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**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG**



DNB/R-1/2012-13/1201
11 January 2013

Circular

Subject: Eligibility to Avail Domestic Air Service by Government Officials

Government officials in position level P5 and above, travelling on official duty, will be eligible to avail the Domestic Air Service (DAS) subject to the following guidelines:

- i. Travel shall be undertaken with prior approval from the Secretary of the Ministry/Head of the Agency;
- ii. Travel plans should be timed with the flight schedules to avoid extra days of halt and cost;
- iii. While availing the DAS, officials are not allowed to take/send government vehicle(s) from the HQ to the designated airport and Dzongkhags for local use;
- iv. For individual travel, officials shall be entitled to mileage at the prevailing government rate if a pool vehicle is not provided to and from the designated airports;
- v. For group travel, where pool vehicles are not provided to and from the designated airports, the concerned office should hire private vehicle(s) based on annual quotation rates fixed and notified by the Dzongkhag Administrations. Such hired vehicles shall be treated as pool vehicles;
- vi. The respective Dzongkhag Administrations (Bumthang, Sarpang and Trashigang) shall be responsible for calling annual quotation for hire of private vehicles and notifying thereof; and
- vii. The cost of air travel should be met from the approved budget of the concerned agency and no additional budget will be considered.




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The above guidelines shall come into immediate effect.


(Lam Dorji)
Finance Secretary

Copy to:

1. The Secretary, Ministry of Information and Communications.
2. The Dzongdag, Dzongkhag Administration, Bumthang/Sarpang/Trashigang.
3. All Head of Ministries/Constitutional Bodies//Dzongkhag Administrations/ Departments /Autonomous Agencies.