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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



DNB/R-2013/ 053

23rd Aug. 2013

CIRCULAR

In line with the Government directives for austerity measures in controlling recurrent expenditure through collective efforts and sacrifices, conveyed vide letter No.C-3/4/32 dated 22nd August 2013, the MoF hereby issues the following guidelines for strict compliance and enforcement:

1. *Ex-country travel:*

- i. Ex-country travel shall be kept at bare minimum and undertaken only when absolutely necessary as per bilateral and multilateral commitments irrespective of sources of funding;
- ii. Where economy class air tickets are provided under donor assistance or other sponsors to Government officials who are entitled to travel by business class, no top-up from RGoB funds shall be permitted for up-gradation to business class;
- iii. In order to avoid extended stopovers and ineligible DSA claims, Government officials should travel only after finalizing the programs and obtaining confirmed air tickets;
- iv. The number of delegation members shall be kept at bare minimum;
- v. There shall be no formal reception and see-off line-up at the airport.

2. *Hospitality and entertainment:*

- i. No excessive expenditure shall be incurred for extending hospitality and entertaining guests and Government entertainment for official purposes shall be kept to bare essential;
- ii. Only Ministers, Secretaries and Head of agencies shall provide Officials lunches instead of dinners;
- iii. Number of government invitees shall not exceed twice the number of guests;
- iv. No imported alcohol drinks shall be served;
- v. Food items containing local products shall be promoted instead of imported stuff;
- vi. Dancers and entertainment groups shall be used only during important occasions.

Further, the budgetary bodies are hereby required to voluntarily come up with their own austerity measures by end of September 2013 with information to MoF for onward submission to the Government.



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This circular comes to immediate effect and supersedes the guidelines on foreign travel and hospitality & entertainment issued vide circular No.MoF/R-Circular/2012/694 dated 11th June 2012.


[Nim Dorji]
Joint Secretary

Copy to:

1. The Cabinet Secretary, Cabinet Secretariat, Gyal Yong Tshogkhag
2. The Heads of Constitutional Bodies, Thimphu;
3. All Government Secretaries;
4. All Heads of Autonomous Agencies,
5. All Dzongdags;
6. The Director, DNB, Thimphu, for necessary follow-up,
7. All Heads of AFDs;
8. The PS to Hon'ble Prime Minister, Gyal Yong Tshogkhag