



ཀླུ་ཡོངས་ཁྱིམ་བཞོ་གོང་འཕེལ་ལས་འཛིན་ཚད།

NATIONAL HOUSING DEVELOPMENT CORPORATION LIMITED

REAL ESTATE MANAGEMENT SERVICES

PROPERTY MANAGEMENT SECTION

Head Office – Thimphu, Bhutan



**MATERIALS / TOOLS REQUISITION FORM**

To,  
The Head,  
Civil/Electrical Unit,  
Property Management Section,  
National Housing Development Corporation.

Date: .....

Kindly arrange to issue the following materials / tools from the Store for maintenance NHDCL quarter.

Sl. No.	Description and specification	Qty.	Quarter No.	Name of Tenant & Location
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Submitted by: **Head** (Mason, Carpenter, Plumber, Painter, Electrician, Others) .....  
(Name and Signature)

Verified and recommended by: **Site Engineer** (Civil/Electrical Unit) .....  
(Name and Signature)

Approved by: **Head of Unit** .....  
(Name and Signature)