



# འབྲུག་གི་རྒྱལ་ཡོངས་ཆོག་མཆོག་འདུ།

## NATIONAL ASSEMBLY OF BHUTAN



Date:.....

Chief of Division,  
Information & Communications Division,  
National Assembly Secretariat,  
Gyalyong Tshogkhang, Thimphu.

Sub: **Business Transaction Form for Mass Printing of Documents**

Sir/Madam,

In discharging my official duties, I hereby submit the attached master copy of the document/report for mass printing as indicated below:

Sl.#	Particular	Remarks
1	Title of document/report.	
2	Number of pages (as in the master copy )	
3	Number of copies to make.	
4	Purpose of mass printing	
5	Deadline for completion of mass printing	
6	Any other specific requirement.	

Yours sincerely,

(Name & Signature)  
Designation/Division

**Approved/Not Approved**

**Chief of ICD**

**Note:**

1. This form must be used for printing/photocopying of document requiring to use more than 25 pages of paper.
2. Printing unit shall carry out mass printing based on the approval accorded in this form.
3. This form shall be the basis for the printing unit to requisition for consumable items from the store. The form must be properly filed in the printing unit.