



དཔལ་ལྷན་འབྲུག་གཞུང་།      འབས་ཏོག་ལྷན་ཁག།  
 ROYAL GOVERNMENT OF BHUTAN  
**MINISTRY OF WORKS & HUMAN SETTLEMENT**  
 THIMPHU: BHUTAN  
*"Construction Industry: Solutions through innovation & improved technology"*



PMM-1

**PROPERTY REQUISITION FORM**

Property Requisition on:.....

No.

.....

Date:

Requisition					Details of Issue				
Sl. No.	Name and description of Item	Unit	Quantity	Name of work	Quantity Issued	Bin Card/ L.F	GIN No.	Date	Remarks, Initials

Please raise debit note for adjustment against out Intra-Agency Settlement Advance A/C. on acceptance.

Items are required for office use.

Signature

Date, Name and Designation

Requisition Approved:

Signature

Date, Name and Designation



དཔལ་ལྷན་འབྲུག་གཞུང་། འབས་ཏོག་ལྷན་ཁག།  
ROYAL GOVERNMENT OF BHUTAN  
**MINISTRY OF WORKS & HUMAN SETTLEMENT**  
THIMPHU: BHUTAN



*"Construction Industry: Solutions through innovation & improved technology"*

**Instructions for Property Requisition Form (PMM - 1)**

- Requisition : This part shall be filled in by the person/officer placing the requisition.
1. No : Serial Number of the Form
1. Stores Requisition on : Name and address of the unit, which holds the stock of items.
2. No. : Serial Number of the Form
3. Date : Date on which requisition is placed.
4. Sl.No. : Serial Number of the item
5. Name and description : Description of the item requested for
6. Unit : Unit of measurement
7. Quantity : Quantity requested for.
8. Name of Work : If cost of the items is required to be paid to or adjusted with a central procurement & supply unit. Details
- of Issue : This part shall be filled in by the Property Officer.
9. Quantity issued : Self-explanatory
10. Bin Card/L.F : In the case of issue of materials from a Suspense - Stock A/C, the Bin Card No. in which the issue has been noted.  
: In the case of supply of charged items, the Folio number of the appropriate Register of Inventory
11. GIN No. : Goods issue Note No. in the case of supply of materials from Suspense - Stock A/C.
12. Date : Date of Goods Issue Note.
13. Remarks, Initials : Initials of the Property Officer and remarks if any.

- This form shall be used by individual officials for obtaining charged off office supplies, equipment, furniture etc., as well as by the Heads of Disbursing Offices for obtaining supplies from a Suspense - Stock A/C.
- In the case of requests by individual officers for obtaining office supplies, the requisition shall be got approved by an authorised officer before placing the same to the Property Officer. The requesting official shall acknowledge receipt of the items both in the form as well as in the inventory register if so desired by the Property Officer.
- The Property Officer shall maintain the serviced requisitions as vouchers against the records of issue of materials