



ROYAL INSTITUTE OF MANAGEMENT

Pool Vehicle Requisition Form (for internal use only)

To be filled in by Officer/Staff on whose duty the vehicle is detailed :

Name : _____

Designation : _____ Center/Units/Division : _____

Purpose of request for :
(Please Tick)

- Official purchase
- Meeting/Workshop/Seminar/Conference
- Mail Delivery
- Duty of official guest
- Official Tour
- Trainees Mess Shopping
- Emmergency 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

To be filled in by Transport Officer

Vehicle Number : BG-1-_____ Other _____

Driver Name : _____

Vehicle should be back by : Time : _____ Date ___/___/___

Date : ___/___/___ Signature

Decision of the Approving Authority :

Approved Not Approved

Approving Authority

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