

BHUTAN POSTAL CORPORATION LTD.

Annex 1

Form 1:- Requisition for ICT Equipment

To,

Manager
Information & Communication Technology Division
Bhutan Post

Date

1. Details of the Requesting Official

- a. Name:
- b. Division/ Region:

2. Details of the ICT equipment Requested For

- a. Particular Name:
- b. Number(s) required:
- c. Purpose (s):
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.....

Submitted By: (Name).....(Signature).....

Recommended/Forwarded By: (Name)(Signature).....
(Divisional/ Regional Head)

Designation:.....

*Remarks if any:

BHUTAN POSTAL CORPORATION LTD.

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Comments from Manager, ICT Div.:

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Comments from Dy. CEO.:

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Comments from the CEO.:

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For Administrative Purposes Only

Particulars Purchased:

Number(s) Purchased:

Codification No(s).....

Forwarded By :(Name)(Signature)