



དཔལ་ལྷན་འབྲུག་གཞུང་།

དར་དཀར་ནང་ཆེང་ཁག་བདག་སྐྱོང་།

Royal Government of Bhutan
DAGANA DZONGKHAG ADMINISTRATION



Date:

Dasho Dzongrab,
Dzongkhag Administration,
Dagana.

Sub: Requisition for Food/Refreshment catering

Dasho,

We have committee meeting/sector meeting/sector event as mentioned below:

1. Name of meeting:
2. Agenda/Purpose:
3. Meeting Date: Venue:
4. Refreshment or Lunch item: Serving time:
5. No of heads:

Yours sincerely,

(Name & signature)
Designation/Sector

Note: 1. The copy of attendance of participants must be attached during submission of the bill.

(Approved/Not Approved)

Dzongrab