duty  
- Others: ____________________________

**Vehicle Required On:**  
Date: ___/___/_____  
Time: ________

**Approximate Time Required:**  
*(Please Tick)*  
- For local Tour: ___Hr(s)___Min(s)  
- For longer duration: From ___/___/____ to ___/___/____

**Travel Route:**  
*(Please Tick)*  
- Simtokha - Thimphu - Simtokha  
- Other: ____________________________

**Date:** ___/___/____  
**Signature**

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**To be filled in by Transport Officer**

**Vehicle Number:** BG-1-_____ Other ____________

**Driver Name:** ____________________________

**Vehicle should be back by:**  
Date: ___/___/____  
Time: ________

**Date:** ___/___/____  
**Signature**

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**Decision of the Approving Authority:**  

<table>
<thead>
<tr>
<th>□ Approved</th>
<th>□ Not Approved</th>
</tr>
</thead>
</table>

**Approving Authority**

**Note:** the form should reach to the Transport Officer, RIM three hours before the actual use of vehicle.