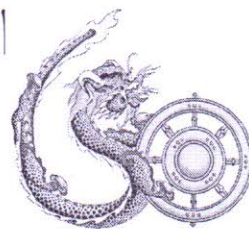




དབལ་ཕྱན་འབྲུག་གཞི་དབང་འདུས་པོ་བླང་ཆེན་ཁག

**ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION**

**WANGDUE PHODRANG**




DAW/DES-35/2019-2020/ 2279

16<sup>th</sup> October 2019

**Notification**

This office has circulated the SOP on official tours to all the Sector Heads and staffs recently that was unanimously endorsed during the staff coordination meeting. We believe that each one of you received a copy and well versed on its clauses for its implementation. It's basically a compilation of clauses from LG Act, BCSR rules and financial norms related to official tour and its entitlements. The SOP may just remain in paper unless each one of us follow our decisions for the betterment of our organization and to enhance transparency, accountability and efficiency. At the end of the day, all we want is to use the travel budgets judiciously in achieving our planned activities. The concerned Sector Heads and the Controlling Officers are fully accountable and answerable on how you manage the limited travel budget that you have. AFD has a very limited control over the use of sectors' travel budget. The Dzongkhag Administration and the AFD can be of hardly any help once the budget is exhausted unless we obtain supplementary travel budget from MoF. The planned activities have to be accomplished in the end. Thus, it's important to prioritize and make use of the available budget for genuine purpose and cut off the wasteful cases at this juncture. How do we do it? SOP is no magic wand. Applying the system diligently is the only way forward for check and balance to realize what we intend to say as judicious use. On this note, I would urge you to adhere to the SOP henceforward as to manage the budget efficiently to achieve our common goals.

This is notified to all the Controlling Officers for strict compliance.

  
Tshewnag Namgyal  
Dzongrab