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NATIONAL HOUSING DEVELOPMENT CORPORATION LIMITED

REAL ESTATE MANAGEMENT SERVICES

PROPERTY MANAGEMENT SECTION

Head Office – Thimphu, Bhutan



NHDCL/REMS/PMS/10/20.... /

Date.....

TECHNICAL, FINANCIAL & ADMINISTRATIVE SANCTION

for () Routine/Planned/Adhoc Maintenance, () Extension, () Alteration, () New Work

- 1. Name of Tenant :
- 2. Quarter/Block and Flat No. : 3. Location :
- 4. Maintenance Application Form (attached / others):

Sl. #	Name of Work	Amount (Nu.)	Remarks
Total =			

The labour payment will be made based on the measurement of work done using the analyzed rates:

Submitted for kind approval.

Prepared and processed by:

Reviewed by:

(Name & Signature)
Maintenance Engineer
 Civil / Electrical
 Property Management Section

(Name & Signature)
Head
 Civil / Electrical Unit
 Property Management Section

Recommended/Approved by:

(Name & Signature)
General Manager
 Real Estate Management Services

(Name & Signature)
General Manager
 Corporate Services

Approved by:

(Name & Signature)
Chief Executive Officer

***Note :** For total amount of Nu. 10,000.00 per sanction, the authority have been delegated to General Manager, REMS for approval of TS, FS and AS.