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དགའ་ས་རྫོང་ཁག།

Royal Government of Bhutan  
Gasa Dzongkhag Administration



**Tour and Travel Guideline**  
**Gasa Dzongkhag Administration**  
**February 2023**



དཔལ་ལྷན་འབྲུག་གཞུང་།  
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## Preface

In pursuance to the Letter no. C-3/129/2022/1390 dated 22nd September 2022 of the Cabinet Secretary, the approval for both In-country and Ex-country travels for officials below Secretary level shall be approved by the Human Resource Committee (HRC) of the concerned Agency irrespective of fund sources through proper assessment. In this regard, as per the resolution of the HR Webinar held on 25th November 2022, the concerned HRC of the agency should develop a tour and travel guideline for proper management of the official tours.

Following is the Tour and Travel guideline for Gasa Dzongkhag developed by the Dzongkhag HR Section and reviewed by the HRC. This Guideline comes into force with effect from 1st February 2023. It is imperative that all the civil servants of the Gasa Dzongkhag comply with the guideline. This is to ensure that all travels within and outside the Dzongkhag are rationalized and organized based on its contribution to the achievement of Dzongkhag/Sectors APA/APT.

(Tenzin Chophel)

**Dzongdag**



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## Types of Travel

Types of Travel can be broadly classified into two categories as follows:

### 1. In-country Travel

1.1. Travel within the Dzongkhag

1.2. Travel Outside the Dzongkhag within Bhutan

*A. Travel with nominations from the concerned Ministry/ Agency*

*B. Travel requiring the nominations from the Dzongkhag Administration*

### 2. Ex-Country Travel

#### 1. In-country Travel

##### 1.1. Travel Within the Dzongkhag

1.1.1. For travel within the Dzongkhag, it shall not be endorsed by the Human Resource Committee. However, an employee proposing the Travel shall put up the proposal, which will be verified and recommended by the sector head to the concerned approving authority or the Head of Agency. Once the approval is accorded, the concerned employee shall share the proposal with the HR Section for the issuance of Relieving order.

1.1.2. Approval for Training/Workshops within the Dzongkhag shall be processed through a note sheet with details of the participants by the concerned sectors. With the approval of the Head of Agency or the concerned approving authority, the HR Section will issue an office order.

##### 1.2 Travel outside the Dzongkhag

1.2.1 Travel outside the Dzongkhag includes Trainings, Workshops, seminars and Meetings that will require an official to travel outside the Dzongkhag. The Travel outside the Dzongkhag can be categorized as follows:

*A. Travel with nominations from the concerned Ministry or agency.*

*B. Travel requiring the nominations from the Dzongkhag Administration*



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***A. Travel with nominations from the concerned Ministries/Agencies/NGOs***

If the Dzongkhag receives letters requesting to relieve officials with nominations from the concerned ministry/agency, it shall be endorsed by the Human Resource Committee.

***B. Travel requiring the nominations from the Dzongkhag Administration.***

If the Dzongkhag Administration receives information from the Ministry/agency regarding the Training/Workshop/Meetings which requires the Dzongkhag to nominate the participants, he/she shall be nominated through the Dzongkhag HRC based on relevancy and equitable opportunity of the training/ Workshop/Meeting.

***2. Ex-Country Travel***

2.1 Any type of ex-country travel shall be approved by the Dzongkhag HRC.

**General Rule**

- a. For travel which requires the approval of HRC, Note Sheet or the invitation letter shall be submitted to the HR Section two days prior to the conduct of Dzongkhag HRC Meeting.
- b. In case of emergency, the concerned employee or the sector head shall get approval from the Head of Agency which shall be later endorsed in the HRC on the post-facto basis.
- c. Approval for the travel shall be sanctioned by the HRC based on the relevancy regarding the ToR and SOP, Competency Based Framework, and degree of impact it will have on the Dzongkhag and the availability of the funds.