

**RENEWABLE NATURAL RESOURCES RESEARCH CENTRE
Bajothang Wangdue Phodrang**

Pool Vehicle Requisition

Purpose/Activity: _____

Travel to: _____ Duration _____

Start Date/Day: _____ Start Time _____

Requested by (Name.Designation.Signature _____

Immediate Supervisor: _____

APPROVED/NOT APPROVED

Program Director

Vehicle allotted for the above duty:
Combined travel/Other works:

Administrative Officer

CC:

1. Driver Concerned
2. Staff Concerned
3. Office copy

Note:

1. All requests should be made well in advance and should be in line with the quarterly work plans. As far as possible try to avoid ad hoc requests.
2. The administration and management will encourage combined travel. All are requested to cooperate.