

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**Agency: Dzongkhag Administration, Wangdue Phodrang

DAW.....

Date:

Travel Order

I and the following official(s) is/are hereby relieved from his/her office duty as detailed below;

Purpose of Travel:
.....

Duration: From:/...../..... To/...../..... (.....) Days

Place(s) of Visit:

Mode of Travel: Pool Vehicle ☐ Private Car ☐ Bus ☐ Taxi ☐ Air ☐

Train ☐ foot ☐ **Verified by: Name**..... **Designation**.....

Signature.....

Funding Source(s):

Sl. No.	Name of Officials	Designation	Position Level	CID Number	Remarks
1					
2					
3					
4					
5					
6					

The official (s) is/are instructed to claim the travel entitlement strictly as per this order in accordance to the prevailing travel rules.

Controlling Officer

Copy to:

1. Concern Sector Head, Dzongkhag Administration.
2. Individual Concerned